

# Maniben Nanavati Women's College

HOW TO PREPARE FOR A.G. AUDIT &  
ASSESSMENT

## Areas to be considered for A.G. Audit

- Details of Grants & Expenditure (Junior & Degree College)
- Details of Library Deposit (Junior & Degree College)
- CDC Report of the college which is to be submit to university, correspondence letter of it
- Grievance Committee Composition
- Committees of the college and their members
- Fire Audit Report
- Notes to Balance Sheet
- Other Liabilities in Balance Sheet Schedule
- Scholarship details
- Jt. Directors Report of Salary & Non Salary Assessment
- Income Tax Return & Acknowledgement of the same of the College

<u>Library Deposits : -</u>				
Opening Balance as on 01.04.2015				Rs. 11450
<u>Add :-</u>				
Library Deposit Received during the yaer	2015 - 16	Rs.	14900	
	2016 - 17	Rs.	16750	
	2017 - 18	Rs.	13950	
		Rs.		Rs. 45600
				Rs. 57050
<u>Less :</u>				
Deposit Lapsed during the year 2015-16				Rs. 1500
				Rs. 55550
Deposits refunded during the year	2015 - 16	Rs.	13500	
	2016 - 17	Rs.	15500	
	2017 - 18	Rs.	12150	
		Rs.		Rs. 41150
Closing Balance as on 31.03.2018				Rs. 14400
<u>Less :-</u>				
Amount of Unclaimed Library Deposits to be lapsed during the year 2017 - 18				Rs.
Balance remaining after deposits lapsed amount				Rs. 14400

## Areas to be considered for Assessment of Salary & Non Salary

- Workload of Teachers, Student Strength, Consolidated Time Table, Individual Faculty Time Table
- Form No. 5 of Salary Assessment
- Form No. 6 of Non Salary Assessment
- Pro Rata in Balance Sheet
- Leave Travel Concession
- Leaves of the employee
- Recovery challan of the employee, if any
- Approvals & Fixation of the staff

# Non Salary Grant Form No. 6

- Fees collection statement
- Tally all the fee heads alongwith student strength
- Pro rata calculation

For Pro-rata calculation following information is to be collected :

- Junior College Strength
- Junior College Electricity Expenses
- Junior College Printing & Stationery Expenses
- Junior College Water Charges
- Junior College Postage & Stamps

Student Committee Expenses calculation : (For example)

Student Committee Expenses	Student Committee Fees collected	Student Strength	Allowed Amount for Student Committee	Net Admissible expenditure	Disallowed Expenses
1	2	3	4	5 (3*4)	6 (1-2-5)
210158	103800	692	Rs. 15/- per students	10380	95978

**Thank You**