



Savitribai Phule Shikshan Prasarak Mandal's  
**N. B. Navale Sinhgad College of Engineering**

( Approved by AICTE & Affiliated to Solapur University, Solapur )

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**Prof. M. N. Navale**  
M.E.(Elect.) M.I.E., M.B.A.  
**CHAIRMAN**

**Mr. Rohit M. Navale**  
M.E.(Mech. Engg.)  
**GENERAL SECRETARY**

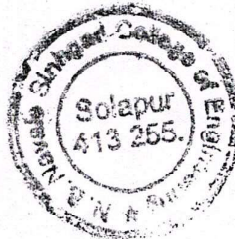
**Dr. S. D. Nawale**  
M. Tech., Ph. D. (E&TC Engg.), PDF (France)  
**PRINCIPAL**

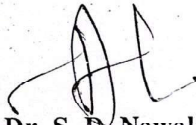
Outward No. NBNSCOE / 2015-16 / Gen / 837-03.

Date : 15/06/2015

**Duties of Accountant**

1. The Accountant shall inform periodically on the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
2. He shall attend to all the Government scrutiny, inspections and audit.
3. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College such as its receipts, payments Government grants and balance from time to time.
4. He shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
5. If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
6. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.



  
Dr. S. D. Nawale  
Principal

**PRINCIPAL**  
**N. B. Navale Sinhgad**  
**College of Engineering**  
**Kegaon, Solapur.**