



**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

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Ac/Finance/2013-14/15

Date:- 01-04-2013

**CIRCULAR**

Ref. No.

To,

1. All Principals of the Colleges conducted by SNTD Women's University.
2. All Directors/Heads/Co-ordinators/In-charge of the SNTD Women's University & Departments at Churchgate, Juhu & Pune Campuses.

**Subject: - "Training cum Orientation Programme on Efficient Financial Administration and Reform Processes".**

In order to strengthen the Financial Management at S.N.D.T. Women's University, number of reforms were already initiated and the current Financial Systems and Processes are being reengineered to meet the requirements of an e-Financial system. In order to better understand the on-going reform processes and its effective implementation for the Development Financial Administration, a need was felt to organise "**Training cum Orientation Programme on Efficient Financial Administration and Reform Processes**" for the Accountants & persons looking after the accounts.

Therefore "Training cum Orientation Programme on Efficient Financial Administration and Financial Reforms Processes" is organised on 15<sup>th</sup> April, 2013, at S.N.D.T. Women's University, Mini Auditorium, Juhu Campus between 9.30 a.m. to 6.00 p.m.

Hon. Vice Chancellor S.N.D.T. Women's University has kindly consented to inaugurate the said workshop. Further it is also proposed to felicitate the concerned HoDs & Accountants for their initiative & outstanding contribution either for completion of Annual Accounts of their Institution/Department up to 2011-12 along with Statutory Audit or for their special efforts in bringing the Annual Accounts to update.

**THE AGENDA FOR THE WORKSHOP ON 15-04-2013**

Session	Schedule of Programme	Timing
	Registration and Tea	9.30 A.M. to 10.00 A.M.
Session I	Welcome & forewords by F.A.O.	10.00 A.M. to 10.05 A.M.
	Inauguration of the Workshop By the Hon. Vice Chancellor, SNTD Women's University.	10.05 A.M. to 10.10 A.M.
	Address of the Chief Guest Hon. Pro. Vice Chancellor, SNTD Women's University.	10.10 A.M. to 10.20 A.M.
	Felicitation Programme	10.20 A.M. to 10.30 A.M.
	Key Note address By the Hon. Vice Chancellor, SNTD Women's University.	10.30 A.M. to 10.45 A.M.
	Vote of Thanks by A.F.O.	10.45 A.M. to 10.50 A.M.
	Training cum Orientation Programme Briefing	10.50 A.M. to 11.00 A.M.

Session II	Practical Aspects of Accounting & Financial Processes at S.N.D.T. Women's University & Experience Sharing. By Mr. Herat Salot, M/s Bilimoria Mehta & Co.	11.00 A.M. to 11.45 A.M.
Session III	Practical aspect of budgeting & importance as a tool for the fiscal management. By Shri Virendra Jadhavrao, F.A.O.	11.45 A.M. to 12.30 P.M.
Session IV	Management of Books of Accounts & Precautions to be taken while Drawal & Submission of Bills for Payment. By Shri Virendra Jadhavrao, F.A.O.	12.30 P.M. to 01.15 P.M.
	LUNCH BREAK	01.15 P.M. to 2.00 P.M.
Session V	Procurement procedure, stores verification & disposal of unserviceable items of dead stock. By Shri Virendra Jadhavrao, F.A.O.	2.00 P.M. to 2.45 P.M.
Session VI	Auditing Process & Statutory Compliances (TDS/Service Tax etc.) & Importance of Record Management. By Shri Virendra Jadhavrao, F.A.O.	2.45 P.M. to 3.30 P.M.
Session VII	Financial Management & Delegation of Financial powers at S.N.D.T. Women's University. By Shri Virendra Jadhavrao, F.A.O.	3.30 P.M. to 4.00 P.M.
	Tea Break	4.00 P.M. to 4.15 P.M.
Session VIII	Open Session Review of Status of Annual Accounts up to 2012-13 & Action Plan for F.Y. 2013-14. By Shri Virendra Jadhavrao, F.A.O.	4.15 P.M. to 5.30 P.M.
Session IX	Valedictory Address By the Registrar, S.N.D.T. Women's University	5.30 P.M. to 6.00 P.M.

You are therefore requested to kindly instruct the Accountant and the Person looking after the Accounts to attend the said workshop without fail and should remain present at sharp 9.30 a.m. due to limited seating capacity further it is requested, to kindly instruct that no staff member shall remain absent without the prior permission.

Virendra Jadhavrao  
Finance & Account Officer  
S.N.D.T. Women's University

Copy submitted to:-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400 020.
2. Hon. Pro. Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for information:-

1. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.
2. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai - 400 020.
3. The Controller of Examination, S.N.D.T. Women's University, Mumbai - 49.
4. The University Librarian, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for the Finance & Accounts Section record:-

1. Finance & Accounts Section - Standing Order File.