ACCOUNTING SYSTEM

The following Accounting System shall be maintained by the Lead College
- The budget estimate should be based on Annual Action Plan.
- As far as possible the transactions (receipts & payments)should be made through Bank.
- All receipts must be acknowledged and proper receipts to be issued.
- Member Secretary and Co-ordinator of Lead College is responsible   for maintaining accounts.
- Day to day cash book shall be maintained.
- Budget shall be approved by the University.
- Proper Vouchers should be maintained for every expenditure.
- An Advance may be paid to Member Secretary and Co-ordinator of the Lead College for organizing Guest Lectures, Teachers Exchange Programme, Conferences, Seminars, Symposia, Workshops and any other activities – but it should be paid through cheques.
- Member Secretary and Co-ordinator of Lead College shall settle the accounts of such activities within 72 hours of the completion of the   Activities.

IMPORTANT FILES/RECORD TO BE MAINTAINED BY THE LEAD COLLEGE

- Cash Book
- Receipt Book
- Vouchers
- Orders for Expenditure
- Donation Register
- Minutes of the Meeting
- Attendance Register

Epilogue:

The concept of a Lead College having 'its own cluster' and working towards quality enhancement with mutual understanding and co-operation is a recent one. We don not have any previous experience of the implementation of the scheme. In Maharashtra, the Shivaji University has initiated the action and designed the 'scheme of the Lead Colleges' for the University. (At present the University has ten Lead Colleges within its jurisdiction of three districts). The University, therefore, is prepared to make suitable amendments in future if necessary, in the light of the actual experience of the implementation of this scheme.

LET US
Join Hands
With mutual understanding and sincere efforts
For
Quality Assurance to face the challenges of the
Globalization, privatization, liberalization and
Computerization of our
Higher Education

Thank You!

Director, BCUD
Shivaji University, Kolhapur