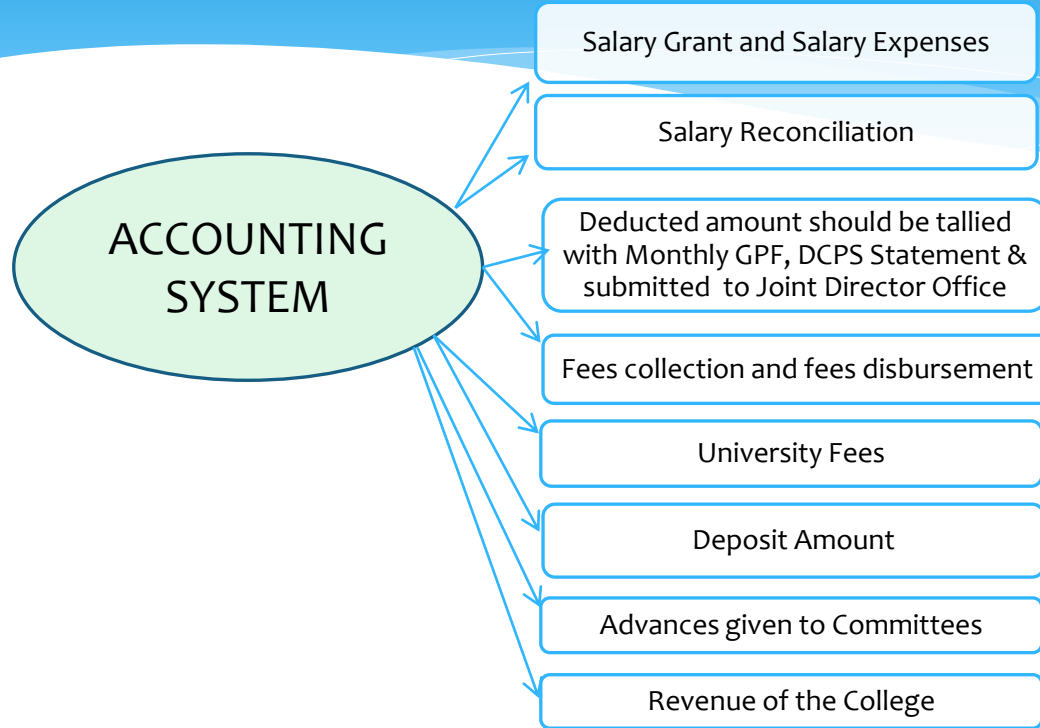


How To Streamline Accounts Process And Budget As Per NAAC Perspective

Mrs. Aarati G. Mahadik
Head clerk

Maniben Nanavati Women's College

College Accounting system



Mechanism followed for Salary Expenses



Summary of Salary Expenses

Salary Expenses in Tally

Salary Reconciliation

35 Column

Payment Side of Assessment File

"F" form of Assessment File
Details of Library Fine

Salary Assessment Form No "5"

Mechanism followed for Non Salary Expenses



Expenses are approved as per Form No. "6"

Each and every expenses should be approved by Principal

Payment Side of Assessment File

Non Salary Assessment Form No "6"

Revenue Sources for the Education Institute

Salary Grant

Fees Collection to
maintain non salary
expenses of the college

Donation received,
Misc. Receipts : Scrap,
Library Fine, Leaving
Bonafied & Transcript
Certificate fees

Lapse Amount of
Deposit

Mechanism followed for Revenue

Salary Grant should be reconcile with Tally which represent in Assessment File Receipt Side, in Result & Grant and also in Form No. "5" of Salary Assessment

Fees collected should be tallied with Number of Students admitted

Tuition Fees should match with no. of student as it is represented in Form No. "5" of Salary Assessment

Scrap represent raddi, bhangar keep necessary paper of it Lib. Fine collected from the student, bonafied, transcript fees is incorporated in Assessment file, Donation Received

Library Deposit not collected from students should be lapsed every three years, amount of lapsed used to purchase Lib. Books, equipment beneficial to students

Index of Assessment File

1	Form No. 5	2	Form No.6 alongwith expense statement with Column No. 1 to 9	3	Balance Sheet, Income & Expenditure, Pro-Rata	4	Audited Statement “Payments”
5	Item 13(K) with Misc. Expenses details	6	Expenditure Item 13(I)	7	Item 13(K)	8	Statement “A” Allowances for the year
9	Audited Statement “Receipts”	10	Details of Misc. Receipts for the Maintenance of the college (8-d)	11	Certificate No.1, 2, 3	12	Statistical Data Sheet
13	35 column	14	Form – 3	15	Statement Showing Student strength for the Whole Year	16	Statement Showing Recoverable Tuition Fee for the year
17	Statement Showing Recoverable Tuition Fee for the current year	18	Enrolment of Students: A)Junior-College B)Senior-College	19	Examination Result (University Level) & Grant Received	20	Teaching Staff & Non Teaching Staff Filled, Unfilled Post
21	Enrolment of Students with Intake Capacity, Actual Enrolment	22	Total Number of students Getting State Government Freeship	23	Proforma “D” for Freeship students for Assessment year and current year	24	Proforma “D” Details of expenditure on Leave Travel Concession
			Proforma “C” Time limit		Detailed information regarding Teachers as per their Pay Band &		

Provide information as per NAAC Requirement

- Structure Preparation as per NAAC Criteria
- Upload Structure on Google Drive for Department form filling.
- Once the whole structure is ready the consolidated amount should be furnish to IQAC Committee
- This practice we have to kept for five years so that our data which is submitted to IQAC is with us at any time



Thank You

* Prepared By: Accounts Department, M.N.W. College.