

School of Planning and Architecture, Bhopal



Accounts Manual

*Approved in 23rd Board of Governors
held on 18th February, 2015*

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CHAPTER - 1

The Institute

1.1 ABOUT THE INSTITUTE

School of Planning and Architecture, Bhopal is established by Government of India as an Institute of National importance in the year 2008. This school is committed to produce best Architects and Planners of the Nation to take up the challenges of physical and socio- environmental development of global standards. This will be developed as 'University of imagination', where a sense of enquiry will prevail amongst all stake holders- students, researchers, professors and society at large. School of Planning and Architecture will strive for social sustenance through universal design, cultural sustenance through conservation and environmental sustenance through the discipline of Architecture, Planning and Design.

The Institute strives:

- To create School of Planning and Architecture, Bhopal as a centre of excellence for imparting quality education at undergraduate, postgraduate, doctoral and post-doctoral levels in Planning and Architecture.
- To create national level research and development centre with special emphasis on research and consultancy work in the field of Planning and Architecture.
- To create national level research and database centre and decision support centre for the preparation and implementation of settlement and habitat development programme for the Government.
- To create the nodal centre for mentoring other architecture and spatial planning institutions in the central region.
- To create a cadre of high calibre faculty members who will be devoted to teaching, research and consultancy in all disciplines that deal with Planning and Architecture.
- To become a socially responsible institution providing research feedback to the Government for physical development of human settlements.

1.2 BOARD OF GOVERNORS:

The general superintendence, guidance, and control of the affairs of the school is vested with the Governing Body, which is called the Board of Governors. The Board of Governors for SPA Bhopal is comprised of members as laid down in the school's Memorandum of Association. The present composition being as follows:

1. Chairman to be appointed by the Central Government who shall be the eminent architects/ town-planners
2. Principal Secretary/ Secretary-Technical Education/ Higher Education of the State Govt. of Madhya Pradesh
3. One representative from the Institute of Town Planners, India
4. One representative from the Indian Institute of Architects
5. A representative from the All India Council for Technical Education to be nominated by the Chairman of AICTE
6. A representative of the University Grants Commission
7. Two experts from the professions of Architecture, Town Planning, Landscape Architecture and Urban Design, nominated by the Govt. of India
8. Two representatives of Teachers; one each from department of Planning and department of Architecture, by rotation, for a period of one year in order of seniority
9. A representative of the Alumni Association
10. Two representatives of the Students elected, one each from amongst the students of the final year classes of (i) Post Graduate and (ii) Under-Graduate courses
11. Three nominees of the Central Government to represent
 - i. Technical Education, M/o HRD
 - ii. Ministry of Urban Development
 - iii. Finance, M/o HRD
12. The Director of the School, Member (Ex-Officio)
13. The Registrar of the School shall act as a Secretary to the Board of Governors

1.3 CONSTITUTION OF FINANCE & ACCOUNTS COMMITTEE:

The Finance Committee shall consist of such persons out of members of the Board and/ or otherwise as may be nominated by the Board, Provided, that a representative each from the following to be nominated by the Central Government:

- i. Technical Bureau, Ministry of HRD
- ii. Internal Finance of Ministry of HRD

SPA, Bhopal

1.4 ORGANIZATION CHART:

SPA, Bhopal

CHAPTER - 2

Bye-laws

The powers, duties and responsibilities of the personnel posted in Accounts Section will be as provided in the statutes and as decided by the Board of Governors and Director.

2.1 Accounts

The Director will ensure proper maintenance of the accounts of the school. All important budgetary and other financial matters including matters affecting the Government Grants and major expenditure and other receipt shall be placed before the BOG for its consideration after approval of finance committee. Registrar will be responsible for timely submission of annual accounts to director of the school.

2.2 Budget Estimates :

The Budget estimates for the ensuing year shall be finalized by the Finance committee in October each year. The budget estimates will show under various heads:

- (a) Actual receipt of the preceding year.
- (b) Revised estimates for the current year, indicating separately the actual expenditure up to the end of September in the current year and anticipated expenditure for the remaining period of the year.
- (c) Budget estimates for the ensuing year.

2.3 Receipts :

All money received for or on behalf of the school shall be deposited in the name of the school with nationalized bank. All the surplus funds of the school , not immediately required for expenditure, shall be invested for short term purpose in the PSU banks or Govt. approved institutions as per section 11(5) of Income Tax act by the in charge of Finance & Accounts and Registrar in consultation with Director.

2.4 Payments :

Payments by or on behalf of the school exceeding Rs. 10000/- shall normally be made by cheques only. All bills for payments shall bear an endorsement "Passed for payment" which will be signed by the in charge of Finance and accounts and Registrar or Director as the case may be.

2.5 Sanction of Expenditure

Subject to provision of funds in the school's Annual Budget and functions and power of the BOG, Powers in respect of expenditure on purchase, civil works, maintenance of equipment and machinery, printing, maintenance and repair of building, construction of campus shall be exercised as under:-

| | Sanctioning Authority | Nature of expenditure | Limit of Expenditure (Rs.) |
|----|-------------------------------|-----------------------------------|-----------------------------------------------------------|
| 1 | Director | Capital/Contingent/Mis. Exp. | Up to Rs.1 Crore. |
| 2. | Chairman (BOG) | Capital/Contingent/ Misc Expense. | Above Rs.1 Crore. to up to Rs.5 Crore. |
| 3. | Building & Works committee | Construction Works related | up to Rs. 5 Crore. |
| 4 | Board of Governors | Capital/Contingent/Mis. Exp. | Above Rs. 5 Crore.Up to the extent approved in the Budget |
| 5 | Stores and Purchase Committee | Capital/Contingent/Mis. Exp | Up to 1.00 lakhs |
| 6 | Registrar | Capital/Contingent/Mis. Exp | Up to Rs.10000 |

The Director will have full powers to sanction normal expenditure on pay and allowance of staff, overtime allowance, conveyance charges, office expenditures on postage, telephone, fax & stationery and communication expenses, water and electricity, uniforms and other expenditures of a miscellaneous and contingent nature. . Director will have the power to sanction expenditure up the amount approved by the Committee/BOG.

2.6 Signing of cheques

The cheque signing authorities and the monetary limits will be as decided by the BOG from time to time

2.7 Audit and appointment of auditors:

The Accounts of the school shall be subject to audit by the Comptroller & Auditor General of India, as per provision of the GFR of Govt. of India and as decided by MHRD, Govt. of India.

The School will have an Internal audit section. This section can be either internally constituted or a Chartered Accountant firm can be engaged for the purpose and to prepare the financial statements of the School. And any expenditure incurred in connection with such audit/internal audit shall be payable by the school.The internal audit will be conducted as per the Internal audit manual approved by the BOG of the Institute.

2.8 Publishing of accounts in the school's annual report

As soon as possible, after accounts for a given financial year are closed, the Director shall cause to compile Annual Accounts of the funds of the school, showing:-

1. Receipts and payments accounts
2. Income and Expenditure Accounts ,and
3. Balance sheet

The school shall publish, in its Annual Reports, the accounts mentioned at (1) to (3) along with the certified Audit report (SAR) by CAG, India

2.9 Stores /Purchase/ Write –off of losses:-

A The Institute shall follow the procedure laid down in General Financial Rules of Govt. of India or such rules approved by the Board of Governors of the Institute.

2.10: Advances: The advances as provided under the GFR/Copendum of Advances and such advances approved by the BOG of the Institute will be admissible to the Staff of SPA, Bhopal subject to availability of funds.

CHAPTER - 3

Accounting Formats

3.1 FORMATS OF FINANCIAL STATEMENTS

The School shall maintain Accounts in the format prescribed by the MHRD, Govt. of India. The same shall contain: -

- i) Balance Sheet
- ii) Income and Expenditure Account
- iii) Schedules to the above Financial Statements
- iv) Statement of Receipts and Payments

3.1.1 Balance Sheet

School of Planning and Architecture, Bhopal

BALANCE SHEET AS AT _____

| SOURCES OF FUNDS | Schedule | Current year | Previous Year |
|---------------------------------------------|----------|--------------|---------------|
| UNRESTRICTED FUNDS | | | |
| Corpus | 1 | | |
| General Fund | 2 | | |
| Designated/ Earmarked Funds | 3 | | |
| RESTRICTED FUNDS | 4 | | |
| LOANS/BORROWINGS | 5 | | |
| Secured | | | |
| Unsecured | | | |
| CURRENT LIABILITIES & PROVISIONS | 6 | | |
| TOTAL | | | |
| APPLICATION OF FUNDS | | | |
| FIXED ASSETS | 7 | | |
| Tangible Assets | | | |
| Intangible Assets | | | |
| Capital Work-In-Progress | | | |
| INVESTMENTS | 8 | | |
| Long Term | | | |
| Short Term | | | |
| CURRENT ASSETS | 9 | | |
| LOANS, ADVANCES & DEPOSITS | 10 | | |
| TOTAL | | | |
| Notes on Accounts | 22 | | |

3.1.2 Income and Expenditure Account

School of Planning and Architecute, Bhopal

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED _____

(₹)

| | Schedule | Current Year | | | | Previous Year |
|----------------------------------------------------------------|----------|--------------------|-----------------|--------------|------------------|---------------|
| | | Unrestricted Funds | | | Restricted Funds | Total |
| | | Corpus | Designated Fund | General Fund | | Total |
| INCOME | | | | | | |
| Academic Receipts | 11 | | | | | |
| Grants & Donations | 12 | | | | | |
| Income from investments | 13 | | | | | |
| Other Incomes | 14 | | | | | |
| TOTAL(A) | | | | | | |
| EXPENDITURE | | | | | | |
| Staff Payments & Benefits | 15 | | | | | |
| Academic Expenses | 16 | | | | | |
| Administrative and General Expenses | 17 | | | | | |
| Transportation Expenses | 18 | | | | | |
| Repairs & maintenance | 19 | | | | | |
| Finance costs | 20 | | | | | |
| Other Expenses | 21 | | | | | |
| Depreciation | 7 | | | | | |
| TOTAL (B) | | | | | | |
| Balance being excess of Income over Expenditure (A-B) | | | | | | |
| Transfer to/from: | | | | | | |
| Designated fund | | | | | | |
| Building fund | | | | | | |
| Others | | | | | | |
| Balance Being Surplus (Deficit) Carried to General Fund | | | | | | |
| Notes on Accounts | 22 | | | | | |

General Instructions issued by MHRD

1. The financial statements of educational institutions (viz., Balance Sheet and Income and Expenditure Account) should be prepared on accrual basis.
2. A statement of all significant accounting policies adopted in the preparation and presentation of the Balance Sheet and the Income and Expenditure Account should be included in the educational institution's Balance Sheet.

Where any of the accounting policies is not in conformity with Accounting Standards, and the effect of departures from Accounting Standards is material, the particulars of the departure should be disclosed, together with the reasons therefore and also the financial effect thereof except where such effect is not ascertainable.

3. Accounting policies should be applied consistently from one financial year to the next. Any change in the accounting policies which has a material effect in the current period or which is reasonably expected to have a material effect in later periods should be disclosed. In case of a change in accounting policies which has a material effect in the current period, the amount by which any item in the financial statements is affected by such change, should also be disclosed to the extent ascertainable. Where such amount is not ascertainable, wholly or in part, the fact should be indicated.
4. The accounting treatment and presentation in the Balance Sheet and the income and expenditure account of transactions and events should be governed by their substance and not merely by the legal form.
5. In determining the accounting treatment and manner of disclosure of an item in the Balance Sheet and/or the Income and Expenditure account, due consideration should be given to the materiality of the item.
6. Notes to the Balance Sheet and the Income and Expenditure Account should contain the explanatory material pertaining to the items in the Balance Sheet and the Income and Expenditure Account.
7. Disclosures as suggested in the formats are minimum requirements. An educational institution is encouraged to make additional disclosures.
8. The figures in the Balance Sheet and Income and Expenditure account, if rounded off, shall be rounded off as below:

| Amount of Gross Revenue (in Rs.) | Rounding off to (Rs.) |
|------------------------------------------------------------|------------------------------|
| Less than One lakh | No rounding off |
| One lakh or more but less than ten lakhs | Hundred |
| Ten lakhs or more but less than one crore | Thousand |
| One crore or more but less than one hundred crore | Lakh / Million |
| One hundred crore or more but less than one thousand crore | Crore / Billion |

3.1.3 Schedules

SCHEDULES FORMING PART OF BALANCE SHEET AS AT

SCHEDULE - 1 CORPUS

- a) **Includes founders' or promoters' contribution** - all financial resources except those required to be accounted for in another fund, i.e., it includes funds which neither have any restriction on their use nor have been designated for any specific purpose.

| | CURRENT YEAR | | PREVIOUS YEAR | |
|-----------------------------------------------------------------|--------------|--|---------------|--|
| Balance as at the beginning of the year | | | | |
| Add: Contributions towards Corpus | | | | |
| Deduct: Asset written off during the year created out of corpus | | | | |
| BALANCE AT THE YEAR-END | | | | |

SCHEDULE - 2 GENERAL FUND

- a) **Those related to non-depreciable assets not requiring fulfillment of any obligation** - Grants and donations relating to non- depreciable assets, e.g., freehold land, which do not require fulfillment of any obligation, are included under this head.
- b) The balance, if any, in the income and expenditure account after appropriation, i.e., surplus/(deficit) is transferred to this fund.

| | CURRENT YEAR | | PREVIOUS YEAR | |
|-------------------------------------------------------------------------------------------------------|--------------|--|---------------|--|
| Balance as at the beginning of the year | | | | |
| Add: Contributions towards General Fund | | | | |
| Add/(Deduct): Balance of net income/(expenditure) transferred from the Income and Expenditure Account | | | | |
| BALANCE AT THE YEAR-END | | | | |

SCHEDULE 3 – DESIGNATED/EARMARKED FUNDS

Designated/Earmarked funds are unrestricted funds set aside by the educational institution for specific purposes or to meet specific future commitments.

Disclosures shall be made under relevant heads based on self-imposed conditions/restrictions on the grants.

Assets, such as investments, bank balances and liabilities related to each designated fund shall be disclosed separately.

Plan Funds received from the Central/State Governments are to be shown as separate Funds and not to be mixed up with any other Funds

| | FUND WISE BREAK UP | | | | TOTAL | |
|--------------------------------------------------------|--------------------|------------|------------|------------|-----------------|------------------|
| | FUND AA | FUND BB | FUND CC | FUND DD | CURRENT YEAR | PREVIOUS YEAR |
| a) Opening balance of the funds | | | | | | |
| b) Additions to the Funds: | | | | | | |
| i. Donation/grants | | | | | | |
| ii. Income from investments made of the funds | | | | | | |
| iii. Accrued interest on investments of the funds | | | | | | |
| iv. Other additions | | | | | | |
| TOTAL (a+b) | | | | | | |
| c) Utilisation/Expenditure towards objectives of funds | | | | | | |
| i. Capital Expenditure | | | | | | |
| Fixed Assets | | | | | | |
| Others | | | | | | |
| Total | | | | | | |
| ii. Revenue Expenditure | | | | | | |
| Salaries, Wages and allowances etc. | | | | | | |
| Rent | | | | | | |
| Other Administrative expenses | | | | | | |
| Total | | | | | | |
| TOTAL (c) | | | | | | |
| NET BALANCE AS AT THE YEAR-END (a+b-c) | | | | | | |

SCHEDULE 4 – RESTRICTED FUNDS

- 1 Restricted funds are funds subject to certain conditions set out by the contributors and agreed to by the educational institution when accepting the contribution or are funds subject to certain legal restrictions. This head includes:
- a) Endowment funds that are received with the stipulation that only the income earned can be used, either for the general purposes of educational institution or for specific purposes
 - b) Funds related to depreciable/non- depreciable assets in respect of which assets are still to be acquired
 - c) Balances of deferred income, e.g., grants and donations in respect of which specific depreciable assets have been acquired
 - d) Funds related to specific items of revenue expenditure not yet incurred.
- i. Funds received from the Central/State Governments are to be shown as separate funds and not to be mixed up with any other funds.
 - ii. Disclosures shall be made under relevant heads based on conditions/restrictions attached to the grants.
 - iii Assets, such as investments, bank balances and liabilities related to each restricted fund shall be disclosed separately.

| | FUND WISE BREAK UP | | | | TOTAL | |
|--------------------------------------------------------|--------------------|---------|---------|---------|--------------|---------------|
| | FUND AA | FUND BB | FUND CC | FUND DD | CURRENT YEAR | PREVIOUS YEAR |
| a) Opening balance of the funds | | | | | | |
| b) Additions to the Funds: | | | | | | |
| i. Donation/grants | | | | | | |
| ii. Income from investments made on account of Fund | | | | | | |
| iii. Accrued interest on investments of the funds | | | | | | |
| iv. Other additions | | | | | | |
| TOTAL (a+b) | | | | | | |
| c) Utilisation/Expenditure towards objectives of funds | | | | | | |
| i. Capital Expenditure | | | | | | |
| Fixed Assets | | | | | | |
| Others | | | | | | |
| ii. Revenue Expenditure | | | | | | |
| Salaries, Wages and allowances etc. | | | | | | |
| Rent | | | | | | |
| Other Administrative expenses | | | | | | |
| Total | | | | | | |
| TOTAL (c) | | | | | | |
| NET BALANCE AS AT THE YEAR-END (a+b-c) | | | | | | |

SCHEDULE 5 – LOANS /BORROWINGS

- a) The head shall be classified into funds borrowed from Central Government, State Government, Financial Institutions, banks or other institutions or agencies etc. and separately disclosed.
- b) Borrowings shall further be sub-classified as secured and unsecured and specified separately in each case. Secured loans and borrowings shall be such as are against hypothecation/pledge/ charge, wholly or partly, against an asset of the Institution. Unsecured loans and borrowings comprise amount in respect of which no asset of entity is charged as security or encumbered.
- c) Terms of repayment of term loans and other loans shall be stated.
- d) Loans, if any, should also be classified on the basis of due date into the following categories:
 - Loans repayable within 12 months
 - Loans repayable within 1 to 5 years
 - Loans repayable after 5 years
- e) Interest free loans should be disclosed separately from interest bearing loans, interest accrued and due on loans should be included under appropriate sub-head.
- f) Nature of security and name of State Government shall be specified separately in each case.
- g) Caution Money received from students - The amount of caution money refundable to students beyond 12 months from the balance sheet date.
- h) Loans from Directors or Trustees (interest free or otherwise to be stated)

SECURED LOANS

| | CURRENT YEAR | | PREVIOUS YEAR | |
|------------------------------------|--------------|--|---------------|--|
| 1. Central Government | | | | |
| 2. State Government (Specify) | | | | |
| 3. Financial Institutions | | | | |
| a) Term Loans | | | | |
| b) Interest accrued and due | | | | |
| 4. Banks: | | | | |
| a) Term Loans | | | | |
| Interest accrued and due | | | | |
| b) Other Loans (specify) | | | | |
| Interest accrued and due | | | | |
| 5. Other Institutions and Agencies | | | | |
| 6. Debentures and Bonds | | | | |
| 7. Others | | | | |
| Total | | | | |
| Note: Amounts due within one year | | | | |

UNSECURED LOANS

| | CURRENT YEAR | | PREVIOUS YEAR | |
|------------------------------------|--------------|--|---------------|--|
| 1. Central Government | | | | |
| 2. State Government (Specify) | | | | |
| 3. Financial Institutions | | | | |
| 4. Banks: | | | | |
| a) Term Loans | | | | |
| b) Other Loans (specify) | | | | |
| 5. Other Institutions and Agencies | | | | |
| 6. Debentures and Bonds | | | | |
| 7. Fixed Deposits | | | | |
| 8. Others | | | | |
| Total | | | | |
| Note: Amounts due within one year | | | | |

SCHEDULE 6 - CURRENT LIABILITIES & PROVISIONS

- 1 Where any item constitutes ten percent or more of the total current liabilities and provisions, the nature and amount of such item should be shown separately and should not be included under the head 'Others'.
- 2 Caution Money received from students - The amount of caution money refundable to students during 12 months from the balance sheet date should be shown in the following manner:

From current students

From ex-students

| | CURRENT YEAR | | PREVIOUS YEAR | |
|----------------------------------------------------------|--------------|--|---------------|--|
| A. CURRENT LIABILITIES | | | | |
| 1. Deposits from staff | | | | |
| 2. Deposits from students | | | | |
| a) Student caution money | | | | |
| b) CCB-Fees received for students | | | | |
| c) Student alumini | | | | |
| 3. Sundry Creditors | | | | |
| a) For Goods & Services | | | | |
| b) Others | | | | |
| 3. Advances Received (Fees) | | | | |
| 4. Interest accrued but not due on: | | | | |
| a) Secured Loans/borrowings | | | | |
| b) Unsecured Loans/borrowings | | | | |
| 5. Statutory Liabilities (GPF,TDS,WC TAX,CPF,GIS,NPS): | | | | |
| a) Overdue | | | | |
| b) Others (TDS, VAT, Cess, NPS etc. payable) | | | | |
| 6. Other current Liabilities | | | | |
| a) Salaries | | | | |
| b) Receipts against sponsored projects | | | | |
| c) Receipts against sponsored fellowships & scholarships | | | | |
| d) Unutilised Grants | | | | |
| e) Grants in advance | | | | |
| f) Other funds | | | | |
| g) Other liabilities | | | | |
| • Audit fees payable | | | | |
| • Deposit from contractor | | | | |
| TOTAL (A) | | | | |
| | CURRENT YEAR | | PREVIOUS YEAR | |
| B. PROVISIONS | | | | |
| 1. For Taxation | | | | |
| 2. Gratuity | | | | |
| 3. Superannuation/Pension | | | | |
| 4. Accumulated Leave Encashment | | | | |
| 5. Expenses payable | | | | |
| 6. Trade Warranties/Claims | | | | |
| 7. Others | | | | |
| TOTAL (B) | | | | |
| TOTAL (A+B) | | | | |

- 3 The receipts against sponsored projects, sponsored fellowships & scholarships and other funds should be shown by way of sub schedule to the above schedule in the following manner:

| HEAD OF ACCOUNT | OPENING BALANCE AS ON 01.04.2014 | | TRANSACTIONS DURING THE YEAR | | CLOSING BALANCE AS ON 31.03.2015 | |
|---------------------------------|-------------------------------------|-----|------------------------------------|-----|-------------------------------------|-----|
| | DR. | CR. | DR. | CR. | DR. | CR. |
| 1. University Grants Commission | | | | | | |
| 2. Ministry | | | | | | |
| 3. | | | | | | |
| TOTAL | | | | | | |

- 4 Grants, unutilized or otherwise, should also be shown as a sub schedule to the above schedule in the following manner:

| | |
|--------------|----------------------------------|
| | Balance brought forward |
| Add : | Receipts during the year |
| Total | |
| Less : | Utilised for Capital Expenditure |
| Balance | |
| Less : | Utilised for Revenue Expenditure |
| | Balance carried forward |

SPA, Bhopal

SCHEDULE 7 –FIXED ASSETS

Under this head, classification and disclosures shall be as follows:

| | |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Land | Includes freehold land and leasehold land. |
| Buildings | Include Institution's buildings like college buildings, office buildings, staff residential buildings, hostel buildings, temporary structures and sheds. |
| Plant and machinery | Include air conditioners, water air coolers, generator sets, television sets, fire extinguishers, etc. |
| Vehicles | Include buses, lorries, vans, cars, scooters, etc. |
| Office equipments | Include such items as fax machines, photocopiers, EPABX, typewriters, duplicating machines, etc. |
| Computers/Peripherals | Includes computers, printers and other peripherals like CDs, UPS & Software etc. |
| Furniture, fixtures and fittings | Includes items such as desks/benches, cabinets, almirahs, tables, chairs and partitions. |
| Electrical appliances | Include electrical fixtures and fittings such as fans, bulbs and tube lights, etc. |
| Library Books | In some cases the number of Library Books could be very large or there may be an established Library. In such cases these books may be disclosed as a separate category of assets. Library books will include books/ journals/ information stored in CD ROMs. |
| Science Equipments | Include such items as microscopes, telescopes, dissection equipment, glass apparatus, measurement instruments and other types of laboratory equipment, etc. |
| Sports Equipments | Include items such as table tennis table, gym equipment. |
| Tube wells & water supply system | Tubewells and water supply systems may be shown as a distinct category. |
| Intangible assets | Include computer software purchased, goodwill, patents, trade marks etc. and shall be specified separately. |
| Capital Work-In-Progress | Fixed assets in the course of construction should be shown against this head till they are ready for their intended use. Plant, machinery and equipment acquired and pending installation should be included here. Advances to suppliers/contractors on capital account should also be included. |

- a) Fixed assets are those assets which are held with the intention of being used for the purpose of producing or providing services and not held for sale in the normal course.
- b) Under each head, the original cost, the additions thereto and deductions therefrom during the year, depreciation written off or provided during the year, and the total depreciation written off or provided up to the end of the year should be stated.
- c) The cost of a fixed asset should be determined by adding to the purchase price any attributable costs of bringing it to its working condition for its intended use.
- d) The cost of construction of a fixed asset should be determined by adding to the purchase price of the materials and consumables used, the costs incurred by the educational institution which are attributable to the construction of that asset.
- e) Advance payments to contractors and suppliers should not be classified under the specific fixed assets but disclosed as a separate item.
- f) Separate disclosure under each of the above heads should be made in respect of donated assets (i.e., assets that have been received free of cost as non- monetary grant/donation by the educational institution) and assets financed under a lease agreement.
- g) Fair values of all the donated fixed assets, existing on the Balance Sheet date, should be disclosed in the notes to accounts.
- h) Restrictions, if any, on the utilisation of each asset should also be disclosed in the notes to accounts.

SCHEDULE 8 – INVESTMENTS

- a) The investments shall be classified and disclosed under long term investments and current investments.
- b) 'Current Investment' means an investment that is by its nature readily realisable and is intended to be held for not more than one year from the date on which such investment is made.
- c) 'Long-term Investment' means an investment other than a current investment.
- d) Investments shall further be sub-classified as investments from endowment / earmarked funds and other investments in each case and disclosure accordingly.
- e) Long-term investments should be measured at cost. The book value of long-term investments should be reduced to recognise a decline, other than temporary, in their value. Such reduction should be determined and made for each investment individually.
- f) Aggregate amount of the educational institution's long-term quoted investments and also the market value thereof should be shown. Aggregate amount of the educational institution's unquoted investments should also be shown.
- g) 'Quoted investment' for this purpose, means an investment in respect of which a quotation or permission to deal on a recognised stock exchange has been granted, and the expression 'unquoted investment' should be construed accordingly.
- h) Current investments should be shown at the lower of cost and fair value, which should be determined either on an individual investment basis or by category of investment.
- i) The significant restrictions on the right of ownership, realisability of investment shall be disclosed by way of notes.
- j) Both 'Long-term Investment' & 'Current Investment' shall be classified and disclosed as follows:

INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS

| | CURRENT YEAR | PREVIOUS YEAR |
|-------------------------------------|---------------------|----------------------|
| 1. In Central Government Securities | | |
| 2. In State Government Securities | | |
| 3. Other approved Securities | | |
| 4. Shares | | |
| 5. Debentures and Bonds | | |
| 6. Others | | |
| TOTAL | | |

INVESTMENTS OTHERS

| | CURRENT YEAR | PREVIOUS YEAR |
|-------------------------------------|---------------------|----------------------|
| 1. In Central Government Securities | | |
| 2. In State Government Securities | | |
| 3. Other approved Securities | | |
| 4. Shares | | |
| 5. Debentures and Bonds | | |
| 6. Others | | |
| TOTAL | | |

SCHEDULE 9 – CURRENT ASSETS

- 1 If the net realisable value of any current asset, except items held for distributing either free of cost or at a nominal amount, is lower than its book value, the amount to be included in respect of that asset should be the net realisable value.
- 2 The current assets shall be classified and disclosed as follows :
 - Inventories: Include items that are held in the normal course, or in the form of materials or supplies to be consumed like publications held for sale.
 - Mode of valuation of the Inventories shall be disclosed.
- 3 Receivables shall be classified and disclosed as:
 - a) Donations and grants in respect of which is there is a reasonable assurance that
 - (i) the Institution will comply with the conditions attached, and
 - (ii) the donation and grants will be received.
 - b) Others (specify)
 - c) Any debts due by the employees of the entity should be separately stated.
4. Balances with Banks & Post office shall be shown in following manner:
 - a) Particulars should be given of balances lying on current account, call accounts and deposit accounts shall be given.
 - b) Bank deposits with more than 12 months maturity shall be disclosed separately.
 - c) Where any deposit accounts are pledged or charged as security or are encumbered, the fact should be disclosed.
 - d) Overdue/matured deposits should be separately disclosed.
5. Cash and Cash equivalents shall be classified as cash in hand, cheques and drafts on hand, balance with banks and others (specify) and disclosed accordingly.
6. Other current assets should be classified and disclosed as follows:
 - 'Other current assets' is an all-inclusive heading, which incorporates current assets that do not fit into any other asset categories.
 - Interest accrued on investments from Earmarked/Endowment Funds and that on other Investment should be shown separately.
 - Where any item constitutes ten percent or more of the total or more of the total current assets, the nature and amount of such items may be shown separately.

| | CURRENT YEAR | | PREVIOUS YEAR | |
|------------------------------------------------------------------------------------------|--------------|--|---------------|--|
| 1. Stock: | | | | |
| a) Stores and Spares | | | | |
| b) Loose Tools | | | | |
| c) Publications | | | | |
| 2. Sundry Debtors: | | | | |
| a) Debts Outstanding for a period exceeding six months | | | | |
| b) Others | | | | |
| 3. Cash balances in hand (including cheques/ drafts and imprest) | | | | |
| 4. Bank Balances (to be further classified as pertaining to earmarked fund or otherwise) | | | | |
| a) With Scheduled Banks: | | | | |
| In Current Accounts | | | | |
| In term deposit Accounts | | | | |
| In Savings Accounts | | | | |
| b) With non-Scheduled Banks: | | | | |
| In Current Accounts | | | | |
| In term deposit Accounts | | | | |
| In Savings Accounts | | | | |
| 5. Post Office- Savings Accounts | | | | |
| TOTAL | | | | |

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SCHEDULE 10 – LOANS, ADVANCES & DEPOSITS

1 These shall be classified and disclosed as follows:

a) Loans & advances to-

- Staff (interest bearing and non-interest bearing advance shall be shown separately)
- Others include
 - (i) other amounts recoverable in cash or kind for value to be received like to contractors for capital works; to other contractors/suppliers; for services; , and
 - (ii) prepaid expenses

b) Deposits (other than with bank) such as for telephone and electricity, etc.

c) Others

2 Where any item constitutes ten percent or more of total loans, advances and deposits, the nature and amount of such item may be shown separately and the same may not be included under the head Others.

| | CURRENT YEAR | | PREVIOUS YEAR | |
|-------------------------------------------------------------------------------------------|--------------|--|---------------|--|
| 1. Advances to employees: (Non-interest bearing) | | | | |
| a) Salary | | | | |
| b) Festival | | | | |
| c) LTC | | | | |
| d) Medical Advance | | | | |
| e) Faculty development program (CPDA) | | | | |
| f) Others | | | | |
| 2. Long Term Advances to employees: (Interest bearing) | | | | |
| a) Vehicle loan | | | | |
| b) Home loan | | | | |
| c) Others (Computer advance, NPS advance) | | | | |
| 3. Advances and other amounts recoverable in cash or in kind or for value to be received: | | | | |
| a) On Capital Account | | | | |
| b) To suppliers | | | | |
| c) Others (Advance to students, MPSBM etc) | | | | |
| 4. Prepaid Expenses | | | | |
| a) Insurance | | | | |
| b) Other expenses | | | | |
| c) Internet charges | | | | |
| d) Library journal | | | | |
| | CURRENT YEAR | | PREVIOUS YEAR | |
| 5. Deposits | | | | |
| a) Telephone | | | | |
| b) Lease Rent | | | | |
| c) Electricity | | | | |
| d) AICTE, if applicable | | | | |
| e) MCI, if applicable | | | | |
| f) Others | | | | |
| 6. Income Accrued: | | | | |
| a) On Investments from Earmarked/ Endowment Funds | | | | |
| b) On Investments-Others | | | | |
| c) On Loans and Advances | | | | |
| d) Others (income due unrealized-Rs.....) Fees recvbl | | | | |

| | | | | |
|-----------------------------------------------|--|--|--|--|
| 7. Other receivable | | | | |
| a) Debit balances in Sponsored Projects | | | | |
| b) Debit balances in Fellowship & Scholarship | | | | |
| c) Grants Recoverable | | | | |
| d) Other receivables (TDS) | | | | |
| 8. Claims Receivable | | | | |
| TOTAL | | | | |

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INCOME AND EXPENDITURE ACCOUNT

- 1 The Income and Expenditure Account should disclose every material feature and should be so made out as to clearly disclose the result of the working of the educational institution during the period covered by the account.
- 2 Donations and grants should be recognised only at a stage when there is a reasonable assurance that the educational institution will comply with the conditions attached, and the donations and grants will be received.
- 3 Any item under which income/expense exceeds 1% of the total fee receipts of the educational institution or Rs. 50,000/- whichever is higher should be shown as a separate and distinct item against an appropriate account head in the Income and Expenditure Account. These items, therefore should not be shown under the head miscellaneous and other income/expense.
- 4 Depreciation should be provided so as to charge the depreciable amount of a depreciable asset over its useful life.
- 5 The details of hostel running expenses should be disclosed separately in the notes to the Income and Expenditure Account.
- 6 An educational institution shall disclose the following additional information by way of notes:
 - a) Disclosure in respect of expenditure incurred on objects of the educational institution.
 - b) Details of the services rendered by volunteers for which no payment has been made.
 - c) Details of items of exceptional and extraordinary nature; and
 - d) Prior period items;

SCHEDULE 11 – ACADEMIC RECEIPTS

The Income shall be classified and disclosed as follows:

| | CURRENT YEAR | PREVIOUS YEAR |
|-------------------------------------------------|--------------|---------------|
| FEE FROM STUDENTS | | |
| Academic | | |
| 1. Tuition fee | | |
| 2. Admission fee | | |
| 3. Enrolment Fee | | |
| 4. Library Admission fee | | |
| 5. Laboratory fee | | |
| 6. Art & Craft fee | | |
| 7. Registration fee | | |
| 8. Syllabus fee | | |
| Total (A) | | |
| Examinations | | |
| 1. Admission test fee | | |
| 2. Annual Examination fee | | |
| 3. Mark sheet, certificate fee | | |
| Total (B) | | |
| Other fees | | |
| 1. Identity card fee | | |
| 2. Fine/Miscellaneous fee | | |
| 3. Medical fee | | |
| 4. Transportation fee | | |
| 5. Hostel fee | | |
| Total (C) | | |
| Sale of publications | | |
| 1. Sale of syllabus and Question Paper, etc. | | |
| 2. Sale of prospectus including admission forms | | |
| Total (D) | | |
| GRAND TOTAL (A+B+C+D) | | |

In case the fees like entrance fee, subscriptions etc. are in the nature of capital receipts, such amount should be recognised to the General Fund. Otherwise such fees will be appropriately incorporated in this schedule.

SCHEDULE 12 - GRANTS & DONATIONS (Irrevocable Grants & Subsidies Received)

The grants & donations received shall be classified and disclosed as follows:

| | CURRENT YEAR | PREVIOUS YEAR |
|--------------------------------|--------------|---------------|
| 1) Central Government | | |
| 2) State Government(s) | | |
| 3) Government Agencies | | |
| 4) Institutions/Welfare Bodies | | |
| 5) International Organisations | | |
| 6) Others | | |
| TOTAL | | |

SCHEDULE 13- INCOME FROM INVESTMENTS

(Income on Investment from Earmarked/Endowment Funds transferred to Funds)

| Investment from Earmarked/Endowment Fund | CURRENT YEAR | | PREVIOUS YEAR | |
|-------------------------------------------|--------------|--|---------------|--|
| 1) Interest | | | | |
| a) On Govt. Securities | | | | |
| b) Other Bonds/Debentures | | | | |
| 2) Income received | | | | |
| a) Each Fund separately | | | | |
| 3) Income accrued | | | | |
| a) Each Fund separately | | | | |
| 4) Others | | | | |
| TOTAL | | | | |
| TRANSFERRED TO EARMARKED/ ENDOWMENT FUNDS | | | | |

| Investment from Earmarked/Endowment Fund | CURRENT YEAR | | PREVIOUS YEAR | |
|------------------------------------------|--------------|--|---------------|--|
| 1) Interest | | | | |
| a) On Govt. Securities | | | | |
| b) Other Bonds/Debentures | | | | |
| 2) Income received | | | | |
| a) Each Fund separately | | | | |
| 3) Income accrued | | | | |
| a) Each Fund separately | | | | |
| 4) Others | | | | |
| TOTAL | | | | |

SCHEDULE 14- OTHER INCOME

Other incomes shall be classified and disclosed as follows:

- a) Income from major activities of the educational institution should be disclosed as a separate head; e.g. in case major activity of the institution is to publish books, journals, documents etc., then income from royalty & sale of publications should be separately disclosed.
- b) In case of income from investments, distinction should be made in respect of
 - Owned by the educational institution and
 - Those held against earmarked/endowment funds
- c) Profit on sale of investments
- d) Items of material amounts included in Miscellaneous Income should be separately disclosed.

| | CURRENT YEAR | PREVIOUS YEAR |
|---------------------------------------------------------------------------|---------------------|----------------------|
| A. Income from Land & Building | | |
| 1. Hostel Room Rent | | |
| 2. License fee | | |
| 3. Hire Charges of Auditorium/Play ground/Convention Centre, etc | | |
| 4. Electricity & water charges | | |
| Total | | |
| B. Sale of Institute's publications | | |
| C. Income from holding events | | |
| 1. Gross Receipts from annual function/ sports carnival | | |
| Less: Direct expenditure incurred on the annual function/ sports carnival | | |
| 2. Gross Receipts from fetes | | |
| Less: Direct expenditure incurred on the fetes | | |
| 3. Gross Receipts for educational tours | | |
| Less: Direct expenditure incurred on the tours | | |
| 4. Others (to be specified and separately disclosed) | | |
| Total | | |

| | CURRENT YEAR | PREVIOUS YEAR |
|------------------------------------------------------------|--------------|---------------|
| D. Interest on Term Deposits: | | |
| a) With Scheduled Banks | | |
| b) With Non-Scheduled Banks | | |
| c) With Institutions | | |
| d) Others | | |
| E. Interest on Savings Accounts: | | |
| a) With Scheduled Banks | | |
| b) With Non-Scheduled Banks | | |
| c) With Institutions | | |
| d) Others | | |
| F. Interest On Loans: | | |
| a) Employees/Staff | | |
| b) Others | | |
| G. Interest on Debtors and Other Receivables | | |
| H. Others | | |
| 1. Income from consultancy | | |
| 2. RTI fees | | |
| 3. Income from Royalty/ Research projects | | |
| 4. Sale of application form (recruitment) | | |
| 5. Misc. receipts (Sale of tender form, waste paper, etc.) | | |
| 6. Profit on Sale/disposal of Assets: | | |
| a) Owned assets | | |
| b) Assets acquired out of grants, or received free of cost | | |
| 1. Seminar/ programme fees | | |
| Total | | |
| GRAND TOTAL (A+B+C+D+E+F+G+H) | | |

SCHEDULE 15 – STAFF PAYMENTS & BENEFITS

These shall be classified separately for teaching and non-teaching staff; adhoc staff.

Arrears of DA, Salary arrear due to increment shall be shown separately.

These shall be disclosed as follows:

| | CURRENT YEAR | PREVIOUS YEAR |
|-----------------------------------------------------------------------|--------------|---------------|
| a) Salaries and Wages | | |
| b) Allowances and Bonus | | |
| c) Contribution to Provident Fund | | |
| d) Contribution to Other Fund (specify) | | |
| e) Staff Welfare Expenses | | |
| f) Retirement and Terminal Benefits | | |
| g) LTC facility | | |
| h) Medical facility | | |
| i) Children Education Allowance | | |
| j) Honorarium | | |
| k) TA/DA expenses | | |
| l) Others (Leave encashment, CPD Exp., Recruit. exp., Staff training) | | |
| TOTAL | | |

SCHEDULE 16 – ACADEMIC EXPENSES

These shall be classified and disclosed as follows:

| | CURRENT YEAR | PREVIOUS YEAR |
|-----------------------------------------|--------------|---------------|
| a) Laboratory expenses | | |
| b) Field work/Participation | | |
| c) Seminar/Workshop | | |
| d) Payment to visiting faculty | | |
| e) Examination | | |
| f) Student Welfare expenses | | |
| g) Admission expenses | | |
| h) Convocation expenses | | |
| i) Publications | | |
| j) Stipend/means-cum-merit scholarship | | |
| k) Subscription Expenses | | |
| l) Others (Training and placement cell) | | |
| m) Medical reimbursement students | | |
| TOTAL | | |

SCHEDULE 17 – ADMINISTRATIVE AND GENERAL EXPENSES

These shall be classified and disclosed as follows:

| | CURRENT YEAR | PREVIOUS YEAR |
|-----------------------------------------------------------------------|--------------|---------------|
| a) Electricity and power | | |
| b) Water charges | | |
| c) Insurance | | |
| d) Rent, Rates and Taxes (including property tax) | | |
| e) Postage & telegram | | |
| f) Telephone and Internet Charges | | |
| g) Printing and Stationary | | |
| h) Traveling and Conveyance Expenses | | |
| i) Expenses on Seminar/Workshops | | |
| j) Hospitality | | |
| k) Auditors Remuneration | | |
| l) Professional Charges | | |
| m) Advertisement and Publicity | | |
| n) Magazines & Journals | | |
| o) Others (project exp., misc. exp., website devp., outsourcing exp.) | | |
| TOTAL | | |

SCHEDULE 18 – TRANSPORTATION EXPENSES

In respect of vehicles owned by the educational institution

In respect of vehicles not owned by the educational institution including rentals paid and other expense, if any.

| | CURRENT YEAR | PREVIOUS YEAR |
|------------------------------------------------|--------------|---------------|
| 1. Vehicles (owned by educational institution) | | |
| a) Running expenses | | |
| b) Repairs & maintenance | | |
| c) Insurance expenses | | |
| 2. Vehicles taken on rent/lease | | |
| a) Rent/lease expenses | | |
| TOTAL | | |

SCHEDULE 19 – REPAIRS & MAINTENANCE

Repairs & maintenance cost shall be classified and disclosed as follows:

| | CURRENT YEAR | PREVIOUS YEAR |
|---------------------------------|--------------|---------------|
| a) Building | | |
| b) Furniture & Fixture | | |
| c) Plant & Machinery | | |
| d) Office Equipments | | |
| e) Cleaning material & services | | |
| f) Others | | |
| TOTAL | | |

SCHEDULE 20 – FINANCE COSTS

Finance cost shall be classified and disclosed as follows:

| | CURRENT YEAR | PREVIOUS YEAR |
|----------------------------|--------------|---------------|
| a) Interest on fixed loans | | |
| b) Interest on other loans | | |
| c) Bank charges | | |
| d) Others | | |
| TOTAL | | |

SCHEDULE 21 – OTHER EXPENSES

Other expenses shall be classified as write offs, provisions, miscellaneous expenses, loss on sale of investments and fixed assets etc and disclosed as accordingly.

| | CURRENT YEAR | PREVIOUS YEAR |
|--------------------------------------------------|--------------|---------------|
| a) Provision for Bad and Doubtful Debts/Advances | | |
| b) Irrecoverable Balances Written-off | | |
| c) Others | | |
| TOTAL | | |

SCHEDULE 22 - SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS

1. ACCOUNTING CONVENTION

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting except providing provision for gratuity and leave encashment.

2. INVENTORY VALUATION

2.1 Stores and spares (including machinery spares) are valued at cost.

3. INVESTMENTS

3.1 Investments classified as "long term investment" are carried at cost. Provision for decline, other than temporary, is made in carrying cost of such investments.

3.2 Investments classified as 'Current' are carried at lower of cost and fair value. Provision for shortfall on the value of such investments is made for each investment considered individually and not on a global basis.

3.3 Cost includes acquisition expenses like brokerage, transfer stamps.

3.4 Corpus: As per the approval of the Board of Governors, Rs. ____ has been transferred to Corpus and invested. As on ____, an amount of Rs. ____ is lying in this fund.

4. EXCISE DUTY

Being an Educational Institution and not a Manufacturing concern, no accounting policy is framed on excise duty.

5. FIXED ASSETS

5.1 Fixed Assets are stated at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition. In respect of construction, related direct expenses form part of the value of the assets capitalized.

5.2 Building on leased land: The Government of Madhya Pradesh has granted 30.219 hectares of land for the Institute at Bhauri on permanent lease basis, initially for a period of 30 years and then to be renewed. The Building are constructed on this Leased Land and capitalised.

6. DEPRECIATION

6.1 Depreciation is provided on written down value method (WDV) as per rates specified in the Income-tax Act, 1961.

7. MISCELLANEOUS EXPENDITURE

Deferred revenue expenditure is written off over a period of 5 years from the year it is incurred.

8. ACCOUNTING FOR SALES

Being an Educational Institution and not a Manufacturing concern, no accounting policy is framed for sales.

9. GOVERNMENT GRANTS/SUBSIDIES

Government grants/ subsidy are accounted on receipts basis and has been treated as income of the Institute.

10. FOREIGN CURRENCY TRANSACTIONS

Transactions denominated in foreign currency are accounted at the exchange rate prevailing at the date of transaction.

11. LEASE

Lease rentals are expensed with reference to lease terms.

12. RETIREMENT BENEFITS

12.1 Liability towards gratuity payable on death/ retirement of employees is accrued based on actuarial valuation.

12.2 Provision for accumulated leave encashment benefit to the employees is accrued and computed on the assumption that employees are entitled to receive the benefit as at each year end.

13. PROJECT ACCOUNTING

13.1 The project income received during the year is booked under current liabilities as the amount received is linked with obligations to be performed.

CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS

1. CONTINGENT LIABILITIES

1.1 Claims against the Entity not acknowledged as debts - ₹ _____ (Previous year ₹ _____)

1.2 In respect of:

-Bank guarantees given by/on behalf of the Entity ₹ _____ (Previous year ₹ _____)

-Letters of credit opened by bank on behalf of the Entity ₹ _____ (Previous year ₹ _____)

-Bills discounted with banks ₹ _____ (Previous year ₹ _____)

1.3 Disputed demands in respect of :

-Income tax ₹ _____ (Previous year ₹ _____)

-Sales tax ₹ _____ (Previous year ₹ _____)

-Municipal taxes ₹ _____ (Previous year ₹ _____)

1.4 In respect of claims from parties for non-execution of orders, but contested by the Entity ₹ _____ (Previous year ₹ _____)

2. CAPITAL COMMITMENTS

1.5 Estimated value of contracts remaining to be executed on capital account and not provided for (net of advances) ₹ _____ (Previous year ₹ _____)

3. LEASE OBLIGATIONS

1.6 Future obligations for rentals under finance lease arrangements for plant and machinery amount to ₹ _____ (Previous year ₹ _____)

4. CURRENT ASSETS, LOANS AND ADVANCES

In the opinion of the Management, the current assets, loans and advances have a value on realization in the ordinary course of business, equal at least to the aggregate amount shown in the Balance sheet.

5. TAXATION

In view of there being no taxable income under Income-tax Act 1961, no provision for Income tax has been considered necessary.

| 6. FOREIGN CURRENCY TRANSACTIONS | Current Year | Previous Year |
|-----------------------------------------------------------------------------------------|---------------------|----------------------|
| 6.1 Value of Imports Calculated on CIF. Basis | | |
| — Purchase of finished Goods | — | — |
| — Raw Materials & components (Including in transit) | — | — |
| — Capital Goods | — | — |
| — Stores, spares and Consumables. | — | — |
| 6.2 Expenditure in foreign currency. | | |
| a) Travel | — | — |
| b) Remittances and Interest payment to Financial Institutions/banks in Foreign Currency | — | — |
| c) Other expenditure | | |
| — Commission on Sales | — | — |
| — Legal and Professional Expenses | — | — |
| — Miscellaneous Expenses | — | — |
| 6.3 Earnings | | |
| Value of Exports on FOB basis | — | — |
| 6.4 Remuneration to auditors: | | |
| As Auditors | | |
| — Taxation matters | — | — |
| — For management Services | — | — |
| — For certification | — | — |
| — Others | — | — |

7. Corresponding figures for the previous year have been regrouped/ rearranged, wherever necessary

8. Schedules I to 22 are annexed to and form an integral part of the Balance Sheet as at ____ and the Income and Expenditure account for the year ended as on that date.

| | | | | | | | |
|--------------|------------------------------------------|-------|--|--------------|--------------------------------------|---------------------|-------|
| V. | Fees/ Subscriptions | | | VI. | Refund of surplus money/Loans | | |
| a) | Student Fees | | | a) | To the Government of India | | |
| b) | Other Fees/ Misc. Receipts | | | b) | To the State Government | | |
| c) | Application Fees | | | c) | To other providers of funds | | |
| d) | Workshop | | | VI. | Finance Charges (Interest) | | |
| e) | Advance Fees (Next years) | | | VII. | Other payments (specify) | | |
| f) | Fees receivable(Previous years) | | | a) | Fees Refund | | |
| VI. | Amount Borrowed | | | b) | Hostel Rent and Mess Charges | | |
| VII. | Any other receipts (give details) | | | c) | Prepayment of Internet Charges | | |
| a) | Caution money deposit | | | d) | Prepayment of Library Journal | | |
| b) | EOI | | | e) | Bank Guarantee | | |
| c) | Security Deposit | | | f) | Security Refund | | |
| d) | Duties and Taxes | | | g) | Duties and Taxes | | |
| e) | Library Fine | | | h) | Other state scholarship payment | | |
| f) | RTI Fees | | | i) | EMD | | |
| g) | Consultancy Charges/ Project receipt | | | j) | Libys Corp | | |
| h) | Other state scholarship | | | k) | Consultancy charges/ Project exp. | | |
| i) | Tender fees | | | l) | Subscription advance | | |
| j) | EMD | | | VIII. | Advance Paid | | |
| k) | Alumini | | | a) | Advance to Others | | |
| l) | NPS/ NPS Interest | | | b) | Advance to Staff | | |
| m) | Chamba Project | | | c) | Faculty Development Programme (CPDA) | | |
| VIII. | Advance Recovered | | | IX. | Closing Balances | | |
| a) | Advance for Building at Bhauri | | | a) | Cash in hand | | |
| b) | Advance to Others | | | b) | Bank balances | | |
| c) | Advance to Staff | | | i) | In current accounts | | |
| d) | Faculty Development Programme (CPDA) | | | ii) | In deposit accounts | | |
| | TOTAL | | | | iii) | In savings accounts | |
| | | | | TOTAL | | | |

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