

**THE CATHOLIC BOARD OF EDUCATION  
OF THE DIOCESE OF MANGALORE**

Regd. S. No. 32 of 1956



Shanthi Kiran, Bajjodi  
Mangaluru - 575 005

Phone : 0824-2224711/2214721  
Mobile : 9632945546  
Tel. Fax : 0824-2224711  
E-mail : cbemangalore@gmail.com

CBE/C.8/127-2019

Date: 22-03-2019

To,  
The Principal  
Padua College of Commerce and Management  
Nanthur  
Mangalore 575 004

Dear Rev. Father,

Sub: Inspection of the College records.

As informed you in the meeting of the Principals held on October 2018, we will send a staff member to inspect the administrative section of each of our unaided institutions. Accordingly Mr.B.V.Almeida, a retired Office Superintendent under CBE colleges will visit your school on 15<sup>th</sup> April 2019. Kindly be available on that day in the school along with your clerical staff and cooperate with the inspecting authority.

Copy to:  
1. The Correspondent for information  
2. Mr.B.V.Almeida

  
**SECRETARY**  
Secretary  
The Catholic Board of Education  
Shanthi Kiran, Bajjodi  
Mangalore - 575 005, INDIA

**THE CATHOLIC BOARD OF EDUCATION, SHANTHI KIRAN  
BAJJODI, MANGALORE 575005**

Format for verification

Name of the institution: *Padua college of Commerce and Management*


No.	Registers/files	Maintained Yes/No	Remarks
1	Admission Register	Yes	
2	Admission Forms	Yes	Admission number not written at the top
3	Teachers attendance	Yes	Qualification and time not mentioned
4	Students Attendance	Yes	
5	T.C.Books (counterfoils)	Yes	
6	Daily Fee Collection	Yes	
7	Cash Book		
	a) General Fee	Yes	
	b) Special Fee	Yes	
8	Ledger Book		
	a)General	Yes	
	b) special	Yes	
9	Bank Pass Books	Yes	
10	Acquittance Register (Pay Roll)	Yes	
11	Casual Leave Register	Yes	
12	Consolidated Attendance register	NO	
13	Consolidated Mark Register	Yes	
14	Stock Register:		
	a) Furniture	Yes	
	b) Science Apparatus	NO	Not applicable
	c) Games Articles	Yes	

15	Catalogue of Library books	Yes	
16	Library issue register	Yes	
17	Movement Register	Yes	
18	Service Register of staff	Yes	
19	Register of deductions Pf/ESI/Gratuity	NO	Already maintained in separate file
20	Medical Checkup register	Yes	
21	Outward and Inward Register	Yes	
22	Delivery Book	Yes	
23	Scholarship register	Yes	
24	Note of Lessons	Yes	
25	Individual consolidated attendance Register	Yes	
26	Individual Mark register	Yes	
27	Inspection Book:		
	Department	Yes	
	Management	Yes	
28	Visitors Book CRP/BRC/Dept/Mgtt	Yes	
29	Teachers application file	Yes	
30	Teachers appointment file	Yes	
31	Teachers Confirmation file	Yes	
32	Teachers marks cards	Yes	
33	Minutes Books:		
	Staff meeting	Yes	
	PTA meeting	Yes	
	Management committee	Yes	
	Attendance of all above meetings	Yes	

FOLLOW UP REGISTER Yes

34	Students safety committee reports	Yes		
35	Club activities reports (individual teacher incharge)	Yes		
36	Audited statements of school accounts	Yes		
37	Voucher files:			
	General fees:	Yes		
	Special fees	Yes		
38	Recognition files	Yes		
39	SSLC Students File	No	Not applicable	
40	Scholarship files Minority/OBC/Military & SC/ST	Yes		
41	Correspondence file			
	Department	No	Not applicable	
	management	Yes		
Accounts maintained:				
	Name of the Account	Name of the Bank	Name of the person operating the account	Amount held
SB	Special Fees A/c No. 4714	10B Padarve Branch	Principal	22860.91 ₹
SB	General Fees A/c No. 4013	10B Padarve Branch	Principal	3836.63 ₹

Date of Visit 15-4-2019

  
Signature