

**Sri GVG Visalakshi College for Women, Udumalpet**

**Meeting dates**

<b>AGs/JDCE</b>	<b>Year of Audit</b>	<b>Date of Audit</b>
Joint Directorate of Collegiate Education, Coimbatore Region, Coimbatore (Departmental Audit)	2010-11 to 2014-15 (5 Years)	21.03.16 to 31.3.16
	2015-16 to 2016-17 (2 Years)	22.09.17 to 27.09.17
Office of the Principal Accountant General, Tamil Nadu and Pondicherry, Chennai	2007-08 to 2012-13	24.06.2013

கல்லூரிக் கல்வி இணை இயக்குநர்,கோவை மண்டலம்,கோவை அலுவலகின் செயல்முறைகள்  
ஆணை வரங்குப்பவர்: முனைவர் கோ.ஜெகதீசன், எம்.எஸ்சி.எம்.பில்,பிஎசுடி.

ந.க.எண் 6944/ஆ4/2013

நாள்: 15.03.2016

பொருள்: தனிக்கை - உதவிபெறும் கல்லூரிகள் - கணக்குகள் மீதான  
தனிக்கை - மேற்கொள்ளுதல் - முன்னறிவிப்பு அனுப்பதல்  
தொடர்பாக



கோவை மண்டல, கல்லூரிக் கல்வி இணை இயக்குநர் அலுவலகத் தனிக்கைக் குடியினரால் தீவிர காரணம் கல்லூரிகளில் அக் கல்லூரி பெருக்கெதிரே குடிபெறும் நேரங்களில் தனிக்கைப் பணி மேற்கொள்ளப்படும் என அறிவிக்கப்படுகிறது.

வ.எண்	கல்லூரியின் பெயர்	தனிக்கை மேற்கொள்ளப்படும் ஆண்டு	தனிக்கை மேற்கொள்ளப்படும் நாட்கள்	
1	ஸ்ரீ ஜீ.வி.ஜி.வி.சாண்டி மகளிர் கல்லூரி, உடுமலைபேட்டை	2010-2011 முதல் 2014-2015 முடிய	21.03.2016 முதல்	31.03.2016 முடிய
2	என்.ஜி.எம். கல்லூரி, பொன்னாச்சி	2008-2009 முதல் 2014-2015 முடிய	01.04.2016 முதல்	13.04.2016 முடிய

மேற்கறிப்பிட்டவற்று தனிக்கை மேற்கொள்ளும் பணியாளிகளுக்கு தொடர்புடைய அனைத்து பதிவேடுகள் மற்றும் ஆவணங்களை உடனடிக்குடன் அளித்து தனிக்கைப் பணியினை முடித்திட ஒத்துழைப்பு நல்குமாறு சம்பந்தப்பட்ட கல்லூரிக் செயலகங்கள் / முதலாளிகள் கேட்டுக்கொள்ளப்படுகிறார்கள்.

இச்செயல்முறைகள் பெறப்பட்டமைக்கான பெறல் ஏற்புணை உடல் அனுப்பிவைக்கும்படி தெரிவிக்கலாகிறது.

103  
19/3

ச.அ. அ. 19/3/16  
கல்லூரிக் கல்வி இணை இயக்குநர்  
கோவை மண்டலம்,கோவை.18

பெறல்  
செயல் / முதலாளி,  
சம்பந்தப்பட்ட கல்லூரிகள்

நகல்: சென்னை.006 006 கல்லூரிக் கல்வி இயக்குநர் அலுவலகத்துக்கு  
தகவலுக்காக பணித்தனுப்பலாகிறது.





OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, (GENERAL AND SOCIAL  
SECTOR AUDIT), TAMIL NADU AND PUDUCHERRY, LEKHA PARIKSHA BHAVAN,  
361, ANNA SALAI, TEYNAMPET, CHENNAI-18. PHONE NO. 044-24316480, 044-24316482

No.Pr.AG (G & SSA)/SS-UCivil I/TL/2013-14/1 QR/CP 4/15 **9 MAY** Date: 06/05/2013



To - The Principal  
Sri Devi Visalakshi College for Women  
Udumalpet  
642128

Intimation of Local Audit - intimated - Reg. (as per  
Regulations No.177 of chapter 13).

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I am to inform you that local audit of the accounts of your office will be taken up  
by an Inspection party of this office on or about dated 24.06.2013

1) I request that following particulars/records may be kept ready and made  
available to the Inspection party immediately on the first day of commencement of audit.

- (i) Complete list of field of activities including the schemes implemented  
with expenditure incurred and details of high value purchases made with  
relevant files
- (ii) List of subordinate offices together with their phone numbers
- (iii) List of financial/accounting and scheme records maintained since last  
audit
- (iv) Copy of departmental internal audit/inspection reports
- (v) Final reply to all the outstanding paras of previous inspection reports  
issued by this office

Any other records/information that may be requested by the audit party during the  
course of audit may be produced/ furnished without any delay. Delay in production/non-  
production of files/records particulars will be viewed very seriously and brought to the  
notice of Head of the Department/secretary to Government for appropriate action.

2) Your specific attention is invited to G.O. Ms.No.433 Finance (Audit)  
Department dated 15.4.1976 on production of records to audit

3) You are also requested to make it convenient to be present at the Headquarters  
during the period of inspection, especially on the commencing and concluding day as per  
regulation No.183 & 191 of chapter 13. In this connection, attention is invited to  
Handbook of instructions issued for settlement of audit objections etc., by the  
Government of Tamil Nadu in 1973/instructions issued in Ministry of Finance, OM  
No.F13 (2) o/co-ord/88 dated 23 May 1989 addressed to Ministries/Departments of  
Government of India.

4) Request for change in the scheduled program will not be entertained.


5) Information called for in the attached sheet may be filled in and mailed to us  
immediately

Yours faithfully,

Asst. Audit Officer/SS-UCivil-I

13/5

# Funds Utilisation Details



Accts By no: 57  
 Date: 21/7/17

UNIVERSITY GRANTS COMMISSION - SOUTH EASTERN REGIONAL OFFICE  
 5-8-194, CHIRAG ALLI LANE, IV FLOOR, A.P.S.F.C. BUILDING, HYDERABAD - 500 001  
 Ph: 041 - 23204775, 23206208 FAX: 041 - 23204734 Email: ugscse@gmail.com

Gr No: 18/177      TNBA023      JULY 2017  
 UNIQUE ID: TNTP00000025      21 JUL 2017

To: Officer  
 U Hyderabad

**Final Account for Autonomous College - Release of Reimbursement - Reg -**

are directed to convey the sanction of the Commission for the payment of Rs.20000/- (Rupees TWENTY TWO THOUSAND ONLY) as On Account Grant / Reimbursement of Academic expenditure to "The Principal, SRI GYANALAKSHI COLLEGE FOR WOMEN, UDUMALPET, UDUMALPET" as per the details given below:

Autonomy Grant Pattern Financial Year	Amount Sanctioned so far (Rs.)	Amount Sanctioned as Reimbursement (Rs.)	Total Amount Sanctioned (Rs.)	STATUS	GRANT NOW RELEASED Rs. ST	TOTAL GRANT PAID Rs.
2016-17	100000	40000	200000	SETTLED	20000	40000

Total grant sanctioned till SC: 400000/- (FOUR LAKHS) + total: Rs. 400000/-

The above amount is subject to the general conditions of grants prescribed by the UGC for the scheme. The sanctioned amount is debitable to the Major Head of Account 31-GIA-AUT(14)-NIG 2001 (270628/2017) and is valid for payment during the financial year 2017-18 only and subject to the conditions indicated below:  
 The amount of the grant shall be drawn by the Accounts Officer, SERD-UGC, Hyderabad on the Grant in Aid (3) HD and shall be disbursed and credited to "The Principal, SRI GYANALAKSHI COLLEGE FOR WOMEN, UDUMALPET, UDUMALPET" through PFMS portal at the following branch:

(a) Account No: 28780100015342 (b) Name & Address of Bank Branch: BANK OF BARODA, UDUMALPET (C) IFSC Code: BARB0UDUM25

The Grant is subject to the adjustments on the basis of Utilization Certificate in the prescribed proforma submitted by the college / institution.

The College / Institution may follow the G.F.R. Rules, 2005 and take urgent necessary action to send their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those do not have their own approved manuals of financial procedures may adopt the provision of GFRs, 2005 and instructions / guidelines there under from time to time.

The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.

The items acquired wholly or substantially out of UGC's Grant shall not be disposed of or encumbered or utilized for the purposes other than those for which the grant was given without proper sanction of the UGC and should at any time the college ceases to function, such items shall revert to the University Grants Commission.

A portion of the assets acquired wholly or substantially out of the grant shall be maintained by the College / Institution in the prescribed proforma.

The College / Institution shall ensure the utilization of Grants - In - Aid for which it is being sanctioned / paid. In case of non-utilization / poor Utilization thereof single interest @ 10% per annum is levied from time to time on the Un-

- Utilized amount from the date of drawl to the date of refund as per the provisions contained in the  
of Govt. of India, will be charged.
12. The College / Institution shall follow strictly the Govt. of India / UGC's Guidelines regarding the  
Reservation Policy (Both Vertical (SC/ST & OBC) and Horizontal (For persons with Disability and  
Non-reaching Posts).
  13. The College shall fully implement to Official languages Policy of Union Govt. and comply with the  
Act, 1963 and Official languages (use for official purposes of the Union) Rules, 1976 etc.
  14. The sanction issues in exercise of the delegation of powers vide Commission Office Order No.  
(ADMN/AB/DATED 26.03.2014 Office order No.69/2014
  15. The College/Institution shall strictly follow the UGC Regulations on curbing the menace of  
Education Institutions 2009.
  16. The College / Institution shall take immediate action for its accreditation by National Assessment  
Council (NAAC).
  17. The accounts of the College / Institution will be open for Audit by the Comptroller & Auditor  
in accordance with the provision of General Financial Rules, 2005
  18. The annual accounts i.e., balance sheet, income and expenditure statement and statement of receipts  
to be prepared strictly in accordance with Uniform format of accounting prescribed by Government.
  19. The grant should NOT BE USED for SELF FINANCING & UN-AIDED COURSES / SELF FINANCING  
Aided Staff Temporary (or) Part Time Controller of Examinations. The COE must be an Aided Person  
In this regard the college has to submit a certificate, stating that the grant was not utilized for the job  
/ teachers / and staff.
  20. The College / Institution shall maintain proper accounts of the expenditure out of the Grants which  
only on the approved items of expenditure.

Copy to

1. The Principal (Along with proof of Funds transferred through E-mode)  
SRI G.V.G. VIMALAKSHI COLLEGE FOR WOMEN  
UDUMALPET, UDUMALPET-642128.
2. The Dean/ Director  
College Development Council- BHARATHIAR UNIVERSITY, TAMIL NADU
3. The Commissioner, Director Collegiate Education, Government of TAMIL NADU

The sanctioned grant of Rs. 2000 has been transferred to your college Account No-28780100015342 at Bank CANARA  
UDUMALPET with IFSC Code: CANR0000000. The transfer of funds to your college through E-PAYMENT, Dated 29/7/12  
You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt.

BCN No: 11  
FY: 2017-2018

29/7/12





10. The College / Institution shall follow strictly the Govt. of India / UGC's Guidelines regarding Reservation Policy (Both Vertical (SC, ST & OBC) and Horizontal (For persons with Disabilities) Non-teaching Posts.
11. The College shall fully implement to Official languages Policy of Union Govt. and comply with Act, 1963 and Official languages (use for official purposes of the Union) Rules, 1976 etc.
12. The sanction issues in exercise of the delegation of powers vide Commission Office Order (ADMN.1/A&B) DATED 26.03.2014 Office order No.69/2014
13. The College/Institution shall strictly follow the UGC Regulations on curbing the growth of Education Institutions 2009.
14. The College / Institution shall take immediate action for its accreditation by National Assessment Council (NAAC).
15. The accounts of the College / Institution will be open for Audit by the Comptroller & Auditor in accordance with the provision of General Financial Rules, 2005
16. The annual accounts i.e., balance sheet, income and expenditure statement and statement of assets to be prepared strictly in accordance with Uniform format of accounting prescribed by Government.
17. The grant should NOT BE USED for SELF FINANCING & UN-AIDED COURSES / SELF FINANCING Staff Temporary (or) Part Time Controller of Examinations! The COE must be an Aided College. In this regard the college has to submit a certificate, stating that the grant was not utilized by the college / teachers / and staff.
18. The College / Institution shall maintain proper accounts of the expenditure out of the Grants only on the approved items of expenditure.

Copy to:

1. The Principal (Along with proof of Funds transferred through E-mode)  
SRI G.V.G.VISALAKSHI COLLEGE FOR WOMEN  
UDUMALPET, UDUMALPET-642128.
2. The Dean Director  
College Development Council-BHARATHIAR UNIVERSITY, TAMIL NADU
3. The Commissioner / Director Collegiate Education, Government of TAMIL NADU

The sanctioned grant of Rs. 304000. has been transferred to your college Account No. 28780100015362 at Bank of India UDUMALPET with IFSC Code: BARB00UDUMR03 through RTGS/Direct Credit (CBS to CBS). The Canara Bank, AHB, UDUMALPET has confirmed the above transfer of funds to your college through E-PAYMENT, Dated 29/3/18. You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt.

BCR No. II  
F.Y: 2017-18

*Handwritten signature*  
29/3/18

TH





Accts Dy. No. 816  
Dated: 21/7/17

UNIVERSITY GRANTS COMMISSIONS - SOUTH EASTERN REGIONAL OFFICE  
S-9-194, CHIRAG ALI LANE, IV FLOOR, A.P.S.F.C. BUILDING, HYDERABAD - 500 601  
Ph: 040 - 23204735, 23200208 FAX: 040 - 23204734, email: ugcoms@gmail.com

Sl. No. (Link No.18)/SC TNBA023

UNIQUE ID: TNIT00002035

JULY 2017

21 JUL 2017

Area Officer  
UG Hyderabad

Special Assistance for to Autonomous Colleges - Releasing of Reimbursement- Reg -

I am directed to convey the sanction of the Commission for the payment of Rs.64000/- (Rupees SIXTY FOUR THOUSAND only) as On Account Grant / Reimbursement of Admissible expenditures to "The Principal, SRI VISALAKSHI COLLEGE FOR WOMEN, UDUMALPET, UDUMALPET" as per the details given below:

Autonomy Grants Pertains Financial Year	Amount Sanctioned so far (Rs.)	Amount Being Sanctioned (Rs.)	Total Amount Sanctioned (Rs.)	STATUS	GRANT NOW RELEASED Rs. SC	TOTAL GRANT PAID Rs.
2016-17	160000	40000	200000	SETTLED	64000 ✓	40000

Total grant sanctioned now SC: 5800, ST: 22000, GENERAL: 30000 - total : Rs.40000.

The above sanction is subject to the general conditions for grants prescribed by the UGC for the scheme. The sanctioned amount is debitible to the Major Head of Account 31-GIA-AUT(14)-3(B) 2302.03.789.27.01(9C) and is valid for payment during the financial year 2017-18 only and subject to the conditions indicated below. The amount of the grant shall be drawn by the Accounts Officer, SERO-UGC, Hyderabad on the Grants-in-Aid -31 bill and shall be disbursed and credited to "The Principal, SRI G.V./VISALAKSHI COLLEGE FOR WOMEN, UDUMALPET, UDUMALPET" through ITMS portal at the following details.

(a) Account No: 28788190015342 (b) Name & Address of Bank Branch: BANK OF BARODA, UDAMALPET (c) IFSC Code: BARB00UDUMB

- The Grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the college / institution.
- The College / Institution may follow the G.F.R. Rules, 2005 and take urgent necessary action to so that their manuals of financial procedures to bring them in conformity with GFRs 2005 and those do not have their own approved manuals or financial procedures may adopt the provision of GFRs, 2005 and instruction / guidelines there under from time to time.
- The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.
- The assets acquired wholly or substantially out of UGC's Grant shall not be disposed of or encumbered or utilized for the purposes other than those for which the grant was given without proper sanction of the UGC and should at any time the college ceases to function, such assets shall revert to the University Grants Commission.
- A Register of the assets acquired wholly or substantially out of the grant shall be maintained by the College / Institution as the prescribed proforma.
- The College / Institution shall ensure the utilization of Grants - in - Aid for which it is being sanctioned / paid. In case of non-utilization / part Utilization thereof simple interest @ 12% per annum as amended from time to time on the Un-

- Unlied amount from the date of drawl to the date of refund as per the provision contained in the  
of Govt. of India, will be charged.
10. The College / Institution shall follow strictly the Govt. of India / UGC's Guidelines regarding  
Reservation Policy (Both Vertical (SC/ST & OBC) and Horizontal (for persons with Disabilities, etc.)  
Non-teaching Posts.
  11. The College shall fully implement its Official languages Policy of Union Govt. and comply with the  
Act, 1963 and Official languages (use for official purposes of the Union) Rules, 1976 etc.
  12. The addition issues in vestiture of the delegation of powers vide Commission Order No. 10  
\*LPMN/1/ABD DATED 26.03/2014 Office order No.69/2014
  13. The College/Institution shall strictly follow the UGC Regulations on curbing the amount of  
Education Institutions 2009.
  14. The College / Institution shall take immediate action for its accreditation by National Assessment  
Council (NAAC).
  15. The accounts of the College / Institution will be open for Audit by the Comptroller & Auditor  
in accordance with the provision of General Financial Rules, 2005.
  16. The annual accounts i.e., balance sheet, income and expenditure statement and statement of receipts  
to be prepared strictly in accordance with Uniform format of accounting prescribed by Government.
  17. The grant should NOT BE USED for SELF FINANCING & UN-AIDED COURSES / SELF FINANCING  
Aided Staff Temporary (or) Part Time Controller of Examinations/ The COE must be an Aided Person  
In this regard the college has to submit a certificate, stating that the grant was not utilized for the benefit  
Teachers/ and staff.
  18. The College / Institution shall maintain proper accounts of the expenditure out of the Grants which  
only on the approved items of expenditure.

Copy to

1. The Principal (Along with proof of Funds transferred through E-mode)  
SRI S.V.G.VISALAKSHI COLLEGE FOR WOMEN  
UDUMALPET,UDUMALPET-622128.
2. The Dean/ Director  
College Development Council- BHARATHIAR UNIVERSITY, TAMIL NADU
3. The Commissioner (Director) Collegiate Education, Government of TAMIL NADU

The sanctioned grant of Rs. 48000 has been transferred to your college Account No: 282780100015242 at Bank BSNL  
UDUMALPET with IFSC Code: BSNL00UDUM through RTGS/Electronic Credit (CRS to CRS). The Citrus Bank, Adils, BSNL  
has confirmed the above transfer of funds to your college through E-PAYMENT, Dated 29/2/12  
You are requested to confirm the receipt of the above amount to your account by sending back the enclosed stamped receipt

BCR No/11  
F.Y. 2012-2013

29/2/12





- As allowed. The colleges are requested to submit the scanned copies all the documents submitted to the UGC in the prescribed format along with Hard Copies.*
4. The Grant is subject to the attachment on the basis of Utilization Certificate in the prescribed format submitted by the college / institution.
  5. The College / Institution may follow the G.F.R. Rules, 2005 and take urgent necessary action to amend their manuals of financial procedure in conformity with GFRs, 2005 and those do not have their own approved manuals on financial procedure may adopt the GFRs, 2005 and thereafter / guidelines there under from time to time.
  6. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be submitted early as possible after the close of current financial year.
  7. The assets acquired wholly or substantially out of UGC's Grant shall not be disposed of or encumbered or utilized for the purposes for which the grant was given without proper sanction of the UGC and should at any time the college seems to function, such assets shall be reported to the Utilization Grants Committee.
  8. A Register of the assets acquired wholly or substantially out of the grant shall be maintained by the College / Institution in the prescribed format.
  9. The College / Institution shall ensure the utilization of Grants - in - Aid for which it is being sanctioned / paid in case of non-utilization thereof simple interest @ 10% per annum as amended from time to time on the Un- Utilized amount from the date of sanction of the grant. The provisions contained in General Financial Rules of Govt. of India, will be charged.
  10. The College / Institution shall follow strictly the Govt. of India / UGC's Guidelines regarding implementation of the Reservation Policy (SC/ST & OBC) and Merit-cum-Means (For persons with Disability etc.) in teaching and Non-teaching Posts.
  11. The College shall fully implement to Official languages Policy of Union Govt. and comply with the Official Language Act, 1963 and the Rules thereunder for official purposes of the University Rules, 1976 etc.
  12. The sanction issues in exercise of the delegation of powers vide Commission Office Order No. NO.F.10-11/2012 (ADMIN) dated 10.01.2014.
  13. The College/Institution shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions.
  14. The College / Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
  15. The accounts of the College / Institution will be open for Audit by the Comptroller & Auditor General of India in accordance with the General Financial Rules, 2005.
  16. The annual accounts i.e., balance sheet, income and expenditure statement and statement of receipts and payments are to be submitted in accordance with Uniform format of accounting prescribed by Government.
  17. The grant should NOT BE USED for SELF FINANCING & UN-AIDED COURSES / SELF FINANCING teachers / UN-Aided Staff/ Temporary (or) Part Time Controller of Examinations/ The OBE staff / Permanent Staff only]. In this regard the college has to submit a certificate, stating that the grant is not utilized for the Self financing courses / teachers / and staff.
  18. The College / Institution shall maintain proper accounts of the expenditure out of the Grants which shall be only on the approved items of expenditure.

Copy to:

1. The Principal ( Along with DD / Funds transferred through E-mode)  
SRI G.V.G.VISALAKSHI COLLEGE FOR WOMEN  
UDUMALPET, UDUMALPET-642128.
2. The Dean/Director  
College Development Council, BHARATHIAR UNIVERSITY, TAMIL NADU
3. The Commissioner / Director Collegiate Education, Government of TAMIL NADU
4. The Principal Accounts General (A & E)-Government of TAMIL NADU
5. Guard File

The sanctioned grant of Rs. 64000, has been transferred to your college Account No. 2878010001534 at Bank, BARBODUMBS through RTGS/Direct Credit (CBS to CBS). The Canara Bank, Abids, Hyderabad (CNBR 000 0000) has transferred of funds to your college through E-PAYMENT, Dated 21/10/16. You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt.

BCR No: 04  
F.Y: 2016-2017

*Am*



I am directed to convey the sanction of the Commission for the payment of Rs.304000/- (Rupees THREE LAKHS & FOUR HUNDRED ONLY) as On Account Grant / Reimbursement of Admissible expenditures to "The Principal, SRI G.V.G.VISALAKSHI COLLEGE FOR WOMEN, UDUMALPET, UDUMALPET - as per details given below: -"

Autonomy Grants Pertains Financial Year	Amount Sanctioned so far (Rs.)	Amount Being Sanctioned (Rs.)	Total Amount Sanctioned (Rs.)	STATUS	*GRANT NOW RELEASED Rs. GEN	TOTAL GRANT PAID Rs.
2015-16	160000.	40000.	200000.	SETTLED	304000.	40000.

Total grant sanctioned now IC: 64000, ST: 32000, GENERAL: 304000. - total : Rs.400000.

The above approval is subject to the general conditions of grants prescribed by the UGC for the scheme. The sanctioned amount is debitable to the Major Head of Account 31-GIA-AUT(14)-3(A) 2202.03.102.02.01(GEN) and is valid for payment during the financial year 2016-17 only and subject to the conditions indicated below:

The amount of the grant shall be drawn by the Accounts Officer, SERO-UGC, Hyderabad on the Grants-in-Aid -31 bill and shall be disbursed to and credited to "The Principal, SRI G.V.G.VISALAKSHI COLLEGE FOR WOMEN UDUMALPET, UDUMALPET" through Electronic mode

The college has to utilize the above grant for the period from 01.04.2016 to 31.03.2017 and submit all the settlement documents as per the point no.5 of this sanction order within ONE MONTH from the completion of financial year to close the admissible balance expenditure if any incurred by the college as per their eligibility to reimburse the grant. In the event of Un-spent balance available the same MUST BE REFUNDED to this Office and NO CARRY FORWARD to the next financial year will be allowed. No reimbursement will be made to the those colleges which have submitted the documents after the settlement period i.e., after 30.04.2017. Further, Autonomy grant cannot be used for creation of posts, payment of salary to any of the college staff, payment of honorarium (except COE) to existing staff, to meet normal college contingency requirement or to subsidies

The admissible balance grant will be released only on the receipt of 1) Utilization Certificate for the total Expenditure signed by CA & Principal 2) Progress Report of Work done under Autonomy 3) Head-wise Statement of Expenditure 4) Detailed Abstract of Expenditure indicating Bill No. & Date duly signed by the Chartered Accountant and the Principal along with the details of Firm / Vendor / organization from where the items are procured along with the purpose / utility for procuring the same [ the college has to mention each and every item in each bill along with amount and quantity ] 5) Asset Certificate for the Equipment & Furniture (If Purchased) 6) Accession Certificate for Books & Journals (If Purchased) 7) Brief Report of Workshops/ Seminars and Extension Activities (If conducted out of Autonomy Grant) 8) Resolutions of Governing Body, Finance Committee, Board of Studies, Academic Council from the college [The expenditure incurred on other the approved statutory body meetings will not be considered] [The expenditure incurred on abnormal hospitality / gifts / mementoes/ shawls / misc. expenditure / diesel / petrol / taxes / chemicals / glassware/ boardings / advertisements / White papers / Inter net charges / current & water bills etc will not





UNIVERSITY GRANTS COMMISSIONS - SOUTH EASTERN REGIONAL OFFICE  
 4-9-194 CHIRAG ALI LANE, IV FLOOR, A.P.S.F.C. BUILDING, HYDERABAD - 500 001  
 Ph: 040 - 23204735, 23200208 FAX: 040 - 23204735 Email: ugcsesr@gmail.com

Access Dy No: 259  
 Dated: 26/10/16



October 2016

Slack No: 18,15C TNBA023  
 Accounts Officer  
 Hyderabad

Autonomy Grant for 10 Autonomous Colleges - Release of On Account Grant & Reimbursement - Reg -

is approved to convey the sanction of the Commission for the payment of Rs.64000/- (Rupees SIXTY FOUR THOUSAND ONLY) as On Account Grant / Reimbursement of Admissible expenditures to The Principal, SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN, UDUMALPET, UDUMALPET - as per the details given below:

Autonomy Grant / Particulars / Financial Year	Amount Sanctioned so far (Rs.)	Amount Being Sanctioned (Rs.)	Total Amount Sanctioned (Rs.)	STATUS	GRANT NOW RELEASED Rs. SC	TOTAL GRANT PAID Rs.
2015-16	1600000	400000	2000000	SETTLED	64000	400000

Total grant sanctioned now is Rs. 2000000. GENERAL: 364000 - total : Rs. 400000.

The above approval is subject to the general conditions of grants prescribed by the UGC for the scheme. The sanctioned amount is debit to the Major Head of Account 3 1-GIA-AUT(14)-3(B) 2202.03.789.27.01(SC) and is to be paid during the financial year 2016-17 only and subject to the conditions indicated below: The amount of the grant shall be drawn by the Accounts Officer, SERO-UGC, Hyderabad on the Grants-in-Aid-31 bill and shall be disbursed to and credited to The Principal, SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN, UDUMALPET, UDUMALPET through Electronic mode. The college has to utilize the above grant for the period from 01.04.2016 to 31.03.2017 and submit all the settlement documents as per the point no.5 of this sanction order within ONE MONTH from the completion of financial year to claim the admissible balance expenditure if any incurred by the college as per their eligibility to reimburse the grant. In the event of Unspent balance available the same MUST BE REFUNDED to this Office and NO CARRY FORWARD in the next financial year will be allowed. No reimbursement will be made to the those colleges which have submitted the documents after the settlement period i.e. after 30.04.2017. Further, Autonomy grant cannot be used for creation of new payment of salary to any of the college staff, payment of honorarium (except OOE) to existing staff, to meet annual college contingency requirement or to subsidies. The admissible balance grant will be released only on the receipt of 1) Utilization Certificate for the total Expenditure signed by CA & Principal 2) Progress Report of Work done under Autonomy 3) Head-wise Statement of Expenditure 4) Detailed Abstract of Expenditure indicating Bill No. & Date duly signed by the Chartered Accountant and the Principal along with the details of Firm / Vendor / organization from where the items are procured along with the purpose / bill for procuring the same / the college has to mention each and every item in each bill along with amount and quantity / 5) Asset Certificate for the Equipment & Furniture (If Purchased) 6) Accession Certificates for Books & Journals (If Purchased) 7) Brief Report of Workshop / Seminars and Extension Activities (If conducted out of Autonomy Grant) 8) Resolutions of Governing Body, Finance Committee, Board of Studies, Academic Council from the college. The expenditure incurred on other the approved statutory body meetings will not be considered. The college has to provide complete information of the resource persons attended various programmes / meetings of the college / The expenditure incurred on abnormal hospitality / gifts / mementoes / shawls / misc. expenditure / diesel / petrol / travel / chemicals / glassware / boardings / advertisements / White papers / Inter net charges / current & water bills etc will not

- As allowed The colleges are requested to submit the scanned copies all the documents submitted in the past formats along with Hard Copies.
6. The Grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the college.
  7. The College / Institution may follow the G.F.R. Rules, 2005 and take urgent necessary action to attend their manuals of financial procedures in conformity with GFRs, 2005 and those do not have their own approved manuals on financial procedures may refer the GFRs, 2005 and instructions / guidelines there under from time to time.
  8. The Utilization Certificate in the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be submitted early as possible after the close of current financial year.
  9. The assets acquired wholly or substantially out of UGC's Grant shall not be disposed of or encumbered or utilized for the purposes other than which the grant was given without proper sanction of the UGC and should at any time the college ceases to function, such assets shall be handed over to the University Grants Commission.
  10. A Register of the assets acquired wholly or substantially out of the grant shall be maintained by the College / Institution in the prescribed form.
  11. The Grantee Institution shall ensure the utilization of Grants - in - Aid for which it is being sanctioned / paid. In case of default in utilization thereof simple interest @ 10% per annum as amended from time to time on the Un- Utilized amount from the date of sanction shall be charged as per the provisions contained in General Financial Rules of Govt. of India, will be charged.
  12. The College / Institution shall follow strictly the Govt. of India / UGC's Guidelines regarding implementation of the Reservation Vertical (SC/ST & OBC) and Horizontal (For persons with Disability etc.) in teaching and Non-teaching Posts.
  13. The College shall fully implement the Official languages Policy of Union Govt. and comply with the Official Language Act, 1963 (and its amendments) and the Official Languages (Use for official purposes of the Union) Rules, 1976 etc.,
  14. The sanction issued in exercise of the delegation of powers vide Commission Office Order No. NO.F.10-11/2012 (ADMIN) dated 14.08.2014.
  15. The College/Institution shall strictly follow the UGC Regulations in curbing the menace of Ragging in Higher Education Institutions.
  16. The College / Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
  17. The accounts of the College / Institution will be open for Audit by the Comptroller & Auditor General of India in accordance with the General Financial Rules, 2005.
  18. The annual accounts i.e., balance sheet, income and expenditure statement and statement of receipts and payments etc. to be submitted in accordance with Uniform format of accounting prescribed by Government.
  19. The grant should NOT BE USED for SELF FINANCING & UN-AIDED COURSES / SELF FINANCING teachers / UN-Aided Staff / Temporary (or) Part Time Controller of Examinations / The GOI staff (Permanent Staff only). In this regard the college has to submit a certificate, stating that the grant is not utilized for the Self financing courses / teachers / and staff.
  20. The College / Institution shall maintain proper accounts of the expenditure out of the Grants which shall be incurred only on the approved items of expenditure.

Copy to:

The Principal ( Along with DD / Funds transferred through E-mode)  
 SRI G.V.G.VISALAKSHI COLLEGE FOR WOMEN  
 UDUMALPET, UDUMALPET-642128.  
 The Dean/Director  
 College Development Council, BHARATHIAR UNIVERSITY, TAMIL NADU  
 The Commissioner /Director Collegiate Education, Government of TAMIL NADU  
 The Principal Accounts General (A & E)-Government of TAMIL NADU  
 Guard File





University Grants Commission- South Eastern Regional Office  
 APSEC Building, 4<sup>th</sup> Floor, Chirag-All-Lane, Abids, Hyderabad-500 001  
 Ph.No.040-23204735, Fax: 23204734, mail: ugcseru@gmail.com

UGSERU/1/2015 [Link No.18.]

10.11.2015



The Principal  
 SRI VISALAKSHI COLLEGE FOR WOMEN  
 UDUMALPET UDUMALPET-642128, TAMIL NADU

With Submission of Basic Data & Settlement of documents for the Pending Accounts - Utilization of  
 Autonomy Grants - Reg.

Sr / Madam,

This Office has released and settled the accounts of the autonomy grants to your college as follows:

Sl.No	Fin. Year	First Installment Released(Rs.)	Balance Reimbursed (Rs.)	Total admissible Expenditure (Rs.)	Status
	2007-2008	800000.	400000.	1200000.	SETTLED
	2008-2009	1000000	563946	1563946	SETTLED
	2009-2010	1600000	400000.	2000000.	SETTLED
	2010-2011	1600000.	400000.	2000000.	SETTLED
	2011-2012	1600000	400000.	2000000.	SETTLED
	2012-2013	1600000.	246730.	1846730.	SETTLED
	2013-2014	1600000.	55741.	1655741.	SETTLED
	2014-2015	1600000.	359580.	1959580.	SETTLED

You are requested to submit the settlement documents for the above un-settled years strictly as per the formats enclosed. Further, the Commission has observed that most of the colleges are incurred the autonomy grant for contingent expenditure, purchasing of gifts, mementoes, shawls, garlands providing abnormal hospitality to Resource Persons, excess payments to external members, payment of TA/DA/ Honorarium to own college staff members etc., Creating and payment to Asst. COE, engaging a part-time COE.

Hence, it is requested to the college not to incur any contingent expenditure under autonomy grant and requested to strictly adhere with the rules as laid down in the guidelines. In the event of such expenditure is booked under the autonomy grant the same will be dis-allowed.

The colleges are requested to strictly adhere with the following under the this scheme:

1. Submit the Basic Data of the college as per the format enclosed duly signed by the Principal

Custd

2. Submission of settlement documents (UC, Progress Report, Head-wise Expenditure Statement, Detailed Abstract of Expenditure, Asset Certificate, Accession Certificate, Resolutions/Meetings, Brief Report of Workshops / Extension Activities) as per the formats enclosed for un-settled years duly signed by the Principal and Chartered Accountant.

(The expenditure which is not having proper details / mentioned as lump-sum expenditure under any head of expenditure, contingent expenditure, hospitality other than in Workshops/ Governing Body meetings, payment of honorarium more than Rs.2000/- per head will be directly dis-allowed. The college has to mention every item in such expenditure along with quantity, amount and for which purpose incurred under the grant. Expenditure must be incurred within in the financial year only i., 01<sup>st</sup> April to 31<sup>st</sup> March of that particular fin. year.)

3. Budget approval for the successive year.
4. The college has to obtain a specific approval from the Commission for the expenditure more than Rs.5,00,000/- on a single item.
5. The College has to conduct the extension activities as per the guidelines mentioned in the Commission's order.
6. A certificate of Undertaking from the Head of the Institution / Principal that the grant was utilized for the Aided Courses and Aided Staff Only and NOT utilized any grant for Un-Aided Courses / Un-Aided Staff.

On Account Grants from the year 2016-17 onwards will be released only to those college which have settled all accounts of previous Years. Further, it is also requested, that the college have to submit both Hard and Soft (Scanned) copies of the settlement documents viz., UC, Progress Report, Head-Wise Statement of Expenditure, Detailed Abstract of Expenditure, Undertaking from the Principal and other documents in PDF formats for computerization purpose from the year 2015-16 onwards.

For the previous un-settled years, the colleges have to submit the required documents only in soft copies.

Yours faithfully



(Dr. K. Samraj)  
Joint Secretary

Encls:

1. Basic Data Form
2. Settlement Documents.