

## నమస్తే తెలంగాణ



**GOVERNMENT OF TELANGANA  
COMMISSIONERATE OF COLLEGIATE EDUCATION  
CHARTERED ACCOUNTANTS INVITATION  
FOR TENDER EDUCATION**

Commissionerate of Collegiate Education invites sealed proposals from Chartered Accountants for Concurrent Auditing and Accounting. Prospective Bidders are advised to download the respective Tender Documents from CCE website hosted on <https://ccets.cgg.gov.in> and submit the bid on or before 31-12-2020 by 05:00 PM.

**Sd/- Commissioner of Collegiate Education**

DIPR RO. No.4269-DP/CL/Advvt/1/2020-21, Dt: 18/12/2020



**Commissionerate of Collegiate Education**  
Government of Telangana

**Request for Proposal For**  
**Selection of Audit firms for Concurrent**  
**Accounting & Auditing of**  
**Government Degree Colleges**  
**For the FY 2020-21, FY 2021-22, FY 2022-2023,**  
**FY 2023-24**

(Bid start date: 18-12-2020)

Mode of Selection: Ranking Criteria

**GOVERNMENT OF TELANGANA**  
**DEPARTMENT OF COLLEGIATE EDUCATION**

**Request for Proposal - Key dates**

**Tender Notice No.001** File No.CCE-AC/GEN/53/2020-ACADEMIC CELL

1.	Name of the assignment	Selection of Audit firms for Concurrent Accounting & Audit of Colleges for the FY 2020-21,2021-2022, 2022-23, 2023-24
2.	RFP Issue Date	10.00 AM, 18-12-2020
3.	Submission of clarifications	Clarifications on RFP to be submitted to contact person latest 2 working days before the bid submission date.
4.	Pre-Bid Date	NA
5.	Release of Clarification Response.	NA
6.	Last date & time for submission of Proposal (Bid Due Date) (BDD).	05.00 PM, 31-12-2020
7.	Date & time for opening of Pre-qualification and Technical Proposal.	04.00 PM, 04-01-2021
8.	Date and Time of opening of Financial proposal.	04.00 PM, 05-01-2021
9.	Proposal Processing Fee (Non Refundable).	Nil
10.	Earnest Money Deposit/ Bid Security (Refundable).	INR 25,000/- (Rupees: Twenty Five Thousand Thirty Eight Only) in the form of Demand Draft from Scheduled Banks, listed by RBI, in favor of " Commissioner of Collegiate Education (CCE), Government of Telangana" payable at Hyderabad.
11.	Performance Bank Guarantee.	NA

12.	<p>Contact person for all communications related to this bid.</p> <p>Communication, including the envelopes, should mention name of assignment on top</p>	<p>Academic Cell  O/O Commissioner of Collegiate Education  Vidhya Bhavan, Nampally,  Hyderabad</p> <p><u>Email : accts.doce@gmail.com</u></p>
-----	---	--

Note : If a holiday is declared on the dates mentioned above, the bids shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

**DISCLAIMER**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Commissioner of Collegiate Education (CCE) or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by CCE to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by CCE. Such assumptions, assessments and statements do not support to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons/ entities, and it is not possible for the CCE, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and

completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. CCE accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The CCE, its employees make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

CCE also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

CCE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that CCE is bound to select a Bidder or to appoint the Selected Applicant, as the case may be, for the project and CCE reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

Time and Quality is of essence. CCE reserves the right to go ahead with the bid process in case of single bidder. It is also not bound to accept the lowest financial offer and may negotiate with the most technically qualified bidder.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by CCE or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the Bidder and CCE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or in submission of the Proposal, regardless of the conduct or outcome of the selection process.

RFP No. 001 File No. CCE-AC/GEN/53/2020-ACADEMIC CELL

GOVERNMENT OF TELANGANA

DEPARTMENT OF COLLEIGATE EDUCATION

**Invitation and Notice for Request for Proposal (RFP)**

Date: 18/12/2020

**Notice: Request for Proposal (RFP) for Selection of Audit firms for Concurrent Accounting & Audit Colleges for the FY 2020-21, 2021-2022, 2022-2023, 2023-24.**

The Government of Telangana is maintaining a total of 123 Degree Colleges to provide quality Education to the Students of Telangana State. For these degree colleges, the books of accounts have to be maintained and audit for the FY 2020-21, 2021-2022, 2022-2023, 2023-24 has to be conducted for above colleges.

Commissioner of Collegiate Education (CCE) intends to appoint a team of auditors to assist in the accounting and audit of all the Colleges and audit the annual financial statements.

Firms will be selected under Ranking procedures described in this RFP. Bids are invited from eligible Audit firms (hereinafter referred to as 'Bidders') to support CCE'. Selected bidders will provide services in accordance with the Terms of Reference of this RFP (Request for Proposal).

RFP document will be uploaded on the CCE 's website <https://ccets.cgg.gov.in/>.

Important Information & tentative dates are given in the RFP. Interested applicants are requested to submit their response on or before Bid Due Date and time.

The submission must be addressed to:

Academic Cell, Commissioner of Collegiate Education,

Vidhya Bhavan, Nampally,

Hyderabad

## 1. Background

The Government Degree Colleges are funded by the State/Central Government budget/funds under various schemes to meet certain expenditures to provide basic amenities to the students like Laboratory, Library needs, Maintenance works and approved Civil Works etc. the financial transactions and the accounts at college level are to be maintained appropriately, promptly and also regularly.

There are 123 Degree Colleges as on date under the Government funding. They also receive funds from UGC, RUSA and other agencies. All the expenses are also duly incurred and reported against these grants. In order to standardize the process of accounting and auditing by an external audit on a regular basis, to improve the transparency in financial aspects of the Colleges and better track the utilization of the funds a Standard Operational Procedure (SOP) manual was prepared.

As per the recommendations in the SOP manual, it was decided to appoint CA firms for each college. The CA firm would act as Concurrent Accounting & Audit Firm for that college. Such College Level Auditor shall perform all the roles as mentioned in the SOP Manual (refer Annexure II) including preparation of monthly, quarterly MIS.

Further to ensure standardization across degree colleges, the degree colleges are clubbed together in total of 12 groups/ clusters. It is proposed to appoint 12 CA firms as College Level Auditors for each of the 12 clusters. A CA firm appointed for a cluster will have to perform accounting & auditing role for each of the college mentioned in the cluster. Refer Annexure 1 for the college cluster details.

In order to coordinate the entire effort, provide guidance and monitor quality and have oversight on all these college auditors, it was also recommended to have a Central Auditor. Central Auditor will perform all the roles mentioned in the SOP (Annexure II) including supervising the functioning of the college level auditor and recommending the renewal/ continuation of service year on year for the college level auditor.

## 2. Purpose of RFP

The CCE proposes to appoint 12 CA Firms as College level auditor for Concurrent Accounting and Audit of the Colleges mentioned in each cluster for the 4 years. The first year the role of the College level auditor will be limited to finalization of the books for the year ending March,2021.



The CCE proposes to appoint 1 Central Auditor to oversee and perform the duties of the Central Auditor as per the SOP

### 3. Estimates of Fees

The colleges are of varying size and the revenue and expense activity primarily is driven by the number of students. Hence it has been decided to fix the College Level Auditor fees based on the number of students in each college in that cluster. For the purpose of the audit fees calculations the students registered with the college as at the end of the first semester would be considered as following

Year	
First Year	Number of Students admitted in college as per T dost
Second Year	Number of Students promoted from first year to second year and also paid first semester exam fees of second year
Third Year	Number of Students promoted from second year to third year and also paid first semester exam fees of third year

The College level Auditor fees has been estimated at INR 50 per student as per the number of visits, accounting effort involved and volume of transactions and the bidders can bid for the colleges as per their preference accordingly.

Bidders for Central Auditor role are required to make their own estimates as per the work involved. Central Auditor will be expected to support all the 12 College Auditors, the 123 College Principals and Accountants, have oversight over the entire operations and further report regularly and submit quarterly reports on the progress including providing MIS information as mentioned in the SOP.

### 4. College Level Auditor Bidding Preference & Selection in Technical Bid

A bidder bidding for College Level Auditor is required to mention the preference of the 12 college clusters that they are bidding. They can bid for more than one cluster or even all the clusters. Further they are required to mention their preference of college clusters along with the Technical Bid as per the below table

College Cluster Number & Name	Preference Rank of the Bidder

## 5. Instruction to Bidders

- a) Contents of the RFP: This RFP comprises the Disclaimer set forth hereinabove, the contents as listed at page numbers, including Annexures and will additionally include Addendum/ Amendment issued, if any.
- b) Due diligence by Bidders: Bidders are encouraged to submit their respective bids after ascertaining for themselves the availability of any relevant documents and other data, Applicable Laws and regulations or any other matter considered relevant for the preparation of the bids. Written queries can be sent to CCE by date and time specified in this RFP.
- c) Acknowledgement by Bidders: It shall be deemed that by submitting the bids, the Bidder has:
  - i. Made a complete and careful examination of the RFP
  - ii. Agreed to be bound by the undertaking provided by it under and in terms thereof
  - iii. Received all relevant information requested from the CCE
  - iv. Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the CCE
  - v. Satisfied itself about all matters, things and information, including matters herein, necessary and required for submitting an informed bid and performance of all its obligations there under acknowledged that it does not have a Conflict of Interest.
- d) Validity of the Bids: The proposal shall be valid for a period of 90 days from the Bid Due Date (BDD). In exceptional circumstances, prior to the expiry of the original proposal validity period, CCE may request bidders to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, bidders will not be permitted to modify their bids submitted already.
- e) Project period: The project (Accounting & Audit) shall stand completed on acceptance by CCE , all the Deliverables of the firms and execution of the Agreement. While the appointment is for 4 financial years, based on satisfactory performance, renewal will be needed each year during the said 4 years.
- f) Clarifications & Pre-Bid Meeting: Bidders requiring any clarification on the RFP may send their queries in writing (email) before the respective key date, as mentioned in the beginning of the RFP.

Following format is to be used:

Section of RFP	Page No.	Clause as per RFP	Clarification Sought

CCE shall endeavor to respond to all queries. CCE reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing shall be construed as an obligation to respond to any question or to provide any clarification.

- g) **Amendment of RFP:** At any time prior to the deadline for submission of Proposal, CCE may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website. All such amendments will be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Bidders. In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, CCE may, in its sole discretion, extend the BDD.
- h) **Language:** Bids with all accompanying Documents and all communications in relation to or concerning the Selection Process shall be in English language and strictly as per the formats provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.
- i) **Number of Bids:** No Bidder or its Associate shall submit more than one Application in response to this RFP. Bidder applying individually or as an Associate shall not be entitled to submit another application.
- j) **Cost of Bids:** The Bidders shall be responsible to bear all of the costs associated

with the preparation of their bids and their participation in the Selection Process, including subsequent negotiation, visits, etc. CCE will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

- k) **Limitation of liability:** CCE shall not be liable for any omission, mistake or error in respect of any of the mentions in the RFP or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given in this RFP.
- l) **Right to reject any or all Bids:** Notwithstanding anything contained in this RFP, CCE reserves the right to accept or reject any Proposal or to annul the Selection Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore. Without prejudice to the above, CCE reserves the right to reject any Proposal if:
  - a) at any time, a material misrepresentation is made or discovered, or
  - b) the Bidder does not provide, within the time specified, the supplemental information sought for evaluation of the Proposal.
  - c) Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. CCE reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.
  - d) If such disqualification/ rejection occurs after the bids have been opened and the highest-ranking Bidder gets disqualified/ rejected, then CCE reserves the right to consider the next best Bidder or take any other measure as may be deemed fit in the sole discretion of the CCE, including annulment of the Selection Process.
- m) **Confidentiality:** Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained

professional adviser advising CCE in relation to matters arising out of, or concerning the Selection Process. CCE shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. CCE may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/ or CCE or as may be required by law or in connection with any legal process.

- n) **Clarifications from bidders:** To facilitate evaluation of Bids, CCE may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by CCE for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If Bidder does not provide clarifications sought within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, CCE may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of Government.
- o) **Negotiations:** The Selected Bidder may, if necessary, be invited for negotiations. The negotiations will aim be to re-confirm the obligations of the selected bidder under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and timeframe shall be discussed during negotiations. In case the Selected Bidder fails to reconfirm its commitment, CCE reserves the right to designate the next ranked Bidder as the Selected Bidder and invite it for negotiations.
- p) **Indemnity:** The Bidders shall, subject to the provisions of the Agreement, indemnify the CCE , for an amount not exceeding value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases CCE ,

its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.

- q) Award of Work: After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by CCE to the Selected Bidder and the Selected Bidder shall, within 4(four) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, CCE may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest-ranking Bidder may be considered

- r) **Execution of Agreement:** After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement before commencement of work. The Selected Bidder shall not be entitled to seek any deviation in the Agreement.
- s) **Commencement of assignment:** Selected Bidder shall commence the project within 3 (three) days of the date of the Agreement, or such other date as may be mutually agreed. If it fails to either sign the Agreement or commence the assignment as specified herein, CCE may invite the second ranked Bidder for negotiations. In such an event, the EMD of the first ranked Bidder shall be forfeited and appropriated.
- t) **Proprietary data:** All documents and other information provided by CCE or submitted by Bidder to CCE shall remain or become the property of Government. Selected Bidders will treat all information as strictly confidential. CCE will not return any Proposal or any information related thereto. All information collected, analyzed, designed, developed, processed or in whatever manner provided by the Bidder to CCE in relation to the project shall be the property of CCE and will be treated as confidential. All Knowledge/ Data which come to their notice as part of engagement shall not be used outside without permission of the CCE by the bidder. During or anytime, even after the completion of the project, the selected bidder shall not disclose identity of respondents to any third party or use data gathered for any other purpose.
- u) **Fraud and Corrupt Practices:** The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, CCE shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the

“Prohibited Practices”) in the Selection Process.

Without prejudice to the rights of CCE and the rights and remedies which CCE may have under the LOA, if an Bidder, as the case may be, is found by CCE to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA, such Bidder shall not be eligible to participate in any tender or RFP issued by CCE during a period of 3 (three) years from the date such Bidder, as the case may be, is found by CCE to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- i. “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process. For avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of CCE who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA, before or after the execution thereof, at any time prior to the expiry of 1 (one) year from the date such official resigns or retires from or otherwise ceases to be in the service of CCE, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA, as the case may be, any person in respect of any matter relating to the project or the LOA, who at any time has been or is a legal, financial or technical adviser of CCE in relation to any matter concerning the project;



- i. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
  - i. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
  - iv. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by CCE with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
  - v. "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.
- v) The Selection Process shall be governed by, and construed in accordance with, the laws of India. Courts at Hyderabad shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.
- w) CCE, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- a. suspend and/ or cancel the Selection Process and/ or amend and/ or supplement the Selection Process or modify the dates or other terms and conditions relating thereto
  - ii. consult with any Bidder to receive clarification or further information
  - iii. retain any information and/ or evidence submitted to CCE by on behalf of and/ or in relation to any Bidder

iv. independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.

- x) **Penalty:** The deficiency in submission of deliverables may attract notices to the selected Bidder or may attract suitable penalty of certain percentage (not exceeding 10%) of payment to the bidder of the respective cycle, as decided by the CCE. However, CCE or authority or authorities so authorized by CCE shall communicate the deficiency in writing to the selected bidder and upon receipt of the memorandum on deficiency, the Agency shall furnish its reply within 7 days of receipt of such memorandum. Upon receipt of reply from the Agency, the decision of CCE shall be final and undisputable and binding.
- y) Any information contained in the Proposal shall not in any way be construed as binding on Government, its agents, successors or assigns, but shall be binding against the Bidder if the project is subsequently awarded to it.

**z) Scope of work**

This RFP is for two distinct roles as envisaged in the Standard Operating Procedures Manual of the CCE.

- a. Central Auditor - Role
- b. College Auditor- Role

The audit would cover the entire financial Transactions of all the Colleges, and the books of accounts to review the expenditure incurred by the Colleges. The auditor would require visiting the Colleges and verify the all the areas mentioned in Standard Operating Procedures (SOP) in **Annexure - 2**.

e) Audit Period

The audit will be for the financial years 2020-21,2021-2022, 2022- 2023 and 2023-24

b) Compliance of Audit and Accounting Standards

The audit should be carried out in accordance with Indian Accounting Standards issued by ICAI/ International Standards of Auditing (ISA).

c) Expected Outputs from the audit

The auditor should provide an opinion on the Institution Financial Statements.

The auditor will also provide a 'Management Letter' highlighting finding during the audit, which will include

- i) Comments and observation on the financial management records, systems and controls that were examined during the course of the review
- ii) Deficiencies and areas of weakness in systems and controls and recommendation for their improvement

The auditor should also submit an annual ' Management Letter' (covering the aspects outlined in the paragraph above) along with the Annual Audit Report. The Annual Audit Report and Management Letter should be submitted by for each College separately.

d) General

The auditor would be given access to all documents, correspondence and any other information relating to the Institution and deemed necessary by the auditor. The auditor should become familiar with relevant policies and guidelines of the Degree Colleges.

The auditor has to ensure adherence to the rules, regulations, code of conduct and ethics as prescribed under The Chartered Accountant Act, 1949 while carrying out the concurrent accounting & audit.

## 1. Selection of Audit Firm:

It will be a two-stage selection process (collectively the "Selection Process") of evaluating the bids comprising (1) Technical and (2) Financial bids. Following will be the steps:

- a) Pre-qualification and Technical proposal of Bidders meet, will be evaluated as specified in this RFP. Based on this technical evaluation, a list of short-listed bidders shall be prepared.
- b) The Technical Bid including the presentation and supporting will be evaluated on the parameters as given in Annexure 3. Only Bidder securing a minimum of 70% as per the scoring given in Annexure 3 shall be considered for opening of financial/commercial proposal
- c) In the second stage, a financial evaluation will be carried out as specified in this RFP. The Financial Proposal of the eligible and technically qualified bids will only be opened for consideration under LCS evaluation.
- d) The final selection will be made as per the scoring sheet in Annexure 3
- e) While bidder can bid for multiple clusters, each bidder will be allotted to only one cluster as per the highest preference available and once the bidder is allotted to a cluster that firm cannot be allotted to another cluster.

Bidders must read carefully the minimum conditions of eligibility (the "Conditions of Eligibility") are provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation. To be eligible for evaluation of its Proposal, the Bidder shall fulfil the following:

## 2. Financial Proposal

- a) The financial bid will be given weightage of 50% and the financial score will be assigned based on ratio of lowest rate quoted by any bidder to the ratio of the rate quoted by the bidder and multiplied by 100
- b) The audit will be assigned to the bidder with highest score based on technical score x 50% + financial score x 50% ( Refer Annexure 3 illustration).

### 3. Submission of proposal

#### a) Central Auditor & College Level Auditor Bid - Technical

- i. The Bidder shall provide all the information sought under this RFP. CCE would evaluate only those Bids that are received in the specified forms and are complete in all respects.
- ii. Bidders should note the BDD, for submission of Bids. Except as specifically provided in this RFP, no supplementary material will be entertained, and that evaluation will be carried out only on the basis of documents received by the closing time of BDD. Bidders will ordinarily not be asked to provide additional material information or documents after the date of submission, and unsolicited material if submitted will be summarily rejected.
- iii. Bidders shall submit the technical proposal in the format provided in Annexure IV (the "Technical Proposal - Central Auditor/ College Level Auditor").
- iv. Failure to comply with the requirements spelt out shall make the Proposal liable to be rejected.
- v. If an individual makes a false averment regarding his qualification, experience or other, he shall be liable to be debarred for any future assignment for a period of 3 (three) years. The award of this work to the Bidder will also be liable to cancellation in such an event.
- vi. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- vii. CCE reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by SERP to undertake such verification shall not relieve the Bidder of its obligations or liabilities here under nor will it affect any rights of SERP there under.
- viii. In case it is found during the evaluation or at any time before issuance of LOA or after its issuance, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the selected bidder by issue of the LOA and if the Selected

Bidder has already been issued the LOA, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by CCE without CCE being liable in any manner whatsoever to the Selected Bidder, as the case maybe.

**b) Central Auditor Bid & College Level Auditor Bid - Financial**

i. Bidders shall submit the financial proposal in the given format clearly indicating the cost of the project in both figures and words, in Indian Rupees, and signed by the Bidder's authorized representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

ii. While submitting the Financial Proposal, the Bidder shall ensure the following:

- All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, experts required, accommodation, air fare/ local travel in the state, survey, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

iii. The Financial Proposal shall consider all expenses and tax liabilities except GST. GST shall be excluded from the financial proposal. Further, all payments shall be subject to deduction of taxes at source (Income Tax, GST etc.) as per Applicable Laws at the time of payment.

iv. Costs shall be expressed in INR.

**Common applicable clauses for both bids**

- c) The complete printed and sealed proposal must be delivered on or before the specified time on BDD. Bids submitted by fax, telex or e-mail or any other means shall not be entertained.
- d) The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.
- e) Bids should be submitted on the BDD at the address provided in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.
- f) CCE may, in its sole discretion, extend the BDD by issuing an Addendum uniformly for all Bidders.
- g) Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the CCE's decisions are final and binding without any right of appeal whatsoever.
- h) Late Bids: Bids received by CCE after the specified time on BDD shall not be eligible for consideration and shall be summarily rejected.
- i) Modification/ substitution/ withdrawal of Bids: The Bidder may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by CCE prior to BDD. No Proposal shall be modified, substituted, or withdrawn by the Bidder on or after the BDD. The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in, with the envelopes being additionally marked "Modification", "Substitution" or "Withdrawal", as appropriate. Any alteration/ modification in the Proposal



or additional information or material supplied subsequent to the BDD, unless the same has been expressly sought for by Government, shall be disregarded.

j) Earnest Money Deposit: An Earnest Money Deposit (EMD) in original shall be placed in an envelope and marked as —EMD—[RFP for selection of College Level Auditor or Central Auditor] and not to be opened except in the presence of evaluation committee. This envelope shall be placed along with the 'original' Technical Proposal. Bids received without the specified Earnest Money Deposit will be summarily rejected. CCE will not be liable to pay any interest on Earnest Money Deposit. EMD of unsuccessful Bidders shall be returned, without any interest, post issuance of the work order to the Selected Bidder or if the selection process is cancelled by Client. The selected Bidders' Earnest Money shall be returned, without any interest, after 2 months of issuance of the work order. CCE will be entitled to forfeit and appropriate the Earnest Money Deposit as mutually agreed loss and damage payable to CCE in regard to the RFP without prejudice to Government's any other right or remedy under the following conditions:

- i. If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP;
- i. If any Bidder withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Bidder from time to time,
- i. In the case of the Selected Bidder, if the Selected Bidder fails to accept the work order within the specified time limit, or
- iv. If the Bidder commits any breach of terms of this RFP or is found to have made a false representation to Client.

Annexure -I – College Cluster

<b>Commissionerate of Collegiate Education Student Admission Strength in Government Degree Colleges-T.S.</b>			
<b>S.No.</b>	<b>DISTRICT</b>	<b>NAME OF THE COLLEGE</b>	<b>NUMBER OF STUDENTS</b>

## Annexure II – Role of College Auditor & Central Auditor

As mentioned in the detailed attached Standard Operating Procedures

**Annexure III – Technical Bid criteria**

**A. CRITERIA FOR CENTRAL AUDITOR:**

S.N O	PARAMETERS	CRITERIA	POINTS/ WEIGHTAGE (MAXIMUM)	REQUIRED DOCUMENTS
1.	Bidder should be CA Firm (LLP/Partnership) Registered or incorporated in india.it should not be an individual / proprietary concern /HUF and bidder Should have permanent office in Hyderabad.	Nature of Firm	Mandatory	A Certified true copy of Limited Liability Partnership Agreement/Partnership deed/Certificate of Incorporation. Registration Certificate / Acknowledgement for acceptance for registration with the Registrar of Firms   for partnership firms. Name’s and other details of the authorized signatories who are authorized to execute the contract &other documents.
2.	The existence of the Firm at least 10 years before 31/03/2020	Past Experience	5 Marks for 10 years, 1 mark for each additional year and so on upto maximum 10 marks (Max 10)	Self-attested copy of the Constitution certificate issued by ICAI to the firm.
3.	Bidder should have minimum 10 (Ten full time professional staff in India as on 31.03.2020 out of which at least 5 professional staff based in Hyderabad. “Professional staff means full time staff engaged in accounting / financial accounting related advisory services with minimum qualification of Chartered Accountant.	Capabilitie s	Minimum 5 marks if having 10 staff and for every additional staff 1 mark subject to maximum 10 marks	Self-Declaration on the letter head of the with copy of Firm card issued by the ICAI to the firm

4	Audit & Accounting work undertaken in last 5 financial years (2015-16 to 2019-20) in Education Projects/ Govt. Institutions/ Boards/ Universities. etc. financed by Government of India or Government of Telangana or any other Relevant experience in similar departments in Government Enterprises.	Past Experience	One mark for every one year of service for each enterprise subject to maximum of 10 marks	List of Assignments
5.	The firm's average annual turnover of the last 3 financial years must not be less than Rs. 3 crores. i.e, FY 2017-18 to FY 2019-20. Bidder should not have negative net worth in any of the last three financial years	Financial Status	Minimum 10 marks for INR 3 crores and for every additional INR 50 lakhs turnover 1 mark each subject to maximum of 15 marks	Self-certified; Audit Firm will provide the total turnover and the Turnover" would mean the professional fee earned excluding service tax and travelling, if billed separately.
6.	Adequacy of the proposed project and methodology of work plan for performing the assignment	Work plan	15	Proposal
7.	Bidders are required to give presentation of their offered services clearly demonstrating the road map, approach, technicalities involved etc. covering end to end services. Failure of bidder to complete the presentation may result in rejection of the proposal	Execution Capability	25	Presentation to Management

8.	Suitable weightage will be given to firms, which are implementing quality control policies and procedure such as IFC, SOP etc for Public or Private Enterprises		2 Points for each such assignment with maximum 10 points	Self Declaration & Minimum 3 Work Orders for entities having more than INR 100 crore turnover or INR 100 crore net worth
9.	The Bidder should not have been blacklisted/ or barred by any regulatory authority in India /Govt Financial institutions/banks/Government/ Semi Government departments/PSU's in India. There should not be any disciplinary proceedings pending against the applicant firm or any of its partner with ICAI		Mandatory	Self-Declaration
10.	Bidder should have who are qualified in Information security Audit (IS Audit)		2 Marks for each Qualified Auditor subject to maximum of 5 marks	Self- Declaration

**B. CRITERIA FOR COLLEGE LEVEL AUDITOR:**

S.NO	PARAMETERS	CRITERIA	POINTS/ WEIGHTAGE	REQUIRED DOCUMENTS
1.	Bidder should be CA Firm (LLP/Partnership) Registered or incorporated in India. It should not be an individual / proprietary concern / HUF and bidder Should have permanent office in Telangana.	Nature of Firm	Mandatory	A Certified true copy of Limited Liability Partnership Agreement/Partnership deed/Certificate of Incorporation. Registration Certificate / Acknowledgement for acceptance for registration with the Registrar of Firms   for partnership firms. Name's and other details of the authorized signatories who are authorized to execute the contract & other documents.
2.	The existence of the Firm at least 5 years before 31/03/2020	Past Experience	5 Marks for 5 years, 1 mark for each additional year and so on upto maximum 10 marks	Self-attested copy of the Constitution certificate issued by ICAI to the firm.
3.	Bidder should have minimum 5 (Five full time professional staff in Telangana as on 31.03.2020 "Professional staff means full time staff engaged in accounting / financial accounting related advisory services with minimum qualification of Chartered Accountant.	Capabilities	Minimum 5 marks if having 5 staff and for every additional staff 1 mark subject to maximum 10 marks	Self-Declaration on the letter head of the company

4	Audit & Accounting work undertaken in last 5 financial years (2015-16 to 2019-20) in Education Projects/ Govt. Institutions/ Boards/ Universities. etc. financed by Government of India or Government of Telangana or any other Relevant experience in similar departments in Government Enterprises.	Past Experience	One mark for every one year of service for each enterprise subject to maximum of 10 marks	list of Assignments
5.	The firm's average annual turnover of the last 3 financial years must not be less than Rs. 10 lakhs. i.e, FY 2017-18 to FY 2019-20. Bidder should not have negative net worth in any of the last three financial years	Financial Status	Minimum 10 marks for INR 10 lakhs and for every additional INR 50 lakhs turnover 1 mark each subject to maximum of 15 marks	Self-certified; Audit Firm will provide the total turnover and the Turnover" would mean the professional fee earned excluding service tax and travelling, if billed separately.
6.	Adequacy of the proposed project and methodology of work plan for performing the assignment	Work plan	15	Proposal
7.	Bidders are required to give presentation of their offered services clearly demonstrating the road map, approach, technicalities involved etc. covering end to end services. Failure of bidder to complete the presentation may result in rejection of the proposal.	Execution Capability	25	Presentation to Management



8.	Suitable weightage will be given to firms, which are implementing quality control policies and procedure such as IFC, SOP etc for Public or Private Enterprises		2 Points for each such assignment with maximum 10 points	Self- Declaration with list of assignments indicating turnover of entity and networth along with copy of the Work Order
9.	The Bidder should not have been blacklisted/ or barred by any regulatory authority in India /Govt Financial institutions/banks/Government/ Semi Government departments/PSU's in India. There should not be any disciplinary proceedings pending against the applicant firm or any of its partner with ICAI		Mandatory	Self-Declaration
10	The Bidder should have atleast one person who is qualified in Information Security Audit ( IS Audit)		2 Marks for each Qualified Auditor subject to maximum of 5 marks	Self Declaration

### C : PARAMETERS FOR SELECTION OF BIDDERS

SR. NO.	PARAMETERS	MAXIMUM MARKS
1	Technical Parameters	50
2	Commercial Parameters	50
	Total Score	100

#### For example:

Three consultants namely A, B and C participated in the bid process and their technical score are as under:

A=50, B=70 C= 80

After converting them into percentile, we get

A=  $(50/80)*100 = 62.50$

B=  $(70/80)*100= 87.50$

C=  $(80/80)*100=100.00$

The quoted prices for auditors per students are as under :

A = Rs.40/-, B = Rs.45/-, C = Rs50/-

The final score (lower cost quoted in price bid, in this case it Rs.40/-) quoted by the bidders

converted into percentile score shall be as under:

$$A = (40/40*100 = 100.00; B = (40/45)*100 = 88.89; C = (40/50)* 100 = 80.00$$

As the Weightage for technical parameter and financial score are 50% and 50% respectively, the final scores shall be calculated as under:

$$A = (62.5*0.5) + (100*0.5) = 31.25+50=81.13$$

$$B - (87.5*0.5) + (88.89*0.5) = 43.75+44.445 = 88.195$$

$$C - (100*0.5) + (80*0.5) = 50+40 = 90.00$$

Hence, the offer of 'C' (being highest score) would be considered as (H1) Bidder and will be called for the negotiation before awarding the contract. The CCE Reserves the right to reject even H1 Bid without assigning any reason whatsoever.

Note : CCE at its sole discretion decide to seek more information from the Bidders in order to normalize the bids. However, Bidders will be notified separately, if such normalization exercise (as part of technical evaluation) is resorted to.

## **Annexure IV: Letter of Pre-Qualification and Technical Bid Submission**

(On Bidder's letter head)  
(Date and Reference) To,  
Commissioner of  
Collegiate Education  
Vidhya Bhavan,  
Hyderabad  
Telangana

Sub: Selection of Concurrent Accounting & Audit for the FY 2020-21 to FY 2023-24 as Central Auditor/ College Auditor (strike out which is not applicable) – Technical Bid Cover letter

Dear Sir,

1. With reference to this RFP Document, We, having examined all relevant documents and understood their contents, hereby submit our proposal in response this RFP.
2. We acknowledge that CCE will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
3. We shall make available to CCE any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. We acknowledge the right of CCE to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. We declare that:
  - a. We have examined and have no reservations to the RFP Documents, including any Addendum issued by the CCE;
  - b. We do not have any conflict of interest on any mentions in the RFP
  - c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with CCE or any other public-sector enterprise or any government, Central or State; and
  - d. We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Bidders of the RFP document.
7. We declare that we are not an Associate of any other Bidder applying for Selection as an agency.
8. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by CCE in connection with the selection of agency or in connection with the Selection Process itself in respect of the above-mentioned project.
9. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, we shall have any claim or right of whatsoever nature if the project is not awarded to us or our proposal is not opened or rejected.
10. We agree to keep this offer valid for 90 (Ninety) days from the BDD

specified in the RFP.

11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
12. We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)  
(Name and seal of the Bidder)

**Annexure V : Letter of Pre-Qualification and Technical Bid Submission – Preference of College Clusters**

(On Bidder’s letter head)  
(Date and Reference) To,  
Commissioner of  
Collegiate Education  
Vidhya Bhavan,  
Hyderabad  
Telangana

We hereby submit our preference of college clusters in the order of our preference ranking from

Preference	Cluster Number
1	
2	
3	
4	
....	
.....	
....	
....	
12	

(Signature, name and designation of the authorized signatory)  
(Name and seal of the Bidder)

Note :

The college level auditor for each cluster will be selected using the ranking generated in Annexure 3. Further once the auditor is allocated the cluster as per their first preference they will not be eligible for other clusters despite their ranking.

## Annexure VI: Financial Proposal

(On Bidder's Letter Head)

(Date and Reference)

To,  
Commissioner of  
Collegiate Education  
Vidhya Bhavan,  
Hyderabad  
Telangana

Sub: : Selection of Concurrent Accounting & Audit for the FY 2020-21 to FY 2023-24 as Central Auditor/ College Auditor ( strike out which is not applicable)–  
Financial Proposal

Dear Sir,

We the undersigned, offer to provide the services to undertake the work of concurrent accounting & audit in accordance with this Request of Proposal dated ..... 2020, and our Financial Proposal, inclusive of all expenses and exclusive of GST as mentioned in the RFP, is Rs.....(in words Rupees.....Only).

Preference	Cluster Number	Financial Bid per Student only (Amount in INR estimated 50/)
1		
2		
3		
....		
....		
12		

We agree to provide services for the duration of the said period for external audit of CCE .

We agree that this offer shall remain valid for a period of 90 (Ninety) days from the Bid Due Date or such further period as may be mutually agreed upon. We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)

Note: The Financial Proposal is to be submitted strictly as per Performa given in the RFP.



**GOVERNMENT OF TELANGANA  
COMMISSIONER OF COLLEGIATE EDUCATION**

**FILE NO. CCE-AC/GEN/53/2020- ACADEMIC CELL  
RFP FOR COLLEGE LEVEL AUDITOR**

**Annexure 1 - List of Government funded Degree Colleges**

<b>CLUSTER</b>	<b>DISTRICT</b>	<b>NAME OF THE COLLEGE</b>	<b>COUNT</b>	<b>NO. OF STUDENTS</b>
1	Adilabad	Government Degree College Arts & Commerce	1	356
		Government Degree College, Adilabad	1	1286
		Government Degree College, Utnoor, Adilabad	1	532
	Nirmal	Government Degree College, Bhainsa, Adilabad	1	617
		Government Degree College, Nirmal, Adilabad	1	822
	Nizamabad	Girraj Govt. College (Autonomous), Nizamabad	1	4529
		Government Degree College, Armoor	1	562
		Government Degree College, Bheemgal	1	492
		Government Degree College, Bodhan	1	869
		Government Degree College, Dharpally	1	444
		Government Degree College, Morthad	1	515
		Madhumalancha Govt. Degree College, Bodhan	1	82
<b>1 Total</b>			<b>12</b>	<b>11106</b>
2	Jagithyal	Government Degree & PG College for Women, Jagitial	1	747
		Government Degree College, Korutla	1	388
		Government Degree College, Metpally	1	208
		SKNR Government Degree College, Jagithyal	1	484
	Karimnagar	Government Degree & PG College, Jammikunta	1	620

		Government Degree College for Women, Karimnagar	1	2311
		Government Degree College, Huzurabad	1	227
		SRR Govt, Arts And Science College	1	3750
	Kumarambhem (asifabad)	Government Degree College (W) (M) At Kagaznagar	1	357
	Mancherial	Government Degree College, Bellampally, Adilabad	1	683
		Government Degree College, Chennoor, Adilabad	1	333
		Government Degree College, Luxettipet, Mancherial Dist	1	764
		Government Degree College, Mancherial, Adilabad	1	604
	Peddapalli	Government Degree & PG College, Peddapally	1	368
		Government Degree College, Godavarikhani	1	925
		Government Degree College, Manthani	1	271
<b>2 Total</b>			<b>16</b>	<b>13040</b>
3	Kamareddy	Government Arts & Science College, Kamareddy	1	2095
		Government Degree College, Bichkunda	1	673
		Government Degree College, Yellareddy	1	798
		S.R.N.K. Govt. Degree College, Banswada	1	1699
	Medak	Government Degree College, Narsapur	1	360
		Government Degree College-Co-Ed, Medak	1	1838
	Rajanna(sirisilla)	Government Degree College, Agraharam	1	316
		Government Degree College, Gambhiraopet	1	458
	Siddipet	Government Degree College (Autonomous), Siddipet	1	4135
		Government Degree College for Women, Gajwel	1	1202

		Government Degree College for Women, Siddipet	1	359
		Government Degree College, Cherial, Siddipet District	1	189
		Government Degree College, Dubbak	1	199
		Government Degree College, Gajwel, (for Men)	1	735
		Government Degree College, Husnabad	1	224
<b>3 Total</b>			<b>15</b>	<b>15280</b>
4	Jangaon	ABV Government Degree College, Jangaon	1	918
	Jayashankar	Government Degree College, Bhupalpally, Warangal	1	336
		Government Degree College, Eturnagaram, Warangal	1	510
		Government Degree College, Mahadevpur	1	299
		Government Degree College, Mulugu, Warangal	1	297
	Mahabubabad	Government Degree College, Garla, Khammam	1	150
		Government Degree College, Mahabubabad, Warangal	1	489
		Government Degree College, Maripeda	1	159
		Government Degree College, Thorrur, Warangal	1	376
	Warangal rural	Government Degree College, Narsampet, Warangal	1	300
		Government Degree College, Parkal, Warangal	1	300
		Government Degree College, Wardhannapet, Warangal	1	141
	Warangal urban	Government Degree College, Rangasaipet, Warangal Urban	1	300
		Kakatiya Government College, Hanamkonda	1	4031
		Pingle Government College for Women, Waddepally, Hanamkonda	1	1619
<b>4 Total</b>			<b>15</b>	<b>10225</b>
5	Bhadrachalam	Government Degree College, Bhadrachalam, Khammam	1	1192

		Government Degree College, Manuguru, Khammam	1	464
		Government Degree College, Paloncha	1	683
		Government Degree College, Yellandu, Khammam	1	262
		SR Government Arts & Science College, Kothagudem	1	489
	Khammam	Government Degree & PG College for Women, Khammam	1	752
		Government Degree College, Madhira, Khammam	1	194
		Government Degree College, Nelakondapally, Khammam	1	107
		J.V.R. Government College, Sathupally, Khammam	1	1123
		SR & Bgnr Govt. Arts & Science College (Autonomous), Khammam	1	4137
5 Total			10	9403
6	Nalgonda	Government Degree College for Women, Nalgonda	1	2778
		Government Degree College, Chandur, Nalgonda Dist.	1	149
		Government Degree College, Nakrekal	1	52
		KNM Govt. Degree College, Miryalaguda	1	464
		MKR Govt. Degree College, Deverkonda	1	601
		Nagarjuna Govt. Degree College (Autonomous), Nalgonda	1	4340
	Suryapet	Government Degree College, Huzurnagar	1	301
		KRR Govt. Arts & Science College, Kodad	1	777
	Yadadri	Government Degree College, Alair	1	224
		Government Degree College, Ramannapet	1	465
6 Total			10	10151
7	Mahabubnagar	Dr.BRR Govt College, Jadcherla	1	1878

		M.V.S Govt. Arts and Science College Mahabubnagar	1	4339
		NTR Govt. Degree College for Women, Mahabubnagar	1	3432
		Sri Chittam Narsi Reddy Memorial Govt. Degree College, Narayanpet	1	1879
7 Total			4	11528
8	Jogulamba - gadwal	Government Degree College for Women, Gadwal	1	423
		Government Degree College, Shantinagar	1	336
		M A L D Govt Degree College, Gadwal	1	2341
	Nagarkurnool	Government Degree College for Arts & Comm., Nagarkurnool	1	332
		Government Degree College Sci Nagarkurnool	1	584
		Government Degree College, Amrabad	1	253
		Government Degree College, Kalwakurthy	1	707
		Government Degree College, Kollapur	1	226
		S.V. Govt. Arts & Science College, Palem	1	290
		Sri Uma Maheshwara Govt.Deg. College, Kondanagula	1	425
	Wanaparthy	Government Degree College (Co-Ed), Wanaparthy	1	1339
		Government Degree College for Women, Wanaparthy	1	1173
		Government Degree College, Atmakur	1	398
		Government Degree College, Pebbair	1	86
8 Total			14	8913
9	Hyderabad	Babu Jagjeevan Ram Govt. Degree College, Narayanaguda	1	2612
		Government Degree College for Women, Golconda	1	747
		Indira Priyadarshini Govt. Degree College for Women, Nampally	1	2036

		Vivekananda Govt. Degree College, Vidhyanagar	1	1908
	Vikarabad	Government Degree College, Kodangal	1	617
		Government Degree College, Tandur	1	1124
9 Total			6	9044
10	Hyderabad	Government City College (Autonomous), Hyderabad	1	3927
		Government Degree College for Women, Hussaianialam	1	1799
		Government Degree College, Chanchalguda	1	1018
		Government Degree College, Falaknuma	1	1162
10 Total			4	7906
11	Hyderabad	Government Degree College for Women (Autonomous), Begumpet	1	3771
		Government Degree College, Khairatabad	1	3123
		Government Degree College, Seethapalmandi	1	626
	Medchel	Government Degree College, Kukatpally	1	1817
		Government Degree College, Malkajgiri	1	971
11 Total			5	10308
12	Ranga reddy	Government Degree College, Chevella	1	273
		Government Degree College, Hayathnagar	1	1674
		Government Degree College, Ibrahimpatnam	1	666
		Government Degree College, Shadnagar	1	340
		New Govt. Degree College, Serilinganpally.	1	337
	Sangareddy	Government Degree College for Women, Sangareddy	1	422
		Government Degree College, Narayankhed	1	472
		Government Degree College, Patancheru	1	1066

		Government Degree College, Sadasivpet	1	270
		Government Degree College, Zaheerabad	1	735
		Nehru Memorial Govt. Degree College, Andole, Jogipet	1	481
		Tara Government Degree & P.G. College (Autonomous), Sangareddy	1	3142
12 Total			12	9878
Grand Total			123	126782



Commissionerate of Collegiate Education  
Government of Telangana

# **Standard Operating Procedure For Government Funded Degree Colleges State of Telangana**

## **Office of Commissioner of Collegiate Education & Technical Education**



**CONFIDENTIALITY**

*The reader is reminded that neither this document, nor its contents, may be copied, transcribed or replicated in part or in full, without the written permission of Commissionerate of College Education., for which permission shall be entirely at the discretion of Commissionerate of College Education.*

# Contents

<b>I BACKGROUND</b>	<b>4</b>
<b>II CURRENT “AS IS” STRUCTURE</b>	<b>5</b>
<b>III OVERVIEW OF DEGREE COLLEGES</b>	<b>6</b>
<b>IV ACCOUNTING FRAMEWORKS FOR COLLEGES</b>	<b>7</b>
i. Elements of financial statements basically - income, expenses, assets & liabilities	7
ii. Principles for recognition of items of income, expenses, assets and Liabilities	8
iii. Principles of measurement of items of income, expenses, assets and Liabilities	8
iv. Presentation and disclosure principles	9
<b>V BASIS OF ACCOUNTING</b>	<b>10</b>
<b>VI. FINANCIAL CONTROL</b>	<b>13</b>
<b>VII. NATURE OF HEADS</b>	<b>15</b>
<b>VIII. STANDARD OPERATING PROCEDURES FOR COLLEGES</b>	<b>18</b>
A. ROLE OF CCE	18
B. ROLE OF COLLEGE PRINCIPAL	18
C. PLANNING AND BUDGETING	19
D. FEES COLLECTION AND RECIEPT PROCEDURE	19
E. PAYMENT PROCEDURE	22
i) General Vouching Guidelines:	Error! Bookmark not defined.
ii) Payment Procedure out of State Budgets:	22
iii) Payment Procedure out of Special Fees	22
iv) Reimbursement of Scholarship Fees:	23
v) Payment Procedure for Grants:	23
F. DAY BOOK PROCEDURES FOR CASH & BANK	23
G. MONTHLY MIS FORMATS & PROCESS	25
H. ANNUAL AUDIT & FINANCIALS PREPARATION	27
I. AUDITOR RESPONSIBILITY	28
i) College Auditor	28
ii) Central Auditor	29
<b>ANNEXURES</b>	<b>30</b>
Annexure – I Applicability of Accounting Standards to educational institutions	30
Annexure – II - FUND BASED ACCOUNTING	33
Annexure – III – FORMATS OF FINANCIAL STATEMENTS	37

# I BACKGROUND

## CCE - Commissionerate of Collegiate Education

The Department is created to promote Collegiate Education, giving special attention to the areas located in Backward and Rural areas, to strengthen Women education at undergraduate and post-graduate levels to create educational opportunities for weaker sections of the society and to introduce need-based vocational courses replacing the conventional courses in a phased manner

Prior to 30.06.1975 Education at all levels in the State was being managed by one Head of the Department called Directorate of Public Instruction (DPI). There was enormous growth of educational Institutions, both at Secondary and Collegiate levels. With a view to streamline the functioning of the monolithic Directorate of Public Instruction and making it function more effectively, the Government have issued orders, bifurcating the department into the Directorate of Colleges Education and Directorate of Higher Education in the year 1975 vide G.O. MsNo. 788 Edn., dated 30.06.1975. The Directorate of Higher Education was entrusted with the responsibility of the Management of Degree and Junior Colleges in the State.

Over the years due to enormous increase in the number of Junior colleges on one hand and the Degree Colleges on the other, administration of these two sectors of Higher Education became difficult for a single Head of the Department. Therefore, to give special attention to these two areas of education, The Directorate of Higher Education was further divided into Directorate of Collegiate Education and Directorate of Intermediate Education vide G.O.Ms.No.343-Edn, Dated: 31.10.1989. Thus the Directorate of Collegiate Education came into existence on 01.11.1989 as a separate entity to deal exclusively with the matters of Undergraduate and Post-Graduate Colleges in the State.

The Government Degree colleges are funded by various sources such as the State/ Central Government Budgets, UGC, Rashtriya Uchchar Shiksha Abhiyan (RUSA), Other Government Schemes, Donations and Special Grants. To meet certain expenditures to provide basic amenities to the students like Laboratory, Library needs, Maintenance works and approved Civil Works etc. the financial transactions and the accounts at college level are to be maintained appropriately, promptly and also regularly.

These accounts are to be accounted and audited in a standardized process by an external audit on a regular basis to improve the transparency in financial aspects of the Institute.

The following are the proposed objectives of the External Audit:

- To standardize accounting in all Govt. Degree Colleges in the State
- To streamline controls around books of accounts
- To have standardized management information system (MIS) of reporting on regular basis
- To have standardized auditing for all Govt. Degree colleges

## II CURRENT “AS IS” STRUCTURE

### **CCE Guidelines**

From time to time, CCE comes up with guidelines related to College functioning. Some of the important financial guidelines are mentioned below.

**Banking:** - CCE has come up with guidelines to centralize the banking arrangements of the Colleges, and merge all bank account with one bank. Starting FY 2019 Vijaya Bank which is now merged with Bank of Baroda has been notified as the central bank for collecting fees from the students for all the Government Degree Colleges under its preview. Further on test basis HDFC Bank has been notified as the nodal bank for 6 autonomous colleges. The college has to merge all the existing bank accountings and maintain only one account for operations.

**Fixation of Special Fees:** - CCE decides the courses to be operated in each college, the strength of each course, the fees structure and amount of fees to be collected from the students. Generally speaking the special fees will be same across the state unless otherwise approved by the CCE. Each college will have a Course Special Fees Structure which is approved by the CCE

**Utilization of Special Fees:** - CCE has issued a circular on how the Special Fees shall be utilized across Curricular, Co- Curricular, Academic Infrastructure and Student Welfare activities and % for each have been defined.

**CAIMS- College Administration and Information Management System:** - CCE has introduced a central college MIS Software catering to the Student Admission Management, Student Information Management, Certificate Management, Accounts Management and Academic Audit Management. The Accounts Management section has the Receipt, Payment transactions and also the Day book, Expense Ledgers relevant for the colleges.

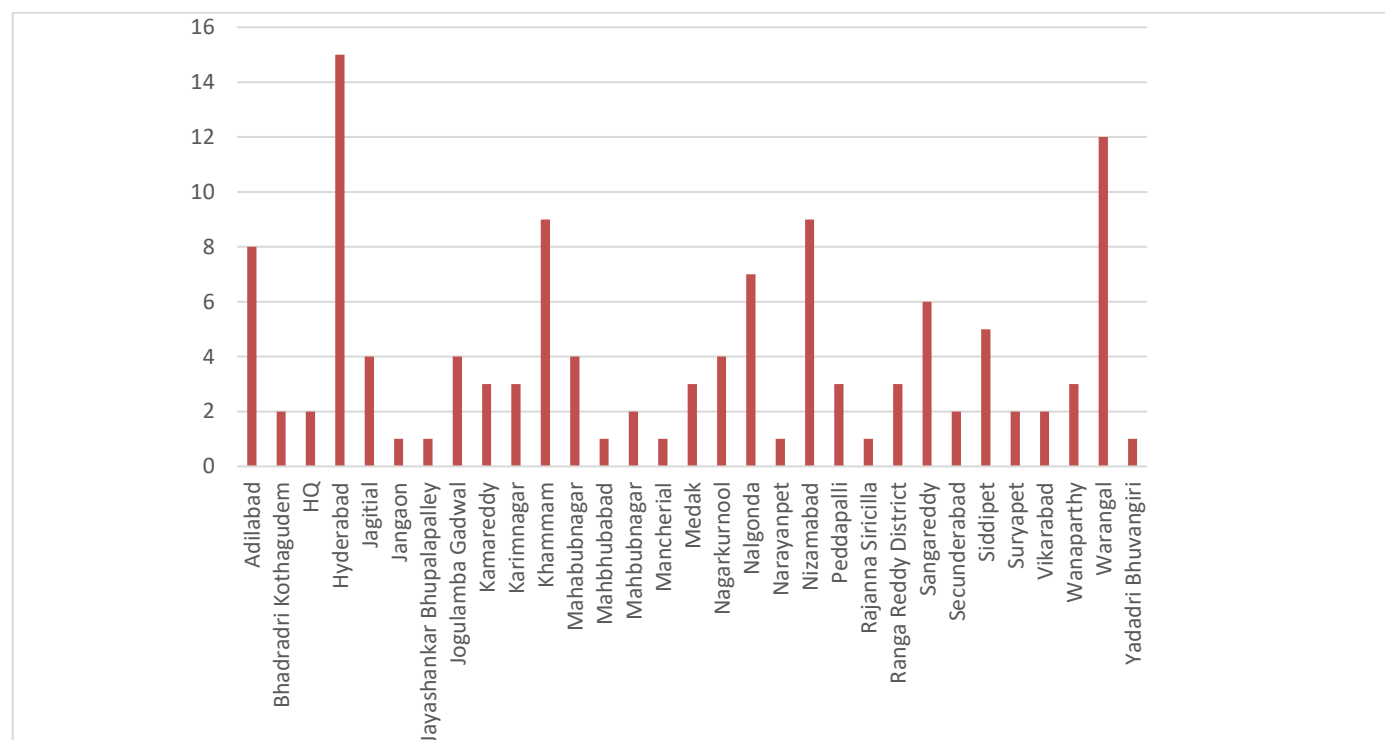
**Notification of Agencies:** - CCE from time to time notifies various agencies from which each of the items can be purchased such as NSIC, SETWIN, TSTL, HAKA etc.

### III OVERVIEW OF DEGREE COLLEGES

There are over 120 Government funded Degree Colleges in various districts in telangana, which offers Hindi, English and Urdu medium curriculum. This includes both Autonomous and Non-Autonomous College. These colleges can be categorized into 5 categories based on student head count.

Category	No of Students	No of colleges
A	>1000	12
B	>500	15
C	>200	34
D	>100	47
E	<100	15

Below is chart showing district wise college Classification



## IV ACCOUNTING FRAMEWORKS FOR COLLEGES

Accounting Framework is concerned with general purpose financial statements (Hereafter referred to as 'financial statements'). Such financial statements are prepared and presented at least annually and are directed toward the common information needs of a wide range of users. These users have to rely on the financial statements as their major source of financial information and cannot prescribe the information they want from an organisation. The general purpose financial statements should, therefore, be prepared and presented with their needs in view.

It is often argued that since profit is not the objective of educational institutions, the Accounting framework, which is relevant for business entities is not appropriate for Educational institutions. With a view to recommend suitable accounting system for Educational institution, it would be imperative to understand the major ingredients of an accounting framework. An accounting framework primarily comprises the following:

### **i. Elements of financial statements basically - income, expenses, assets & liabilities**

The framework aims to identify the items that should be considered as income, Expenses, assets and liabilities by educational institution, for the purpose of including the same in the financial statements by defining the aforesaid terms. Assets are resources controlled by an entity from which future economic benefits or Service potential is expected to flow to the entity. It may thus be noted that the Definition of 'asset' would remain the same whether an entity is a business Enterprise or an educational institution, in so far as expectation of the future Economic benefits is concerned. In other words, what is considered as an asset by a Commercial entity e.g., Land, Building, Furniture and Equipment etc., would be Considered as an asset by an educational institution also. However, in case of an Educational institution, certain items which may not have future economic benefits but have service potential would also be considered as assets. The other elements of financial statements, viz., income, expenses and liabilities, will also remain the same for educational institution as in commercial entities.

## **ii. Principles for recognition of items of income, expenses, assets and Liabilities**

These principles lay down the timing of recognition of the aforesaid items in the financial statements of educational institution. In other words, these principles lay down when an item of income, expense, asset or liability should be recognised in the financial statements. There is no difference in the application of the recognition principles to commercial Entities and educational institutions. For example, the timing of the recognition of a grant as an income in the financial statements of an organisation does not depend upon the purpose for which the organisation is run. A grant is recognised as income in the financial statements, under accrual basis of accounting, when it becomes reasonably certain that the grant will be received and that the organisation will fulfil the conditions attached to it. Thus, a commercial entity and an educational institution would both follow the aforesaid criteria for recognition of grant as income. Similarly, principles for recognition of other incomes, expenses, assets and liabilities would be the same for commercial entities and educational institutions.

## **iii. Principles of measurement of items of income, expenses, assets and Liabilities**

These principles lay down at what amount the aforesaid items should be recognized in the financial statements. Ordinarily, the same principles of measurement would be applicable in case of educational institution as those for commercial entities. In so far as the measurement principles are concerned, the same principles are Relevant to a not-for-profit organisation as well as to a commercial entity. For Example, depreciation of an asset represents primarily the extent to which the asset is used during an accounting period by an organisation. Thus, whether an asset, such as a photocopying machine, is used by an educational institution or a Commercial entity, the measure of charge by way of depreciation depends primarily upon the use of the asset rather than the purpose for which the organisation is run, i.e., profit or not-for-profit motive. Accordingly, the measurement principles for Income, assets and liabilities should be the same for commercial entities and not for-Profit organisations such as educational institutions.

#### **iv. Presentation and disclosure principles**

These principles lay down the manner in which the financial statements are to be presented by educational institution and the disclosures to be made therein. In so far as presentation of financial statements is concerned, educational institution generally follow what is known as 'fund based accounting' whereas the commercial entities do not follow this system. This is because educational institution may be funded by numerous grants, donations or similar contributions, which may or may not impose conditions on their usage. In other words, the use of some funds may be Restricted by an outside agency such as a donor or self-imposed by the organisation. It, therefore, follows that the financial statements of educational institution should reflect income, expenses, assets and liabilities in respect of such funds separately so as to enable the users of financial statements such as the contributors, to assess the usage of the funds contributed by them. However, it may be noted that fund based accounting is relevant primarily for the purpose of presentation of Financial Statements and not for the purpose of identification, recognition and measurement of various items of income, expenses, assets and liabilities. It may be concluded from the above paragraphs that while the identification, recognition and measurement of elements of financial statements are sector neutral, the presentation of financial statements may differ among the two sectors, viz., for-profit sector and not-for-profit sector. Similarly, disclosure principles may also differ. The accounting framework discussed above would apply to all categories and types of educational institution. However, the books of account to be maintained by various educational institutions may depend upon the nature of activities and/or programmes carried on by them.



## V BASIS OF ACCOUNTING

The term 'basis of accounting' refers to the timing of recognition of revenue, expenses, assets and liabilities in accounts. The commonly prevailing basis of accounting are:

- a. Cash basis of Accounting; and
- b. Accrual basis of Accounting.

Under the cash basis of Accounting, transactions are recorded when the related cash receipts or cash payments take place. Thus, the revenue of educational Institutions, such as donations, grants, etc. is recognised when funds are actually received. Similarly, expenses on acquisition and maintenance of assets used for rendering services as well as for employee remuneration and other items are recorded when the related payments are made. The end-product of cash basis of accounting is a statement of Receipts and Payments that classifies cash receipts and cash payments under different heads.

Accrual basis of accounting is the method of recording transactions by which revenue; expenses, assets and liabilities are reflected in the accounts in the period in which they accrue. The accrual basis of accounting includes considerations relating to accrual of income, provisioning of expenses, deferral, allocations like depreciation and amortization. This basis is also referred to as 'Mercantile Basis of Accounting'. Accrual basis of accounting records the financial effects of the transactions and other Events of an enterprise in the period in which they occur rather than recording them in the period(s) in which cash is received or paid. Accrual basis recognises that the economic events that affect an enterprise's performance often do not coincide with the cash receipts and payments. The goal of accrual basis of accounting is to relate the accomplishments (measured in the form of revenue) and the efforts (measured in terms of costs) so that the reported net income measures an enterprise's performance during a period rather than merely listing its cash receipts and payments. Apart from income measurement, accrual of accounting recognises assets, liabilities or components or revenue and expenses for amount received or paid in cash in past, and amounts expected to be received or paid in cash in future. In cash basis of accounting, no account is taken of whether the asset is still in use, has reached the end of its useful life, or has been sold. Thus, cash based information fails to show a proper picture of the financial position and performance for the accounting period. A cash based system does not provide information about total costs of an organisation's activities. On the other

hand, accrual system of accounting offers the opportunity to the organisation to improve management of assets, and provides useful information about the organisation's actual liabilities, relating to both debts and other obligations such as employee entitlements. Accrual is the scientific basis of accounting and has conceptual superiority over the cash basis of accounting. It is, therefore, recommended that educational institutions should maintain their books of account on accrual basis.

## **BOOKS OF ACCOUNT**

Books of account should be maintained following the rules of Double Entry Book Keeping System and generally accepted accounting practices prevailing in India. Every educational institution should maintain proper books of account with respect to:

- (a) All sums of monies received by the educational institution and the matters in respect of which receipts take place, showing distinctly the amounts received from income generating activities and through grants and donations;
- (b) All sums of money expended by the educational institution and the matters in respect of which expenditure takes place;
- (c) All assets and liabilities of the educational institution.

The educational institution generally maintain the following books of account -

1. Receipt Book
2. Journal
3. Cash Book / Bank Book
4. Ledger

The books of account of educational institution may be structured in a manner that is suited to its needs and requirements. For instance:

- (a) A separate set of books and records may be maintained for foreign and Indian Contributions, as per the requirements of the Foreign Contribution (Regulation) Act, 1976.
- (b) Similarly, separate sets of books and records may be maintained for the various Projects, etc. that the educational institutions may have for implementing its Programmes.
- (c) Separate ledgers, accounts and records may also be maintained with regard to the various funds representing the grants received from various sources, received with or without stipulations and restrictions. This may also be referred to as Fund Based Accounting. Accordingly, educational

institution with reference to specific requirements may maintain the following additional books of account, as considered necessary for maintenance of proper books of accounts –

1. Purchase Book
2. Sales Book / Bill Book
3. Inventory Register
4. Other Books as deemed necessary

Moreover, following registers and other records like vouchers should also be maintained so as to give information in relation to:

1. Fees received from students (in respect of admission fee, tuition fee, and library fee, examination fee, etc.)
2. Grants-in-aid received from various sources.
3. Scholarship and special stipends.
4. Funds such as building, library, laboratory, sports, furniture, equipment, endowment, provident fund, poor student's fund, deposits, etc.
5. Immovable properties and other fixed assets.
6. Investments.
7. Minutes of the meetings of the Managing Committee of the educational Institution.
8. Stock (for books, stationery, uniform, etc.)
9. Caution money received from students.

The above list is illustrative only and not exhaustive. Proper books of account would not be deemed to be kept with respect to the matters specified therein:

- (a) If such books are not kept as are necessary to give a true and fair view of the state of affairs, income and expenditure and cash flows of the educational Institution, and to explain its transactions;
- (b) If such books are not kept on accrual basis and according to the double entry system of accounting.

## VI. FINANCIAL CONTROL

Keeping in view financial control for good governance of educational institutions and effective and proper end-use of public funds, the following matters have been deliberated. Educational institutions frequently receive grants/donations/ contributions and other forms of revenue, the use of which may be either unrestricted or subject to the restrictions imposed by the contributors i.e. use of funds for specific purposes. Further, there might also be legal/other binding restrictions on educational institution to use certain funds for Specific purposes or educational institution may also on their own, earmark or appropriate certain unrestricted funds for specific purposes.

Funds received by educational institutions may be divided into:

- i. Restricted Funds
- ii. Unrestricted Funds
  - A. Corpus Fund
  - B. Designated Funds
  - C. General Fund

For the purpose of appropriate presentation of these funds in the financial statements, it is necessary to understand their nature and characteristics, which is described below:

### **i. Restricted Funds**

These funds are subject to certain conditions set out by the contributor and agreed To by the educational institutions, while accepting the contributions. The restriction complete details regarding fund based accounting are given in *Annexure- II* may apply to use of the funds received or income earned from the investment of such funds or both. In case of Endowment Funds, principal sum is not used and the funds received are generally deployed in specific investments. The income earned from investments is utilised for specific purposes. Funds, which are created because of legal requirements, are also considered as restricted funds.

**ii. Unrestricted Funds**

These are the funds contributed to educational institutions with no specific restrictions. The obligation of educational institutions while accepting an unrestricted donation or grant is to ensure its usage for general purposes.

**A. Corpus Fund**

It refers to funds contributed by founders / promoters generally to start the educational institutions. It also includes donations / contributions received with specific directions. These are non-refundable funds, which can however be increased by additional contribution by the founders / promoters / donors / contributors with specific directions in furtherance of the objects of the educational Institutions.

**B. Designated Funds**

These are unrestricted funds which have been set aside by the trustee’s management of the educational institutions for specific purposes or to meet future Requirements. These funds can be categorised as self-imposed or restricted funds. However, the educational institutions can modify the designation whenever it wishes and reallocate the funds to some other purpose. These funds are generally created by an appropriation of the surplus for the year.

**C. General Fund**

These are unrestricted funds other than designated funds and corpus.

## VII. NATURE OF HEADS

Accounting Standards as referred in **Annexures -1** relevant to colleges should be followed while dealing with peculiar items of Income, Expenses, Assets and liabilities.

### INCOME

The definition of income encompasses both revenue and gains. Revenue arises in the course of the ordinary activities of a Colleges such as from receipt of tuition and other Fees from the students, donations, sale of publications, prospectus, application forms, products in a canteen owned by the Colleges, etc. Gains represent other items that meet the definition of 'income' and May, or may not, arise in the course of the ordinary activities of a Colleges. Gains represent increases in economic benefits and as such are no different in nature from revenue. Gains include, for example, those arising on disposal of fixed assets and sale of investments. When gains are recognised in the income and expenditure account, they are usually disclosed separately. Principles laid down in Revenue Recognition AS - 9 are to be applied to certain significant peculiar items of financial statements of Colleges .Some of Revenues and incomes in educational sector are:

- Tuition fees and fees received for pursuit of other curriculum activities
- University Fee
- Special Fee
- One time charges e.g. Admission charges, Registration Fees
- Caution Money should be recognized as income only when a student waives his right to receive the caution money or it is forfeited by the Colleges
- Sale of prospectus
- Rental Income if Colleges premises is given on rent to outside parties
- Hostel Fees
- Revenue from provision from Transport Facility
- Sponsorship Fees
- Amount received from Board for payment to Exam Invigilators
- Board Fee
- Other fee such as Library admission fee, Exam Fee, Canteen Income ,Syllabus fee etc.

## EXPENSE

The definition of 'expense' encompasses both expenses that arise in the course of the ordinary activities of the Colleges as well as losses. Expenses that arise in the course of the ordinary activities of the Colleges include

- Salaries and allowance paid to teachers and other employees
- Retirement benefits to teachers and other employees
- depreciation on fixed assets
- Repairs and maintenance of Colleges building and furniture
- Electricity charges, Stationery, Telephone, Conveyance
- Other Expenses like payment to examiner, convocation expenses, publication, student welfare expenses, Lab Expenses, seminar workshop expenses etc.

The expenses take the form of an outflow or depletion of assets or enhancement of liabilities. Losses represent other items that meet the definition of 'expense' and May or may not arise in the course of the ordinary activities of the Colleges. Losses represent decreases in economic benefits and as such they are no different in nature from other expenses. Losses include, for example, those resulting from disasters such as fire and flood, as well as those arising on the disposal of fixed assets. The definition of expenses also includes unrealized losses. These losses are generally recognized in the income and expenditure account, and are usually disclosed separately.

## ASSETS

As per the definition, an asset is a resource controlled by a Colleges as a result of past events and from which future economic benefits or service potential are expected to flow to the Colleges. A resource should be considered to be controlled by a Colleges if it is in a position to control the use of the asset, i.e., it is in a position to obtain all the rewards from the asset which means all the future economic benefits associated with it will flow to the Colleges. Many assets, for example, computers and buildings have a physical form. However, physical form is not essential to the existence of an asset.

Hence, intangible assets such as copyrights and computer software are also assets, if they are controlled by the Colleges and future economic benefits from their use are expected to flow to the Colleges.

## **LIABILITIES**

An essential characteristic of a liability is that the enterprise has a present obligation. An obligation is a duty or responsibility to act or perform in a certain way. Obligations may be legally enforceable as a consequence of a binding contract or a statutory requirement. This is normally the case, for example, with amounts payable for goods and services received and taxes to be paid. Obligations also arise, however, from normal practices followed by the enterprise, custom and a desire to maintain good relations or act in an equitable manner.

**Formats have been prescribed by MHRD for educational institutions which have been specified in Annexure III**



## VIII. STANDARD OPERATING PROCEDURES FOR COLLEGES

### A. ROLE OF CCE

Commissioner of Collegiate Education (CCE) is the Chief Controlling Authority and Head of the Department of Collegiate Education, Government of Telangana. Their major role include:

- Controls all administrative units including the Regional offices and all Degree Colleges in the state of Telangana
- Implements all the policies of the Government relating to the Department. Implements and executes all the academic administrative matters relating to the Department.
- CCE is Ex-officio Member of the Executive Councils of all Universities in the State
- Aims to impart higher education of the best quality to all eligible students of the State after they qualify at the higher secondary level.
- Ensure better coordination, monitoring and functioning of all Colleges
- The department plays an important role in bringing about the quantitative and qualitative improvement in the higher education in the State.
- Works closely with college principal and staff college committee to improve their quality and financial resilience.
- Aggregate and allocate college level financial Budget for the year as per approval from state ministry.
- Designing and Structuring Courses, Fee structure, Academic Programs at college level and allocating no of students to respective colleges.
- Issuing financial procedures to be followed at college for special fees collection and expenses thereof.
- Issuing Guidelines on regular/routine expense and expenses to be incurred from Special Fees of colleges.
- Provides framework and guidelines for Colleges policy, but administrative responsibility lies with the Colleges. Power is also given to Colleges Committee, which have a significant say in the running colleges.
- Identifying Respective agencies from where all the necessary purchases can be made.

### B. ROLE OF COLLEGE PRINCIPAL

- Planning for the development of the college as well as the proper grooming, growth and development of the college students.
- Constitute and chair College Staff College Committee on various matters.
- To seek advice from professors, lecturers and other staff members while taking various decisions for the college
- Developing Colleges' strategic goals and plan and driving continuous improvement
- Overseeing finance, procurement, HR, inventory, and student-related administration and operations to ensure compliance with relevant policies/guidelines, and procedures and alignment with Colleges' strategic plan

- Allocating and managing resources efficiently to achieve the Colleges' goals
- Leading and motivating the Colleges Admin Team through promoting a culture of service excellence and growth, and to ensure the effective management of administrative and operations matters by conducting effective performance management and feedback
- Overseeing the facility management and operations; and incorporating best practices to ensure a safe and conducive learning environment
- Any College Expenditure to be incurred after prior approval from the principal.
- College principal can incur Expenditure from Accumulated Funds only after taking prior Approval from the CCE
- Prepare Annual Financial Budget plans and seek approval from CCE
- Responsible for Maintains timely and accurate Books of Accounts.
- Prepare, review and sign off Annual financial statements and get the same audited as per recommended norms.

### C. PLANNING AND BUDGETING

Budget for the expenses are to be prepared at college level annually and quarterly as per the requirement and the same has to be approved by the committee and college principal. Request of the budget is then sent to CCE for approval. CCE After considering all the Factors such as grants received by the respective college and other necessary factors allocate the same to colleges. Some of the major budget expense are Electricity, Stationary, water, Telephone, etc.

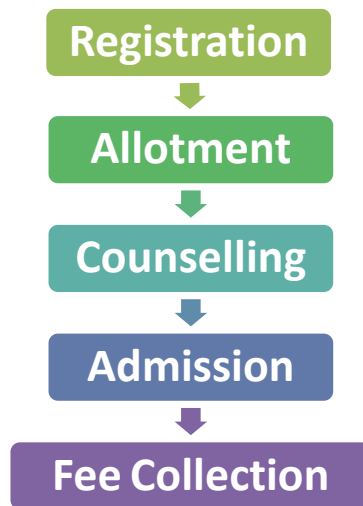
#### BUDGET PROFORMA

S.No	Each Head of Account	Total Budget Released	Total Expenditure incurred	Balance	Remarks
1					

### D. FEES COLLECTION AND RECIEPT PROCEDURE

#### Cash Basis Accounting

In case of new admission, the responsibility to collect the fees lies with the members of Admission committee. In any other fees, the person appointed by the Principal should take the responsibility of fee collection. The mode of payment may be through the online Gateway Payment/any other cash less transaction or through depositing cash in bank by way of Challan issued by the college. Following is the admission process flowchart.



### Process:

- a) Students can apply by registering their name on **Dost.cgg.gov.in website**. After fulfilling all the requirements in the site students are then allotted to respective colleges. Unique dost id is created for each of the student. Separate hall ticket which is student specific is issued by the university
- b) Student has to follow the admission process and undergo Counseling by the colleges.
- c) A student admission is confirmed once he/she pays the fees. In case of other. Students, circulars and notice board shall display the fee structure and its deadline. Student has to choose any of the above mentioned modes of payment and remit the fee.
- d) In any case, it is the responsibility of the student to submit the acknowledgement of fee paid to respective course admin
- e) The admin staff that collects the acknowledgement shall have to file and record the same in Admission register, and only then issue fees receipt
- f) Usually, in case of Challan payment through bank, Triplicate copy of Acknowledgement is generated one for student, one for admin and another for account team. However, in case of remittance through gateway of payment, only one set of acknowledgement is generated. An initial detail has to be filled for the new joinee which re-directs to Payment section. In case of old students, data has to be uploaded by Admin/Accounts team. Once student gives Admission no or student identification ID course detail and fee would pop up and then student can make payment.

- g) On successful payment acknowledgment receipt is generated. This copy has to be submitted to the College by the student.
- h) Upon receiving the acknowledgement, the admin team has to enter the payment details such as transaction no., course detail, and other details in **Daily Fees collection register** etc send the report to Accounts team.
- i) It is the duty of member of Admission committee/ appointed admin staff to timely check on the fee collections and sends or makes remainder calls and alerts in respect of outstanding fee.
- j) The Principal/Director should appoint the person who shall be responsible in maintaining the overall collection and due list of student with all possible classifications. **Term fee Register** is to be maintained to keep complete track of the student's course wise.
- k) For effective control and transparency, all the wings of the institute should maintain the due list at the admin level also and get reconciled with accounts department at least once in quarterly.
- l) When a student applies for TC, both Admin and Accounts department should confirm on "No Due" before its issue.

### **Recognition of Fee**

The principle of measurement lays down the timing of recognition of Income in "the Books of accounts. Basis of Accounting refers to timing of recognition of revenue. As mentioned earlier, Institute follows Cash basis of Accounting.

Under the Cash basis of Accounting, transactions are recorded when the related cash receipts or cash Payments takes place. Thus the revenue of educational Institution such as fee, donation, grants, etc is recognized when funds are actually received.

## E. PAYMENT PROCEDURE

### i) Payment Procedure out of State Budgets:

- For incurring Expenditure out of budget College principal to issue Proceedings to respective internal department in charge for obtaining the quotes and initiating the proceedings.
- Respective department in charge should obtain quotes from respective agencies as identified by CCE. Some of the agencies are
  - TSEWIDC – Civil works
  - SETWIN – Stationary
  - TSTSL- Electronic Equipment, Computers
  - NSIC - Furniture
  - HACA etc. – Lab Equipment
- Once quote is obtained the same should be sent to CCE for their Approval.
- After obtaining necessary approvals, Payment can be made by sending the proceedings to PAO Department.

### ii) Payment Procedure out of Special Fees

If the Budget is not approved or is budget is exhausted or for some adhoc expenditure the principal may decide to use the current year Special Fees.

When Special fees account is being used it has to undergo cheque procedure.

#### Cheque Procedure:

- Cheque to be prepared in the name of the vendor as per the invoice.
- Only NEFT and RTGS to be done
- Cheque to be supported with payment voucher.
- Payment voucher to capture expenditure head and sub head
- All the supporting's related to the proceedings should be properly documented and necessary accounting entry should be passed in Day Book.

### **iii) Reimbursement of Scholarship Fees:**

- Scholarship students are allotted by Welfare department to respective colleges
- Students to pay the fees directly in the Account of the college.
- Welfare department to transfer the Colleges fee Accordingly
  - Maintenance and mess Fee ( MTF) directly in Account of the student
  - Reimburse Tuition fee (RTF) directly to the account of college. And the same reimbursed to the account of the student by NEFT.

### **iv) Payment Procedure for Grants:**

- Application for the grant must be made by college to respective grants governing body.
- Once grants is sanctioned by the governing body college can incur expenditure from the grant
- Any payment towards grants must be authorized by the principal and approved by Grants Committee
- Grant must be utilized only for the purpose for which it was sanctioned
- Payment of grant must route through cheque procedure only

## **F. DAY BOOK PROCEDURES FOR CASH & BANK**

- All cash receipt should be deposited in the Bank account every day before the close of business of Bank.
- All Bank accounts should be reconciled with the Bank account in the books of accounts and a reconciliation copy for the same should be kept in a separate file for audit purpose duly authenticated by the in charge, Accounts section. Un-cleared cheques deposited in the bank and cheques not presented by the beneficiaries should be closely checked to ensure that the same has been cleared or presented in subsequent month or months. Such clearance must be noted in the month's reconciliation to which the same relates. Long pending cases be carefully investigated and pursued to ensure that there is no misappropriation or fraud.

- Periodically, cash balance in hand should be surprised checked and results recorded to be produced to audit when called for. It will be advisable to obtain this through an external authority not related to the Institute administratively.
- Closure Cash Balance to be made by the preparer and signed off by principal of The college
- Closing Accumulated Balance must be communicated to CCE by end of the financial year.

## G. MONTHLY MIS FORMATS & PROCESS

MIS Reporting will ensure adequate monitoring of the college, and will assist in taking informed decision at higher level. MIS reporting will increase the efficiency and effectiveness of the department to meet its established objectives. It is suggested that below Monthly MIS Dashboards has to be filled by the college auditor and forwarded the same to Central Auditor for MIS consolidation for CCE.

MIS Formats:

<b>STUDENT MIS</b>	<b>Month End</b>	<b>CY</b>
Total no of students last year	XX	xx
No of students Admitted in Current FY	XX	xx
Less : TC and Drop Out Students	(XX)	(xx)
Closing No of Students	XX	xx

<b>EXPENSE MIS</b>	<b>Month End</b>	<b>CY</b>
Expenses major head classification	XX	xx
Payments made from college fund	XX	xx
Payments made from Budget fund	XX	xx
Remaining Expenses Payable	XX	xx

<b>FEES MIS</b>	<b>Month End</b>	<b>CY</b>
Total Fess collection	XX	xx
Special Fees Collection	XX	xx
Tuition fee collection	XX	xx
Exam fee Collection	XX	xx
University Fee Collection	XX	xx
Additional fsee collection	XX	xx
Closing Cash/Bank Balance	XX	xx

<b>OTHER RECEIPTS</b>	<b>Month End</b>	<b>CY</b>
Other Receipts - Rental, Shop Sales	XX	xx
Other Receipts - Other Miscellaneous Receipts	XX	xx



<b>SCHOLARSHIP MIS</b>	<b>Month End</b>	<b>CY</b>
No of Students Admitted	XX	Xx
No of students applied	XX	Xx
Total Fees Received from Welfare department	XX	Xx
Total Fees Receivable from Welfare department	XX	Xx
Total Fees paid to the Students	XX	Xx
Total Fees Payable to the students	XX	Xx

<b>OTHER MIS</b>	<b>FROM</b>	<b>TO</b>
Receipt Voucher Number	xx	Xx
Amount collected	xx	Xx
No of Cheques used	xx	Xx

<b>RATIO ANALYSIS</b>	<b>Month End</b>	<b>CY</b>
No of students admitted V/s no of students who paid fees		
Total fees collectable v/s Actual Receipt		

## H. ANNUAL AUDIT & FINANCIALS PREPARATION

CCE shall appoint college level Audit firm for Concurrent Accounting and Auditing of the college books of accounts. The College level Auditor shall prepare the following Annual Financial Statements

- Balance sheet
- Income and Expenditure account
- Receipt and payment account
- Auditor Report as per prescribed format to be developed

Audit Firms shall maintain the books of accounts and audit it periodically at monthly, quarterly intervals as per the category and strength of students.

Category	No of Students	No of colleges	Frequency of Audit
A	>1000	12	Monthly
B	>500	15	Once in two Months
C	>200	34	Quarterly
D	>100	47	Half yearly
E	<100	15	Annually

### Transition Provisions

College are currently maintaining their books on cash basis and need to convert to accrual accounting.

Further no consolidated college level fixed asset register, tracking of current assets and liability is in place other than stock register. Colleges will need to build fixed assets register over the years, hence it is suggested to have following transition provisions.

- Fixed Assets purchased from FY 19-20 onwards can be capitalized as per Accounting Standard and itemized list to be added to Fixed Assets register (FAR).
- Asset in excess of the above available in colleges to capitalized as one block at Rs.1 and itemized listing to be maintained in the FAR till retirement
- Current Assets and Current Liabilities of the College will need to be identified by reviewing the various payments and receipts of the college. Considering the hardships of data gathering, it is decided that the college will begin publishing the Balance Sheet from the FY 2021-22 with full-fledged schedule of Current Assets & Liabilities

- Income & Expenditure Account however can be published from the FY 2020-21 by including the provision for expenses at the year end. For this the college has to make an estimate of expenses incurred upto the year ending March,2021
- Receipt & Payment Register can be published from FY 2020-21
- Investment Schedule shall be prepared for the year FY2020-21 by incorporating all the Fixed Deposits and Financial Investments done by the college out of the Special Fees Accounts and also related liabilities if any.

## **I. AUDITOR RESPONSIBILITY**

### **i) College Auditor**

Appointment :

College Auditors are appointed by fixing a fees based on per student. CCE Should group the various colleges into different batches considering geographical locations and no of students making it total of about say example 5000 students per Auditor. CCE can then float open tenders to appoint the Auditors for each batch of colleges.

Role

- Assist the College in maintaining Timely Books of Accounts by regular visits to the college as per agreed frequency
- Vouching and verifying Books of Accounts
- Perform the required reconciliations of the fees registers, cash & bank books and other registers
- Prepare the financial statements as recommended
- Select 2 students from the college and impart practical training to these students in maintenance of the books of account of the college, thereby providing real time exposure to students pursuing accounting/ administrative degrees in these colleges

## ii) Central Auditor

- Coordinate and Ensure Monthly, Quarterly , Yearly Audits are done for the colleges by the college level Auditor
- Act as interface and facilitation agency for above task
- Independent Quality Assurance Reviewer for the entire college level Audit process, procedure adopted and results obtained to ensure quality of service
- Consolidating Management and Exceptional reports for all Category Colleges
- Identify work with Academic Council for suitable recommendation for all Exceptional Reports
- Monetary Budgetary Spends and Variance analysis if any including periodic Statistical Analysis MIS and Dashboards
- Recommend Investment, Banking and Financial Guidelines to the CCEs
- Recommend updates to CAIMS Software
- Publish Annually Frequently Asked Questions on the Accounting Manual and Conduct training to the various college auditors/accountants
- Assist in Income tax and GST Provisions and guide on compliances.

# ANNEXURES

## **Annexure – I Applicability of Accounting Standards to educational institutions**

### **Overview of Accounting Standards**

The accounting principles and practices, in India, are governed, inter alia, by the Accounting Standards, Guidance Notes, etc., issued from time to time by the Institute of Chartered Accountants of India (ICAI). Para 6.1 of “Preface to the Statements of Accounting Standards”, lays down that the Accounting Standards will be mandatory from the respective date(s) mentioned in the Accounting Standard(s). The mandatory status of an Accounting Standard implies that while discharging their attest functions, it will be the duty of the members of the Institute to examine whether the Accounting Standard is complied with in the presentation of financial statements covered by their audit. In the event of any deviation from the Accounting Standard, it will be their duty to make adequate disclosures in their audit reports so that the users of financial statements may be aware of such deviation. Ensuring compliance with the Accounting Standards while preparing the financial statements is the responsibility of the management of the enterprise. Sound accounting principles under accrual basis of accounting, albeit in the context of business, industrial and commercial enterprises have been laid down in the Accounting Standards issued by the Institute of Chartered Accountants of India. With respect to Applicability of Accounting Standards to various types of enterprises paragraph 3.3 of “Preface to the Statements of Accounting Standards” states as follows: “Accounting Standards are designed to apply to the general purpose financial statements and other financial reporting, which are subject to the attest function of the members of the ICAI. Accounting Standards apply in respect of any enterprise (whether organised in corporate, co-operative other forms) engaged in commercial, industrial or business activities, irrespective of whether it is profit oriented or it is established for charitable or religious purposes. Accounting Standards will not, however, apply to enterprises only carrying on the activities which are not of commercial, industrial or business nature, (e.g., an activity of collecting donations and giving them to flood affected people). Exclusion of an enterprise from the applicability of the Accounting Standards would be permissible only if no part of the activity of such enterprise is commercial, industrial or business in nature. Even

if a very small proportion of the activities of an enterprise are considered to be commercial, industrial or business in nature, the Accounting Standards would apply to all its activities including those which are not commercial, industrial or business in nature.”

### **List of Accounting Standards issued by the ICAI**

#### **AS Title**

- 1 Disclosure of Accounting Policies
- 2 Valuation of Inventories
- 3 Cash Flow Statement
- 4 Contingencies and Events occurring after the Balance Sheet Date
- 5 Net Profit or Loss for the period, prior period items and changes in Accounting Policies
- 6 Depreciation Accounting
- 7 Accounting for Construction Contracts
- 9 Revenue Recognition
- 10 Accounting for Fixed Assets
- 11 Accounting for the effect of changes in Foreign Exchange rates
- 12 Accounting for Government Grants
- 13 Accounting for Investments
- 14 Accounting for Amalgamations
- 15 Accounting for Retirement Benefits in the Financial Statements of Employers
- 16 Borrowing Costs
- 17 Segment Reporting
- 18 Related Party Disclosures
- 19 Leases
- 20 Earnings per share
- 21 Consolidated Financial Statements
- 22 Accounting for Taxes on Income
- 23 Accounting for investment in Associates in Consolidated Financial Statements
- 24 Discontinuing operations

25 Interim Financial Reporting

26 Intangible Assets

27 Financial Reporting of Interests in Joint Venture

28 Impairment of Assets

29 Provisions Contingent Assets and Contingent liabilities

30 Financial Instruments: Recognition and Measurement

31 Financial Instruments: Presentation

32 Financial Instruments: Disclosure

It may also be noted that below mentioned Accounting Standards may not be relevant to educational institutions. However, it is suggested that educational institutions should follow such Accounting Standards to the extent applicable to them:

(AS 7) Accounting for Construction Contracts

(AS 14) Accounting for Amalgamations

(AS 20) Earnings per share

(AS 21) Consolidated Financial Statements

(AS 22) Accounting for Taxes on Income etc.

(AS 23) Accounting for investment in Associates in Consolidated Financial Statements

(AS 24) Discontinuing operations

(AS 25) Interim Financial Reporting

(AS 27) Financial Reporting of Interests in Joint Venture

## Annexure - II - FUND BASED ACCOUNTING

Educational institution frequently receive grants/donations and other forms of revenue, the use of which may be either unrestricted or subject to the restrictions imposed by the contributors, i.e., such funds can only be used for specific purposes and, therefore, are not available for an educational institution general purposes. Further, there might also be legal/ other binding restrictions on educational institution to use certain specific amounts only for specified purposes or educational institution may also on their own, earmark certain unrestricted funds for specific purposes. For the purpose of appropriate presentation of these funds in the financial statements, it is necessary to understand their nature and characteristics, which are described below:

(a) **Unrestricted funds:** Unrestricted funds refer to funds contributed to an educational institution with no specific restrictions. The obligation of an educational institution while accepting an unrestricted donation or grant is to ensure its usage for general purposes of the educational institution. All incomes (donations, legacies, investment income, fees, etc.) not subject to external restrictions are a part of unrestricted funds. For the purpose of presentation in the Income and Expenditure account and the Balance Sheet, the unrestricted funds can be further classified into three categories viz., Corpus, Designated Funds and General Fund.

(i) **Corpus:** Corpus refers to funds contributed by founders/promoters generally to start the educational institutions. They are non-reducible funds which can however be increased by additional contribution by the founders/promoters to further the objects of the educational institutions. These funds need to be distinguished from funds which are in the nature of founders'/promoters' contribution, which are grants given by contributors other than founders/promoters with reference to the total investment in an undertaking or by way of contribution towards outlay. No repayment is ordinarily expected of such grants.

(ii) **Designated funds:** Designated funds are unrestricted funds which have been set aside by the trustees/ management of an educational institution for specific purposes or to meet future commitments. Unlike restricted funds, any designations are self-imposed and are not normally



legally binding. The educational institution can lift the designation whenever it wishes and reallocate the funds to some other designated purpose(s).

(iii) **General fund:** Unrestricted funds other than 'designated funds' and 'corpus' are a part of the 'General Fund'.

(b) **Restricted funds:** Restricted funds are subject to certain conditions set out by the contributors and agreed to by the educational institutions when accepting the contributions. The restriction may apply to the use of the moneys received or income earned from the investment of such moneys or both. Funds, the use of which is subject to legal restrictions are also considered as restricted funds.

(c) **Endowment funds:** These funds are another form of restricted funds. Endowment funds are those funds which have been received with a stipulation from the contributor/donor that the amount received should not be used for any purpose. Only the income earned from these funds can be used either for general purposes of the educational institutions or for specific purposes, depending on the terms of the contribution made. Usually, the amount received is invested outside the educational institutions as per the terms of the contribution, if any.

Designated funds are created by appropriation of the surplus for the year for meeting a revenue expenditure or capital expenditure in future. When revenue expenditure is incurred with respect to a designated fund, the same is debited to the income and expenditure account ('Designated Funds' column). A corresponding amount is transferred from the concerned designated fund account to the credit of the income and expenditure account after determining the surplus/ deficit for the year since the purpose of the designated fund is over to that extent. Where the designated fund has been created for meeting a capital expenditure, the relevant asset account is debited by the amount of such capital expenditure and a corresponding amount is transferred from the concerned designated fund account to the credit of the Income and Expenditure account after determining surplus/deficit for the year. In respect of the asset, e.g., a building, being constructed by an educational institution, on completion

of the same, the entire balance, if any, of the relevant designated fund is transferred to the credit of the Income and Expenditure Account after determining the surplus/ deficit for the year.

In case an educational institution holds specific investments against the designated funds, income earned, if any, on such investments, is credited to the Income and Expenditure Account for the year in which the income is so earned and is shown in 'Designated Funds' column. An equivalent amount may be transferred to the concerned Designated Fund Account after determining the surplus/deficit for the year as per the policy of the educational institution.

All items of revenue and expenses that do not relate to any designated fund or restricted fund are reflected in the 'General Fund' column of the income and expenditure account. The surplus/ deficit for the year after appropriations is transferred and presented as surplus/deficit separately as a part of 'General Fund' in the Balance Sheet. Apart from such surplus/deficit, the 'General Fund' also includes the following which are separately presented in the Balance Sheet:

- (a) Grants related to a non-depreciable asset.
- (b) Grants of the nature of founders'/promoters' contribution.

Restricted funds, that represent the contributions received the use of which is restricted by the contributors, are credited to a separate fund account when the amount is received and reflected separately in the Balance Sheet. Such funds may be received for meeting revenue expenditure or capital expenditure. Where the fund is meant for meeting revenue expenditure, upon incurrance of such expenditure, the same is charged to the income and expenditure account ('Restricted Funds' column); a corresponding amount is transferred from the concerned restricted fund account to the credit of the Income and Expenditure Account ('Restricted Funds' column). Where the fund is meant for meeting capital expenditure, upon incurrance of the expenditure, the relevant asset account is debited which is depreciated as per AS 6. The concerned restricted fund account is treated as deferred income, not exceeding of the cost of the asset, and is transferred to the credit of the Income and Expenditure Account in proportion to the depreciation charged every year (both the income so transferred and the depreciation should be shown in the 'Restricted Funds' column). The unamortised balance of deferred income would continue to form part of the Restricted Fund. Any

excess of the balance of the concerned restricted fund account over and above the cost of the asset may have to be refunded to the donor. In case the donor does not require the same to be refunded, it is treated as Income and credited to the Income and Expenditure Account pertaining to the relevant year ('General Fund' column). Where the restricted fund is in respect of a non-depreciable asset, the concerned restricted fund account is transferred to the 'General Fund' in the Balance Sheet when the asset is acquired.

The restricted funds will normally carry a stipulation as to the use of income earned on investments made out of the contributions received. If the terms stipulate that the income earned should be used for the same purpose for which the contribution was made, the income earned should be credited to the concerned Restricted Fund Account. Where the terms stipulate a general use of the income earned, the same should be credited to the Income and Expenditure Account ('General Fund' column) of the year in which the income is so earned. With regard to endowment funds, the income earned from investments of these funds is recognised in The Income and Expenditure Account only to the extent of the expenditure incurred for the relevant purpose. Both the income and the expense should be shown in the 'Restricted Funds' column. Any excess of the income not recognised as aforesaid would continue to remain part of the concerned fund.

## **Annexure - III - FORMATS OF FINANCIAL STATEMENTS**

MHRD has recommended Financial Statement Formats applicable for the Educational Institutes. The next 37 pages are the financial statement formats