

# S.N.D.T. Women's University

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यू मरिन लाईन,  
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN  
Website : sndt.ac.in

Date: - May 17, 2024

Finance & Accounts/2024-25/149

**URGENT**

## **C I R C U L A R**

To,

1. All Principals of the Colleges conducted by SNDTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses

**Subject: - Revised Procedure for Accounting Changes in Collection of Development Fees from Students**

Sir/Madam,

All Departments are hereby informed that streamlining financial processes and ensuring transparency, we are implementing a Revised Procedure of accounting changes for Collection of Development Fee from Students across all departments Effective immediately.

The University maintains records for each department and institute regarding the collection of these fees, which are divided into two parts one for the university share and the other for the institute share.

This division of development fees is closely monitored by the Auditor General (AG) to ensure that all pending development fees are accurately accounted for during revisions. To improve the accuracy and efficiency of this process, the existing fees token system for fee collection needs to be modified. The modification aims to better track the university's share of development fees, thus making it easier to identify departments or institutes that have not remitted their share of the development fees.

The proposed change involves updating the fee structure in the fees token template to include a clear bifurcation of the university and institute shares. This revision will facilitate better tracking and accountability.

(Vilas D. Nandavadekar)

Finance and Accounts Officer (Addl. Charge)

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 Dean, Faculty of Humanities, S.N.D.T. Women's University, Mumbai - 400 020.
3. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai - 400 049.

4. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.
5. Director, Innovation, Incubation and Linkages
6. Director Physical Education and Sports
7. All Deputy Registrars, Assistant Registrars
8. University Engineer
9. Deputy Finance and Accounts Officer
10. Assistant Finance and Accounts Officer
11. Accountant
12. Asst. Dean of Students
13. Secretariats of Hon. Vice-Chancellor, Pro.Vice-Chancellor, Registrar, DOEE.

Copy for Finance & Accounts Section Record: -

1. Finance & Accounts Section - Standing Order File.