

એક્ઝિક્યુટિવ કાઉન્સિલની દસમી(ખાસ) બેઠકનો અહેવાલ

આઈ.આઈ.ટી.ઈ. ખાતે આજ રોજ તા. 24/12/2020ના રોજ બપોરે 3:00 કલાકે માન.કુલપતિશ્રીની અધ્યક્ષતામાં એક્ઝિક્યુટિવ કાઉન્સિલની દસમી બેઠક મળેલ હતી.

જેમાં નીચેના સભ્યો હાજર રહેલ હતા.

- ડો. હર્ષદ પટેલ, કુલપતિશ્રી-અધ્યક્ષશ્રી
- ડો. કલ્પેશ પાઠક,ડાયરેક્ટર સભ્યશ્રી,આઈ.આઈ.ટી.ઈ.
- ડો. એચ.બી. પટેલ, સભ્યશ્રી
- શ્રી વિઠ્ઠલ પટેલ, સભ્યશ્રી
- ડો. હિમાંશુ પટેલ,રજીસ્ટ્રાર/મેમ્બર સેક્રેટરી,આઈ.આઈ.ટી.ઈ.

આ બેઠકમાં નીચેના સભ્યો ગેરહાજર રહેલ હતા.

- સેક્રેટરી, શિક્ષણ વિભાગ ,ગુજરાત રાજ્ય
- સેક્રેટરી, નાણાં વિભાગ, ગુજરાત રાજ્ય
- કમિશ્નર ઉચ્ચ શિક્ષણ, ગુજરાત રાજ્ય

મીટિંગમાં નીચે મુજબની ચર્ચા / નિર્ણયો અંગે ભલામણ થયેલ હતી.

મીટિંગની શરૂઆતમાં મેમ્બર સેક્રેટરી તથા રજીસ્ટ્રાર દ્વારા એક્ઝિક્યુટિવ કાઉન્સિલની યુનિવર્સિટીની આ બેઠકમાં સર્વે સભ્યશ્રીઓને આવકારવામાં આવેલ અને ત્યારબાદ મિટિંગનું કામકાજ શરૂ કરવામાં આવેલ હતું.

એજન્ડા-૧

આઈ.આઈ.ટી.ઈ.ના નાણાંકીય વર્ષ ૨૦૧૯-૨૦નો વાર્ષિક હિસાબોના અહેવાલ અંગે ફાઇનાન્સ કમીટીની તા.૨૪-૧૨-૨૦૨૦ની બેઠકમાં થનાર નિર્ણયને મંજૂરી હેતુ એક્ઝિક્યુટિવ કાઉન્સિલમાં રજુ કરવા બાબત.

ઠરાવ-૧

આઈ.આઈ.ટી.ઈ.ના નાણાંકીય વર્ષ ૨૦૧૯-૨૦નો સ્ટેચ્યુટરી ઓડિટનો રિપોર્ટ જે ફાઇનાન્સ કમિટીની તા. ૨૪/૧૨/૨૦૨૦ ની બેઠકના ઠરાવ ક્રમાંક ૫ થી મંજૂર થયેલ છે તેને ચર્ચા વિચારણાને અંતે અનુમોદન સહ મંજૂર રાખવાનું ઠરાવવામાં આવ્યું. (પરિશિષ્ટ-૧)

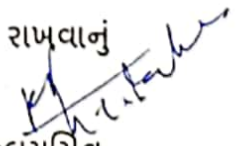
એજન્ડા-૨

આઈ.આઈ.ટી.ઈ.ના રેગ્યુલેશન-૨માં સમાવિષ્ટ Schedule of Powerમાં ફાઇનાન્સ કમીટી દ્વારા સૂચવવામાં આવનાર સુધારાઓને મંજૂરી હેતુ એક્ઝિક્યુટિવ કાઉન્સિલમાં સાદર રજુ કરવા બાબત

ઠરાવ- ૨

આઈ.આઈ.ટી.ઈ.ના અગાઉ મંજૂર થયેલ રેગ્યુલેશન-૨માં સમાવિષ્ટ 'Schedule of Power'માં ફાઇનાન્સ કમિટીની તા. ૨૪/૧૨/૨૦૨૦ ની બેઠકના ઠરાવ ક્રમાંક ૩ થી ભલામણ કરવામાં આવેલ સૂચિત સુધારાને ગ્રહણ ચર્ચા વિચારણાને અંતે સુધારા સહિત મંજૂર રાખવાનું ઠરાવવામાં આવ્યું. (પરિશિષ્ટ-૨)

તા. ૨૮/૧/૨૦૨૧


કુલસચિવ

Name : Indian Institute of
Teacher Education (IITE)

Accounting Year : 2019-20

PANKAJ K. SHAH & CO.
Chartered Accountants

Pankaj K. Shah
M.Com., F.C.A.

Rutvij P. Shah
B.Com., LL.B., F.C.A., D.I.S.A (ICAI)

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AUDITOR'S REPORT

To Members
Indian Institute of Teacher Education

Opinion

We have audited the financial statements of Indian Institute of Teacher Education, which comprise the balance sheet as at March 31, 2020, and the Income & Expenditure Account for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the entity as at March 31, 2020, and of its financial performance for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the Code of Ethics issued by ICAI and we have fulfilled our other ethical responsibilities in accordance with Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of these financial statements that give the true and fair view of the state of affairs, results of the operations and cash flows of the entity in accordance with the aforesaid Accounting principals generally accepted in India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

For, Pankaj K. Shah & Co.
Chartered Accountants
FRN: 107351w



(Rutvij P. Shah)
Partner
Membership No. 105382
UDIN : 20105382AAAA0A4077

Place: Ahmedabad
Date: 23/12/2020

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Indian Institute of Teacher Education
Balance Sheet as at 31st March, 2020

	Sch. No	As at 31/03/2020	As at 31/03/2019
I. CORPUS/CAPITAL FUND & LIABILITIES:			
Corpus/ Capital Fund	1	7300633	6800633
Reserves and Surplus	2	233064590	194628397
Designated/Earmarked/Endowment Funds	3	3783560	3783560
Current Liabilities & Provisions	4	8553126	12341717
	TOTAL	<u>252701909</u>	<u>217554307</u>
II. ASSETS:			
Tangible Assets	5	78701416	75719653
Investments	6	154825051	37352848
Current Assets	7	18241770	81514511
Loans, Advances & Deposits	8	933672	22967295
	TOTAL	<u>252701909</u>	<u>217554307</u>

As per our report of even date.

For Pankaj K. Shah & Co.
Chartered Accountants
FRN: 107351W

(Rutvij P. Shah)
Partner
Membership No. 105382
UDIN : 20105382AAAAOA4077

Place : Ahmedabad
Date : 23/12/2020

Accounts

Registrar

Indian Institute of Teacher Education
Income & Expenditure Account for the year ended on 31st March, 2020

	Sch.No	For the Year ended 31/03/2020	For the Year ended 31/03/2019
I. INCOME			
Grants / Subsidies	9	122332206	139300000
Fees & Subscription	10	38287807	33767452
Income from Investments	11	7001453	4269023
Other Income	12	4502322	4467169
TOTAL		<u>172123788</u>	<u>181802644</u>
II. EXPENDITURE			
Establishment Expenses	13	13270696	3420899
Other Administrative Expenses	14	77806590	78660803
Educational Activities Expenses	15	4414393	9360127
Festival & Other Programme Expenses	16	9183745	23537770
Hostel Expenses	17	17297926	22954714
Depreciation	5	11714245	11759978
TOTAL		<u>133687595</u>	<u>149694291</u>
Excess of Income over Expenditure		<u>38436193</u>	<u>32109353</u>
Significant accounting policies and notes forming part of financial statements.	18		

As per our report of even date.

For Pankaj K. Shah & Co.
Chartered Accountants
FRN: 107351V/

(Rutvij P. Shah)
Partner
Membership No. 105382
UDIN : 20105082AAAAOA4077

Place : Ahmedabad
Date : 23/12/2020

(Signature)
Accounts

Registrar

Indian Institute of Teacher Education
Accounting Year 2019-20

Schedules forming part of accounts

SCHEDULE 1

	As at 31/03/2020	As at 31/03/2019
CORPUS/CAPITAL FUND		
Balance as at the beginning of the year	6800633	6800633
Add: Contributions towards Corpus / Capital Fund	<u>500000</u>	<u>0</u>
	<u>7300633</u>	<u>6800633</u>

SCHEDULE 2

	As at 31/03/2020	As at 31/03/2019
RESERVES AND SURPLUS		
Income & Expenditure Account		
Balance as at the beginning of the year	194628397	162519044
Add: Addition during the year	<u>38436193</u>	<u>32109353</u>
	<u>233064590</u>	<u>194628397</u>

SCHEDULE 3

	As at 31/03/2020	As at 31/03/2019
ENDOWMENT FUNDS		
Registrar Development Fund		
Balance as at the beginning of the year	3783560	3783560
Add: Addition during the year	0	0
Less: Deduction during the year	<u>0</u>	<u>0</u>
Total	<u>3783560</u>	<u>3783560</u>

SCHEDULE 4

	As at 31/03/2020	As at 31/03/2019
CURRENT LIABILITIES & PROVISIONS		
Duties & Taxes	265976	290590
Sundry Creditors	3462278	738327
Other Current Liabilities	4483156	9540584
Provisions	<u>341716</u>	<u>1772216</u>
Total	<u>8553126</u>	<u>12341717</u>



Indian Institute of Teacher Education
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SCHEDULE 5

FIXED ASSET & DEPRECIATION

Particulars	GROSS BLOCK (AT COST)				DEPRECIATION				NET BLOCK	
	As on 01/04/2018	Addition	Deletion	As on 31/03/2019	As on 01/04/2018	Addition	Deletion	As on 31/03/2019	As on 01/04/2018	As on 31/03/2019
Asset under Lease hold										
Land										
Building	1508430	12017687		13526117	709511	1008411		1714022	12228057	11746635
Building Pending	1336385			1336385	686209	64548		751757	594533	649481
Compound Wall										
Hotel Pending	160191			160191	82310	7789		90122	76069	77351
DCM Guest House	747688			747688	304312	36338		470650	327038	363376
Sports Ground	7488285			7488285	589404	689880		1279284	6268927	6558115
Entry Gate Arch	1910522			1910522	156301	175414		331715	1778721	1745546
Parking Shed	637887			637887	327814	31001		358815	279011	116021
Bore well	141194			141194	20422	18174		222616	127578	141194
Biometric Machine	0	73250		73250	0	5411		5411	65489	
Communication Building	811870			811870	260411	57145		317556	514313	571457
Building Auditorium	1219669			1219669	520064	65961		586025	629644	699605
Electric Installation	580254			580254	207176	37313		244419	335835	373126
Fabrication and Shed	0	344432		344432	0	17222		17222	227210	0
Split A/C	1298607			1298607	225970	107164		333134	964473	1071635
Amphitheatre	8970487			8970487	838753	811173		1650000	7300537	8111732
Science Lab Library	12511079	2500000	2500000	12511079	763633	1174745		1938378	10572701	11747445
Shed	111124	947083		1058207	21013	30107		71120	934587	275211
Skill Centre Building	4526703			4526703	2386616	731229		3117845	6581058	2312257
Grange Life	170766			170766	46278	12489		58767	114039	124489
Furniture	138613	531129		669742	37584	36661		74245	595517	101040
Freezer	0	15300		15300	0	2795		2795	12005	0
Equipment	5920762			5920762	1230674	460309		1691000	4229762	1690981
Computer	18398001			18398001	1347432	1965710		2394942	24480127	4014479
Lecture Capture Solutions	672800			672800	166779	40402		214181	408619	454321
Computer Peripherals	2658176	110920		2669266	2800575	56795		2857370	1117228	578003
ERP Software	4010581	35990		4046571	1157642	1157217		2314855	1735817	2851072
Electric Installation	40776			40776	47100	4310		46790	44308	46790
Auto Mobile Plant	0	61500		61500	0	9795		9795	51425	0
Library Books	1990723	59027		2049750	1465315	217565		1682880	355851	514789
VC Office Book	68872			68872	22559	18525		41034	27710	46812
Office Furniture	4445110			4445110	1100443	334467		1434910	3010253	3344670
Telephone & Communication	401085			401085	176030	22500		193580	202445	224995
Furniture Fixtures & Fend	5102211	126666		5228877	2449104	272052		2721156	2536721	2644107
Plant Machinery & Equipment Hotel	51157			51157	31863	2894		34757	16400	19394
Hotel Wifi Zone	185935			185935	159164	10710		169874	10005	26779
Plant Machinery & Equipment IT/IT	359670			359670	1386712	328491		1715223	1451430	2183941
Stage Development	1554225			1554225	225362	122680		348042	1197972	1726633
State Furniture	2811782			2811782	407630	260361		468000	2403782	2403782
State Printer	361333			361333	219680	95001		266333	95732	145000
State A/C	315594			315594	29214	2565		318519	210517	296936
A/C Plant	0	153900		153900	0	11543		11543	142357	0
Sports Equipment	649141			649141	231622	59623		311999	337141	337141
Sound System	0	75024		75024	0	11254		11254	63770	0
Generator	8013641			8013641	4393172	63647		5026819	2986822	3144819
Bus	21127			21127	72403	16624		88527	11443	11443
School Furniture	6151			6151	6000	5000		1151	3100	5000
3D Printer	1418552			1418552	141800	101510		1519662	1180242	1376712
Barcode Copier/ Printer/Scanner	150110			150110	4155	14808		4641	145459	143719
Cash Line	0	67024		67024	0	5129		5129	6200	0
Used Apple	13233	50500		63733	25000	25000		5000	48733	11233
Total	116479077	1719608	496100	117514085	4079424	11714245	0	5242699	116990186	116479077
Total	0	0	0	0	0	0	0	0	0	0
Grand Total	116479077	1719608	496100	117514085	4079424	11714245	0	5242699	116990186	116479077

Indian Institute of Teacher Education
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SCHEDULE 6

	As at 31/03/2020	As at 31/03/2019
INVESTMENTS		
Fixed Deposit with Bank of India	91472646	6586602
Fixed Deposit with Union Bank	33973785	30766246
Fixed Deposit with GSFL	10146713	0
Fixed Deposit with Canara	19231907	0
Total	<u>154825051</u>	<u>37352848</u>

SCHEDULE 7

	As at 31/03/2020	As at 31/03/2019
CURRENT ASSETS		
Cash in Hand - Cash	150	0
- Petty Cash	36300	0
Bank Accounts	17575442	78851306
Other Current Assets	629873	2663205
Total	<u>18241770</u>	<u>81514511</u>

SCHEDULE 8

	As at 31/03/2020	As at 31/03/2019
LOANS, ADVANCES & DEPOSITS		
Deposits	114267	114267
Loans & Advances	819405	853028
Proposed FD with Banks	0	22000000
Total	<u>933672</u>	<u>22967295</u>

SCHEDULE 9

	As at 31/03/2020	As at 31/03/2019
GRANT/SUBSIDIES		
Grant Income		
Recurring Grant	121716000	109300000
Grant for Legal Awareness Programme	131406	0
Grant - ISS	484800	0
Grant for Construction	0	20000000
Grant for New Recruitment of Staff	0	10000000
Total	<u>122332206</u>	<u>139300000</u>

SCHEDULE 10

	As at 31/03/2020	As at 31/03/2019
FEES & SUBSCRIPTION		
Fees Received	38287807	32777157
Arts Fees Income	0	220000
Science Fees Income	0	770295
Total	<u>38287807</u>	<u>33767452</u>

SCHEDULE 11

	As at 31/03/2020	As at 31/03/2019
INCOME FROM INVESTMENT		
Int on Fixed Deposits	7001453	4269023
Total	<u>7001453</u>	<u>4269023</u>

Indian Institute of Teacher Education
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SCHEDULE 12

OTHER INCOME

Other Income

Tender Fee

Savings Bank Interest

Skill Center Fee

Sponsorship Income

Rent Income

Total

As at 31/03/2020	As at 31/03/2019
4502322	1932569
0	46000
0	1583040
0	0
0	655000
0	250560
<u>4502322</u>	<u>4467169</u>

SCHEDULE 13

ESTABLISHMENT EXPENSES

Repairs & Maintenance Expenses

IT Department Expenses

Estate Expenses

Motor Car Expenses

Total

As at 31/03/2020	As at 31/03/2019
505961	617172
2393862	649789
10157465	1900098
213408	253930
<u>13270696</u>	<u>3420899</u>

SCHEDULE 14

OTHER ADMINISTRATION EXPENSES

Advertisement & Publicity Expenses

Affiliation Fees

Workshop/Conference/Syllabus Expenses

Office & Contingency Expenses

Other Admin & Office Expenses

Recruitment Expenses

Donation Expenses

Salary & Allowance Expenses

Audit Expenses

Printing & Stationery Expenses

Promotion/Advertisement Expenses

Consultancy Charges

Conveyance Expenses

Local Inspection Committee Expense

Internet Charges

Tax Expenses

Professional Fees

University Admission Expense

Membership Renewal Fees

Fuel Expenses

Prior Period balances Written off

Total

As at 31/03/2020	As at 31/03/2019
452491	6311066
70000	0
885208	84586
271775	1501064
939487	6357569
1537168	162243
0	200000
62955191	52032136
521019	70000
627056	7289176
0	1260000
0	59285
0	912330
174586	0
0	1457393
218501	584539
620414	88500
3029693	0
72600	35400
434917	0
<u>4996184</u>	<u>255516</u>
<u>77806590</u>	<u>78660803</u>



Indian Institute of Teacher Education
Accounting Year 2019-20

SCHEDULE 15

	As at 31/03/2020	As at 31/03/2019
EDUCATIONAL ACTIVITIES EXPENSES		
Laboratory and Other Equipment Purchase Expenses	62038	3880573
Exam Expenses	1077516	1123812
Library Expenses	132333	12096
Physical Education Departmental Expenses	1791140	0
Educational Events	226456	4042508
Faculty of Development Program Exps.	1019089	0
Skill Centre- Professional Fees	0	0
Skill Centre Expenses	60300	127740
Fees Exps	0	173398
Other Educational related Expenditure	45521	0
Total	<u>4414393</u>	<u>9360127</u>

SCHEDULE 16

	As at 31/03/2020	As at 31/03/2019
FESTIVAL AND OTHER PROGRAMME EXPENSES		
Student Welfare Expenses	2440	2016622
VC meet office Expenses	0	490643
Festival Celebration Expenses	209013	665060
Other Tours and Activity Related Expense	5541192	6694128
Sports Expenses	0	2815265
Event Expenses	3431100	10856052
Total	<u>9183745</u>	<u>23537770</u>

SCHEDULE 17

	As at 31/03/2020	As at 31/03/2019
HOSTEL EXPENSES		
Electricity Expenses	1479355	990070
Food Mess Expenses	12640123	14652914
Security Expenses	1476494	3905115
Repairs & maintenance Expenses(Hostel)	119880	326949
Telephone Expenses	3170	0
Bus Repairs & maintenance Expenses	482822	0
House Keeping Expenses	469440	1578345
Hostel Rent	0	1374700
Water Expenses	23800	0
Fuel Expenses	463602	0
Other Expenses	139210	126621
Total	<u>17297926</u>	<u>27954714</u>



Schedule 18

Significant Accounting Policies & Notes Forming Part of Financial Statements

1. Constitution

Indian Institute of Teacher Education is formed and set up as per Government of Gujarat separate act no. 8/2010 published in the Gujarat Government Gazette on 1st April 2010.

2. Presentation of Annual Accounts

Finance Department of Gujarat has vide Circular no. MIS-10-2013-471874-GOC dated 22nd August, 2013 has given instructions to prepare financial statements as per the format given in the circular. The Society has, for the year under audit, prepared financial statements as per the said Government Circular. Accordingly the society has not prepared financial statements as per the format prescribed under The Bombay Public Trust Act, 1950.

3. Accounting Method

As per Circular no. MIS-10-2013-471874-GOC issued by Finance Department of Government of Gujarat, a uniform format of Accounts for Central Autonomous Bodies and Accrual System of Accounting has been prescribed. Accordingly, the society has adopted Accrual System of Accounting and format as prescribed in the said circular.

4. Recognition of Income And Expenditures

- a) Grants from Government of Gujarat, Commissioner of Higher Education and other institutes are recognized as and when received.
- b) The organization is recognizing the revenue when the services are rendered and there is reasonable certainty of its ultimate collection/realization.

5. Grants

The Institute receives its grants from Commissioner of Higher Education, Government of Gujarat and Government of India. The grant received from various authorities are credited to income & expenditure.

6. Fixed Assets

- a) Fixed Assets, other than referred to point 6(b) below are stated at historical cost of acquisition less accumulated depreciation.
- b) Non-monetary assets received at free of cost are recorded at Nominal Value.
- c) All the expenses incurred to bring the assets to its working conditions have been capitalized.
- d) Monetary assets of value less than Rs. 5000/- are not capitalized.

7. Depreciation

Depreciation is provided on Written down value method as per the rates specified in the Income Tax Act, 1961 taking the month of purchase as base for calculating depreciation.

8. Investments

Investments are stated at cost.

9. Retirement Benefits

The institute has applied for necessary approvals to government for providing retirement benefits to its permanent employees. At present adhoc provision is made in the accounts for this.

The institute is not providing retirement benefits to persons working on contractual basis for fix term of eleventh months.



Indian Institute of Teacher Education
Chartered Accountants

10. Use of Estimates

The preparation of financial statements requires estimates and assumptions to be made that affect the reported amount of assets and liabilities on the date of financial statements and the reported amount of revenues and expenditures during the reporting period.

Difference between the actual results and estimates are recognised in the period in which the results are known/materialised.

11. Provisions

Provisions are made at the year end when there exists, present obligation as a result of past obligating events, of which the enterprise has no alternative but to settle the obligation bearing certain expenses of a particular year for which written approval is not received.

12. Contingent Liabilities and Notes to Accounts

- Previous year figures have been regrouped and reclassified wherever necessary so as to make them comparable with current year's figures.
- Balances stated either as debit or credit under current assets, loans and advances or as current liabilities are subject to confirmation and reconciliation.
- No fraud on or by the Institute has been recorded or reported.
- Transactions recorded in the books of account are supported by the documentary evidences where such entries in the books of accounts have been taken as relied upon as authenticated by management.

13. Contingent Liabilities

FY 17-18	Nil
FY 18-19	Nil
FY 19-20	Nil

For, Indian Institute of Teacher Education


Account Officer

Registrar

For, Pankaj K. Shah & Co.
Chartered Accountants
FRN: 107351W

(Rutvij P. Shah)
Partner
Membership No. 105382
UDIN : 20105382AAAAOA4077

In exercise of the power vested under Section 34 of the Indian Institute of Teacher Education Act 2010 (Gujarat Act No. 08 of 2010), the Executive Council hereby approves the following revised regulations.

Reg 1 Short title and Commencement

These Regulations may be called "Indian Institute of Teacher Education Regulations 2020"

Reg 2 Schedule of Powers (SOP)

The Schedule of Powers (SOP) is intended to bring in uniformity in the delegation of financial and administrative powers across the Indian Institute of Teacher Education (IITE) system. The Vice-Chancellor could however add further to this delegation after approval with the Executive Council keeping in view the immediate requirements.

- [1] The delegation of powers specified are made with due regard to the need for decentralization and for effective decision making commensurate with responsibilities at all levels.
- [2] The exercise of powers delegated is subject to the availability of financial propriety in the budget head.
- [3] Unless otherwise specified in the schedule of powers, all sanctions of a financial nature should be accorded only with the prior concurrence of the Vice-Chancellor as the case may be.
- [4] No official is empowered to suspend the exercise of or to withdraw the powers of officials subordinate to him in respect of powers delegated in this schedule and the powers cannot be exercised by any other official for or on their behalf. The Vice-Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.



[5] All officers must adhere to the rules of financial discipline and expenditure and availability of budget head.

[6] Errors or Omissions which may be found in this SOP may please be brought to the notice of the Vice-Chancellor. Suggestions which will further improve the method of presentation or facilitate expeditious and efficient disposal of work are welcome. Such suggestions will be brought to the notice of the Executive Council.

[7] Delegation of Powers

(a) **F1 Group** means officer among Deputy Registrar/Estate Officer/ Controller of Examination/ University Development Officer/ Director of Physical Education/ Section Head/ Rector

(b) **F2 Group** means officer among Principal/Director of Center/ Chief Accounts Officer

(c) The Administrative approval of the Vice - Chancellor on submission note with the need of item / matter and justification is always required for the expenses more than Rs. 7500. The administrative approval of the Registrar as above is required for the expenses up to Rs. 7500. The Registrar is empowered to sanction the day to day as well as miscellaneous expenses of bill amount up to the amount of Rs. 4000¹ Rs. 7500. This total day to day as well as miscellaneous expenses shall be put in the knowledge of the Vice-Chancellor at the end of the month by CAO.

¹ **Changes made by the Executive Council dated 24/12/2020.**

(d) GEM must be given priority.

(e) Expense of same item in Jan - Jun or Jul - Dec can not be divided in parts.



2 SCHEDULE OF POWERS (SOP)

Sr. No.	Nature of Expense	Sanction Authority with Remarks
1	Expenses up to Rs. 1000 without inviting tender ¹ without quotations.	F1 Group Maximum once in a week
2	Expenses up to Rs. 5000 without inviting tender ¹ without quotations.	F2 Group Maximum once in a week
3	Expenses up to Rs. 7500 without inviting tender ¹ without quotations.	Registrar Maximum once in a week ¹
4	Expenses up to Rs. 50000 without inviting tender ¹ Rs. 100000 without quotations.	Vice - Chancellor
5	Expenses up to Rs. 10000 with three quotations from the open market.	Group F1 Maximum once in a fortnight
6	Expenses up to Rs. 20000 with three quotations from the open market.	Group F2 Maximum once in a fortnight
7	Expenses up to Rs. 25000 with three quotations from the open market.	Registrar
8	Expenses up to Rs. 100000 ¹ Rs. 250000 with three quotations from the open market.	Vice - Chancellor
9	Expenses up to Rs. 2500000	Vice - Chancellor GEM / E-tender / Invitation of tender by Newspaper as per the direction of the Vice-Chancellor

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2 SCHEDULE OF POWERS (SOP)

Sr. No.	Nature of Expense	Sanction Authority with Remarks
10	Legal charges up to Rs. 100000 in each case.	Vice - Chancellor
11	Audit charges up to Rs. 50000 ¹ Rs. 100000 in each case	Vice - Chancellor
12	Regular Bills of Electricity / Gas / Mobile/ Govt. Tax / Subscription of Newspapers / Telephone Bills each up to Rs. 2500 Rs. 10000	Registrar
13	Books procurement without quotation up to Rs. 10000	Principal / Director
14	Direct expense for repairing or maintenance or service from OEM or vendor of the item up to Rs. 100000	Vice - Chancellor
15	Confidential work of exam / test (Examiners honorarium and travel allowances, Printing of question papers, Assessment, Result processing)	Vice - Chancellor A bank account of the Vice - Chancellor for the purpose shall be used for the payment
16	Power to create seasonal/casual posts of Assistant level or Clerical or other staff or Director for seasonal/emergent work and to fill for maximum up to eleven months	Vice - Chancellor

3 ENTITLEMENT OF THE VICE - CHANCELLOR

Sr. No.	Nature of Expense	Sanction Authority with Remarks
17	Disaster management which is having risk of life of student / staff of university up to Rs. 1000000 without inviting tender	Vice - Chancellor
18	Participation of students and faculties in State Government / Central Government organized or International Event in the country which is having significant dignitaries up to Rs. 2500000 without inviting tender	Vice - Chancellor
19	In any extra ordinary circumstances which shall be note down in the approval note, the Vice Chancellor is empowered to make expenses up to any amount and then it shall be put in the knowledge of Finance Committee.	Vice - Chancellor

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