

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

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New Marine Lines, Churchgate,
MUMBAI - 400 020.

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

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

Telegram : UNIWOMEN
Website : sndt.ac.in

Ac/Finance/2025-26/575

Date :- 03-01-2026

URGENT

FINANCIAL YEAR END

CIRCULAR

To,

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

Subject :- Closure of the Financial Year 2025-26 ending 31st March, 2026.

Respected Sir/Madam,

In view of the closure of the Financial Year 2025-26, it is decided to complete the following work related to Annual Account on top priority:

1. Bank Reconciliation, Fees Reconciliation, depreciation calculation & passing entries in Unisuite-software, fixed assets register, Bank balance confirmations and fixed deposit confirmation, University Confirmation & intra departmental/intra unit confirmation up to 31 March, 2026 to be completed by 10/04/2026 & sent a copy with HoD's sign to Finance & Accounts Section by 15/04/2026.
2. All the depts/institutions should complete entries in Unisuite-software as on 31-03-2026 from 1st April, 2025 till 31st March 2026 before physical verification of cash, bank and investments by Auditors.
3. All Books of Accounts till 2025-26 to be updated & kept ready for internal & statutory audit by 15/05/2026 considering the deadline to complete Audit of Financial Year.
4. All Administrative Approval for the period 2025-26 to be forwarded duly compiled in all respect to the Finance & Accounts by 23/01/2026 and Financial Approval by 05/02/2026. **All bills must be submitted by 28/02/2026.** And advance settlements should be completed by 15th March 2026. There is an exception for PM-USHA sanctions and payments.
5. Details of all statutory Payment, pending if any
6. There will be physical verification of Cash balance & fixed deposit details as on 31st March, 2026 by our auditors in first week of April, 2025. So kindly close Cash A/c & deposit the balance in Bank on 27/03/2026.
7. It is hereby directed to take a note of the guidelines & to bring the same to the notice of the concerned Accountant or person looking after the work of Accounts under your control so as to ensure that the issues related are compiled well within the stipulated time frame, to ensure readiness for the Finalization & Audit of Annual Accounts up till date.

8. Dead Stock register to be updated by 30/04/2026 till Financial Year 2025-26 with the help of Professional Consultant appointed in the format already circulated
9. Please keep books of accounts along with all audit related documents ready for Audit 2025-26 by 15/05/2026.

Note: The Books of Accounts for the period up to 31st December 2025 must be completed. In the event of non-completion, no financial or administrative requests will be accepted by the Finance and Accounts Section from 09-01-2026. Undertaking regarding the same to be submitted.


(Vikas Vinayak Desai)
Finance & Accounts Officer

Copy for Information :-

1. Hon.Vice-Chancellor's Secretariat, S.N.D.T. Women's University, Mumbai – 400 020.
2. Hon.Pro. Vice-Chancellor's Secretariat, S.N.D.T. Women's University, Mumbai – 20.
3. The Registrar, S.N.D.T. Women's University, Mumbai – 400 020.
4. The Director, Board of Examination & Evaluation, S.N.D.T. Women's University, Mumbai – 400 020.
5. The Director, Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai – 400 020.

Copy of Finance & Accounts Section Record :-

1. Finance & Accounts Section – Standing Order File