



MINUTES OF THE FIRST MEETING OF THE FINANCE COMMITTEE HELD AT SILIGURI

ON 8TH FEBRUARY 2009

1. The first meeting of the Finance Committee of Sikkim University was held at 1000 hours on 8th February 2009 at Hotel Sinclair, Siliguri.
2. The following members were present.

Members	
1	Prof. Mahendra P. Lama, Vice-Chancellor, Sikkim University, Gangtok 727102
2	Shi M.P.Bezbaruah, Honorary Director, Administrative Staff College of India, C-24, Qutub Institutional Area, Behind Qutub Hotel, New Delhi 110016
3	Shri Arjun Syangden Former Principal Chief Conservator of Forests, Akshay Tara Apartments, Block No.6, Flat No.9, 2 ½, Mile, Sevoke Road, Siliguri 734401 Phone: 0353 -2543519

Special Invitee	
4	Shri S.S.Mahlawat, Under Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhavan, New Delhi 110 115.

Statutory Officers from University	
5	Shri S.K.Sarkar, Registrar, Sikkim University, Gangtok 737102
6	Shri P V Ravi, Finance Officer & Ex-Officio Secretary to the Finance Committee Sikkim University, Gangtok 737102



3. Shri T.T.Dorjee, Additional Chief Secretary, Government of Sikkim, Gangtok, Member of the Committee expressed his inability to attend the meeting due to his official pre-occupation. He however assured that he would endorse all the decisions taken by the committee during the meeting. The Committee gratefully acknowledged the gesture of Shri T.T.Dorjee and expressed its desire that his participation in the future meetings would immensely benefit the University.

4. At the outset, the Vice-Chancellor welcomed the esteemed members of the Committee. He made a PowerPoint presentation on the progress made by the University on various academic fronts since its formation in July 2007. The Vice Chancellor has also brought to the notice of the members of the Committee that Sikkim University is following transparent procedures in all cases and made as '*zero corruption*' institution. The Committee was impressed with the immense progress made by the University so far.

5. The Vice- Chancellor informed the Committee that as per Sikkim University Act , the Finance Committee shall consist of nine members out of which the five members shall form quorum for the meeting. However, the following members are still to be nominated /appointed.

1. Pro-Vice-Chancellor (Member)
2. One member to be nominated by the Court
3. Three members to be nominated by the Visitor

Considering the situation, the number of members presently available to the committee including those nominated by the Executive Council is 4 (including the Vice-Chancellor). Therefore, the proportionate quorum if applied would come to 3 members. Thus, the 3 members present constituted the quorum for the meeting of the Finance Committee. The Vice-Chancellor has also informed the Committee that matter relating to early nomination of the members has already been taken up with the Government of India.

6. Then a PowerPoint presentation was made by the Finance Officer as regards to Fund Flow and Budget Estimates which was well taken by the members of the committee. While appreciating the efforts made by the Finance Officer in putting the systems and procedures so far, the Committee advised him to take all further steps needed in this direction to enable the University to follow the best financial discipline in the University.

7. After that the Agenda items were taken up for discussion.

**Group –I –Items which needed acceptance****FC: 01:01 Annual Budgets for 2008-09 and 2009-10**

01.1 The Committee considered in details the Budget proposals submitted by the University for the Financial Years 2008-09 and 2009-10. The Committee was also informed that Budget estimates for 2008-09 was already approved by the Executive Council in their first meeting held in August 2008. The Budget Estimates now submitted are based on the projections made by the University to UGC in November & December 2008 and also the allocations made by UGC during the Year 2008-09. The Committee suggested that the University may initiate steps in doing the preliminaries like preparation of panel of architects, norms for tenders, constitution of expert committees etc. so that as and when the land is allotted by the Government of Sikkim the work can start without delay.

01.2 The Committee after due deliberations approved the Budgets for 2008-09 and 2009-10 as per **Annexure-I**

FC: 01:02 Mobilization of funds from private agencies and NGOs

02.1 The Committee examined the proposals submitted by the University for mobilization of funds from private agencies and NGOs. The Committee advised the University to prepare transparent guidelines before hand. The Committee also advised that various instructions issued by the Government of India and the RBI may be scrupulously followed before considering the proposals for acceptance by the University.

02.2 With the above suggestions, the Committee has accorded its approval to the item.

FC: 01:03 Contributory Provident Fund Accounts of University

03.1 The Committee considered the agenda item in detail. A question was raised by the Special Invitee from the Ministry of HRD as to whether the Contributory Provident Scheme would also be applicable when the University has to implement the New Pension Scheme. While responding this query, the Registrar mentioned that the University is ascertaining the practice followed in other universities as to whether both the schemes are in operation or not. He also pointed out that no pension scheme will be available to statutory officers who are appointed for a fixed tenure and as a social security measure; the Contributory Provident Fund scheme would benefit them.



03.2 The Committee suggested that the matter may be referred to the University Grants Commission for a decision on the matter.

FC: 01:04 Codification of Financial Rules of the University

04.1 The University is in the process of codifying the financial regulations for administering and managing the finances of the University on a day-to-day basis. Pending finalization of these regulations or in the absence of any regulation on any matter having financial bearing, the University proposed to follow the General Financial Rules of Government of India and other related financial rules in administration

04.2 The Committee approved the proposal and resolved that the University shall follow the General Financial Rules etc. of the Government of India in the financial management affairs.



Group II –items which needed ratification

FC: 01:05 Codification of Account Heads

05.1 The Committee enquired about the pattern followed by the University for Codification of Accounts. The committee was explained that the University has adopted the pattern of codification following the List of Major & Minor Heads used by Government of India and also the codification followed by other Central Universities.

05.2 The Committee ratified the codification of account heads as per **Annexure II.**

FC: 01:06 Accounting Policies

06.1 The Committee after discussion ratified the Accounting Policies framed by the University as per **Annexure III.**

FC: 01:07 Annual Accounts for 2007-08

07.1 The Committee was given a copy of the Replies furnished to the Accountant General, Sikkim on the Special Audit Report on the accounts of Sikkim University for the year 2007-08. The committee noted the content and ratified the Annual Accounts for 2007-08.

07.2 The Special Invitee from the Ministry of Human Resource Development has requested the University to furnish at least 50 copies of the Accounts and Audit Certificate (both English & Hindi) for submission before both the Houses of Parliament. The University assured to comply with the requirement made.

FC: 01:08 Fixation of sitting allowance to external members of statutory bodies, selection committee etc

08.1 The Executive Council in its first meeting in August 2008 has approved payment of Rs.2000 per day as sitting fee to the external members of statutory bodies, selection committees etc.

08.2 The Committee has ratified the action taken by the University.

**FC: 01:09 Appointment of teaching and non-teaching staff on contract basis**

09.1 The Executive Council vide item No.EC:01:13 authorised the VC to mobilize faculty members from Universities on short term basis. Accordingly, the university has recruited faculty members on contract basis for the existing academic courses run by the University. Since the formal sanction for the posts (both teaching and non-teaching) is yet to be received from the UGC, the University desired to fill the teaching and non-teaching posts on contract basis for the academic year 2008-09 and 2009-10. In all the cases the contracts are entered into for a period of 6 months and a consolidated sum is being paid to the contract employees recruited.

09.2 The committee discussed the agenda item in length. It has also considered the constraints faced by the University in getting qualified people for the posts in view of locational disadvantage. Further the Committee has also been explained about the delays in getting the regular posts sanctioned by the UGC both for teaching and non-teaching.

09.3 However, the Committee also cautioned that it is always preferable to get the posts filled on regular basis, when sanctioned by UGC and deployment of personnel for long term may cause legal and other implications in future. The suggestion of the Committee has been noted by the University.

09.4 After noting all these, the Committee endorsed the action taken by the University.

FC: 01:10 Payment of fixed medical allowance to regular and contract staff

10.1 The Executive Council in its First meeting vide item no. EC:01:18 decided that the employees of the University (both regular and contractual) be paid fixed medical allowance of Rs.500 per month purely on temporary basis in lieu of reimbursement for treatment of self as outpatients w.e.f from 01.09.2008. It was mentioned that scope of treatment as outpatient is limited in the place where the University is presently located.

10.2 The Committee considered the agenda item carefully and endorsed it as a temporary measure adopted by the University pending finalization of the regulations for Medical Attendance benefits for the staff members.

FC: 01:11 Acquisition of Land at Gangtok

11.1 The Committee after examining the item opined that though the acquisition of land at Gangtok has been approved both by the Executive Council and by the Expert Committee of UGC, yet it suggested



that the University can try for getting the land acquired for the University by the Government of Sikkim without any financial burden to the University. The Special Invitee informed that as a matter of Policy of Government of India, the land shall normally be provided to the University by the State Governments free of cost.

11.2 The Committee directed the University to submit further progress made in this direction in the next meeting.

FC: 01:12 Subsidy to University Cafeteria

12.1 Presently the university is running a small cafeteria on contribution made by the staff members. Only basic infrastructures like furniture, utensils, water etc are provided by the University. In order to provide some sort of subsidy, a decision was taken to form a Sikkim University Canteen management committee which consists of members among the staff. The University will provide a monthly subsidy of **Rs.5,000/-** (Rupees Five thousand only) to the committee for providing eatables and beverages at lowest rates to the staff members.

12.2 The ratified the action of the University in providing the subsidy to the University Cafeteria.

FC: 01:13 Codification of Fixed Assets

13.1 The Finance Committee ratified the decision of the University for Codification of Fixed Assets **(Annexure IV)** and advised that it shall be done immediately.

**Group III –Items which were reported for information****FC: 01:14 Internet banking facilities with Axis Bank**

14.1 The University is operating all the financial transactions through the SB account maintained by it with Axis Bank, Gangtok Branch. In order to closely monitor the balances, cheques issued etc., the Finance Officer has been provided with “view only” facility in the internet banking with Axis Bank. For this facility the Axis Bank has provided a user name and password to the University. With this privilege, except viewing the up-to-date position of cheques issued/encashed/balance no other internet banking transaction can be performed.

14.2 The Committee noted the information

FC: 01:15 Infrastructure support to the colleges

15.1 The affiliated colleges of the Sikkim University are distantly located in difficult hill areas. Most of these colleges are recently established having limited infrastructure for imparting quality education. Since Sikkim University plans to come up as an institute of excellence of all standards, it is imperative that the affiliated colleges are also brought up along. Thus it is necessary that the University supports the colleges in upgrading its infrastructure base to cope up with the phase of growth of Sikkim University.. With that in view the University has taken the following steps.

- a. The University in association with BSNL has established leased line connectivity with all the affiliated colleges for transfer of data/voice/image/fax. The leased line facility in fact also acts as hotline between the University and the colleges. Further, using the leased line the University is planning to have video/audio conferencing with the affiliated colleges and also would beam all important lectures to the affiliated colleges by creating a virtual class room. The University is also planning to have an intranet with WAN using the leased lines. Using the intranet the colleges can access to all the academic and administrative data as are necessary for them instantaneously. More so, they can also upload all their data like student attendance, mid-semester marks, term paper marks and other academic information directly to the university server.
- b. The Executive Council vide item no. EC: 01:16 decided that to improve the academic activities approved earmarking a sum of Rs.20 lakh per annum for the purposes like conducting seminars/conferences/symposia etc in the affiliated colleges. The UGC vide d.o. letter no. F.24-



9/2008/CU dated 4.12.2008 has approved Rs.15 lakh for the purpose during the Plan period. For a new university like ours and also to fulfill the objects of the University as enshrined in Sikkim University Act 2006 we need to make considerable amount of expenditure on holding seminars/workshops etc to educate and train manpower for development of the state of Sikkim and pay special attention the improvement of the social and economic conditions and welfare of the people of Sikkim, their intellectual, academic and cultural development. Accordingly Rs.20 lakh for 2008-09 has been earmarked for the purpose.

- c. Most of the colleges suffer from acute shortage of text and reference books. Although it is the responsibility of the individual institution to provide these basic inputs to the students, the colleges also suffer from computing and communication facilities for the students. Considering these difficulties, the University though it would be appropriate to provide some support at the initial stages to the affiliated colleges in the interest of quality assurance. Thus, the University decided to place certain basic text & reference books, computers, fax etc with the affiliated colleges to meet the above objective.

The expenses for the above would be financed out of Special Development Grant for Young Universities provided by the UGC during XI Plan.

15.2 The Committee observed that while making various infrastructure facilities to the Colleges, the University also shall prepare detailed guidelines for provision of such support.

15.3 The Committee noted the item. It has however directed that the same may again be put up in the next meeting for a detailed deliberation.

FC: 01:16	Creation of Teaching and Non-Teaching Posts
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16.1 The Executive Council in its first meeting held on 8th August 2008, vide item no. EC: 01: 04 and EC 01.05 approved creation of certain teaching and non-teaching posts. The University submitted the proposals for creation of teaching and non-teaching posts under various categories to UGC for sanction under XI Plan period. The sanction of UGC was awaited. The posts will be formally created after the same are sanctioned by the UGC. Necessary financial and administrative approval will be taken for creation of these posts from the Finance Committee and the Executive Council in due course.



16.2 The Committee noted the item reported. It advised that the matter may be vigorously followed up with UGC for early sanction of posts.

FC: 01:17 **Operation of Accounts by the Finance Officer**

17.1 In terms of Statute 7 (6) (a) of the First Statutes of the University, the Finance Officer shall exercise general supervision over the funds of the University and shall advise it as regards its financial policy. Accordingly, the Finance Officer of the University is since been operating all the bank accounts of the University and signing the cheques issued by the University.

17.2 The Committee noted the item reported.

FC: 01:18 **Any other Items – with the permission of Chair**

18.1 No other item was discussed in the meeting.

The meeting ended with Vote of thanks by the members and the Chairman.

Sd/-
P.V.Ravi
Finance Officer
Ex-Officio Secretary, Finance Committee



Annexure I

BUDGET ESTIMATES 2008-09 AND 2009-10

Head of Account	Classification code	BE 2008-09	BE 2009-10
		(In Rupees)	(In Rupees)
Salaries	354001	10,000,000	12,500,000
Total		10,000,000	12,500,000
Pension/Retirement Benefits			
a) University contribution to CPF account	354013	32,030	40,000
b) Pension contribution & leave salary contribution	354011	240,343	300,000
c) Gratuity Fund Contribution	354012	-	
e) Family pension	354011	-	
Total		272,373	340,000
Common item under establishment charges			
a) Staff Welfare	354003	8,135	15,000
b) Honorarium	354009	300,000	350,000
c) Bonus payment	354010	-	-
d) Visiting Faculty	354023	-	100,000
e) Medical reimbursement to employees	354007	-	50,000
f) Leave Travel Concession	354006	137,105	200,000
Total		445,240	715,000
Office Maintenance Charges			
a) Printing & Stationery	355010	853,098	1,000,000
b) Running & Maintenance of Vehicles/POL	355004	754,041	1,000,000
c) TA/DA to Staff	355011	653,082	1,000,000



d) Telephone /Internet Charges	355006	471083	1,000,000
e) Office Entertainment	355019	1424746	2,000,000
f) Postal/Telegram Charges	355005	19891	25,000
g) Office Contingency	355022	-	100,000
h) Periodicals & Newspaper	355020	46,814	75,000
i) Repairs, Maintenance, Renewals (Off.Equip)	355013	173,646	300,000
j) Legal expenses	355008	-	10,000
k) Liveries & Uniforms	355009	-	10,000
l) Security expenses	355024	-	100,000
m) HRD & Staff training	354016	-	100,000
n) Consultancy Expenses	354025	-	200,000
o) Electricity Consumption Charges	355002	65,333	100,000
p) Office articles (consumables)	355010	-	10,000
q) Contingency wages	354017	5,000	10,000
r) Freight charges.	355026	-	10,000
s) Advertisement	355007	4,179,357	5,000,000
t) Functions & Festivals	355027	25,000	25,000
u) Fee & Charges	355028	15,000	10,000
v) Other Misc. Expenses	355019	654,794	1,000,000
w) Maintenance of Campus LAN	355015	-	100,000
x) Rent Rates & taxes	355001	2,597,536	5,000,000
Total Office maintenance		11,938,421	18,185,000
Other items			
a) Vice-Chancellors Discretionary Grant	354304	-	100,000
b) Convocation	354026		



		-	-
c) Publication expenses	354027	492,770	750,000
d) Health Centre (Medical expenses)	354007	-	-
e) Insurance premium	355023	-	50,000
f) Selection Committee expenses/Meeting Exp.Bodies & Committees.	355029	-	200,000
g) Membership & Contribution	355030	-	100,000
h) Water Charges	355003	18,335	50,000
l) Training and Capacity Building	355031	-	100,000
j) Day Care Centre	355032		50,000
Total Other items		511,105	1,400,000
Examination Expenses			
a) Remuneration to Paper Setters and Evaluators	354025	500,000	1,000,000
b) Remuneration to Centre In-chg.& Invigilator	354025	100,000	200,000
c) Centre Expenses	354025	300,000	600,000
e) Printing/Binding/Stationery (Examination)	354028	800,000	1,500,000
f) Other Charges Exam	354035	100,000	200,000
Total - Examination Expenses		1,800,000	3,500,000
Academic Expenses			
a) Conference & Seminar	354022	1,660,499	2,500,000
b) Award, Prizes, Scholarship	354030	-	100,000
c) Staff & Student Amenities	354003	-	100,000
d) Student Excursion, Study Tour, Field study etc.	354003	-	100,000
e) Lab. Chemicals & consumables	354031	300,000	500,000
f) Consumables for Academic Deptts.	354037	-	100,000
g) Admission Expenses	354038	-	100,000



h) Other academic expenses	354033	-	500,000
i) Faculty & Student Exchange Programme	354039	500,000	1,000,000
j) Research Initiative Grant	354024	-	100,000
l) Appointment of Visiting Professors	354023	250,000	250,000
j) Faculty improvement Programme	354040	250,000	250,000
k) Equal Opportunity Cell	354041	100,000	100,000
l) Coaching Scheme for SC/ST/OBC	354042	300,000	1,000,000
m) Career Counseling Cell	354043	300,000	500,000
n) Differently abled/special education/special needs/visually handicapped	354044	300,000	300,000
o) internal quality assurance cell	354045	100,000	100,000
Total - Academic Expenses		4,060,499	7,600,000
Student Co-curricular activities			
a) Games & Sports	354046	300,000	1,000,000
b) Cultural & Social Activities	354047	100,000	200,000
c) Student Welfare	354048	200,000	400,000
d) Adventure Sports/Infrastructure	354049	500,000	1,000,000
Total - Student Co-curricular Activities		1,100,000	2,600,000
Estate maintenance & Minor Works			
a) Residential Building	355015		200,000
b) Non-Resdl. Building (including Hostel)Rent	355015	25,135	100,000
c) Water supply	355003	-	-
d) Internal Main Roads.	355013	-	-
e) External Electrical Service	355013	-	-
f) Electrical installation internal	355013	-	-
g) Running & Maint.of DG set.	355013		



		-	-
h) Campus beautification	355016	6,460	25,000
i) Faculty Recreation	354033	-	25,000
j) Special Scheme for construction of women hostels	354050	50,000	100,000
Total -Estate Maintenance & Minor Works		81,595	450,000
Capital Expenditure			
a) Furniture	201006	3,628,503	4,000,000
b) Equipment	201006	272,127	1,000,000
c) Books & Journal	201010	10,023,408	20,000,000
d) Land	201001	150,000,000	-
e) Administrative Block	201002	10,000,000	50,000,000
f) Schools with departments	201002	10,000,000	100,000,000
g) Conference/Seminar Hall	201002	-	30,000,000
h) Construction of Hostels	201002	-	50,000,000
i) Mess Hall	201002	-	10,000,000
j) Warden's Quarters	201002	-	10,000,000
k) Residential Quarters	201002	-	50,000,000
l) Buildings at Gangtok Campus	201002	-	5,000,000
m) Land at Gangtok	201001	-	-
n) Equipment	201006	10,000,000	20,000,000
o) Development at Yangang	201012	10,000,000	10,000,000
p) Development at Gangtok	201012	2,500,000	2,500,000
q) Central Library	201002	-	20,000,000
r) Computer Centre	201002	-	-
s) University Hospital	201002	-	20,000,000



t) Sports Facilities	201011	-	10,000,000
u) Student's Amenities	201013	-	2,500,000
v) University Guest House	201002	-	20,000,000
w) Auditorium	201002	-	20,000,000
x) Utility Buildings	201002	-	10,000,000
y) Food Court	201002	-	5,000,000
z) Kendriya Vidyalaya	201002	-	5,000,000
aa) Computers	201008	6,896,056	2,500,000
ab) Video Conferencing	201008	-	50,000
ac) L.C.Ds	201007	100,000	200,000
ad) Teaching Tools/Aids	201007	-	100,000
ae) Computer Labs / Computation	201008	-	500,000
af) UPS & Invertors	201008	100,000	200,000
ag) Software	201014	600,000	500,000
ah) Scanners/Printers/Fax Machines/Photocopiers	201008		200,000
ai) instrumentation maintenance facilities	201011	100,000	200,000
Total - Capital Expenditure		214,220,094	479,450,000
Grand Total		244,429,327	526,740,000



Annexure II

Codification of Account Heads

Heads of Accounts	Code
Liabilities	
Capital Fund	102001
Grants to the extent utilised for capital expenditure	102001
Gifted Assets	102001
Assets created out of earmarked funds	102001
Assets created out of sponsored projects	102001
Assets created out of Hostel & Kitchen	102001
Others	102001
Earmarked/Endowment Funds	
Earmarked/Endowment Funds (specific)	103001
Income from Investments made of the funds	103002
Accrued interest on Investments made of funds	103003
Other additions	103004
Current liabilities	
Deposits from staff	104001
Deposits from Students	104002
Deposits from Others (EMD/SD)	104003
GPF contributions	104004
TDS Payable	104005
Income tax payable	104006
CPF Payable	104007
GIS Payable	104008
Salary payable	104009
Receipts against sponsored projects	104010
Unutilised grants	104011
Receipts against Fellowships and scholarships	104012
Other funds	104013
Other liabilities	104014
GPF Payable	104015
Library/Laboratory Caution Money	104016
CGHS Payable	104018
HBA Payable	104019
VAT Payable	104020
Cess Payable	104021
Profession Tax Payable	104022
PCA Payable	104023
Licence Fee Payable	104024



LIC Payable	104025
Post Office SB Payable	104026
Provisions	
Provision for superannuation pension	105001
provision for gratuity	105002
provision for leave encashment	105003
provision for others	105004
Provision for Depreciation	105005
Other liabilities on sponsored projects	
UGC financed projects	106001
MHRD financed projects	106002
DST financed projects	106003
ICSSR financed projects	106004
ICHR financed projects	106005
ICCR financed projects	106006
CSIR financed projects	106007
Misc sources	106008
Other liabilities on sponsored fellowships and scholarships	106009
UGC financed	106010
MHRD financed	106011
DST financed	106012
ICSSR financed	106013
ICHR financed	106014
ICCR financed	106015
CSIR financed	106016
Misc sources	106017
Unutilised Grants	
Plan Grants	107001
UGC Grants (Non-Plan)	107002
UGC Grants (Plan)	107003
UGC Grants (Others)	107004
Other Grants	107005
Other Funds	
V.C. Relief Fund	108001
Employees Relief Fund	108002
Teachers Association Fund	108003
Students Association Fund	108004
University Club Fund	108005
University Magazine Fund	108006
College Development Fund	108007
University Games Fund	108008
Cultural Activities Fund	108009
Hostel Fund	108010



Workshop / Seminar Fund	108011
Student Aid Fund	108012
Magazine Fund	108013
Social & Cultural Fund	108014
Pension fund	108015
Amenities fund	108016
Renewal & Replacement Fund	108017

Fixed Assets

Land	201001
Building	201002
Electrical Fittings	201003
Plant & Machinery	201004
Lab & Workshop	201005
Furniture & Equipement	201006
Audio Visual Equipments	201007
Computers	201008
Vehicles	201009
Books	201010
Camp Equipment	201011
Capital Works in Progress	201012
Student Amenities	201013
Software	201014

Investments

Debenture and Bonds	213001
Bank Fixed Deposits	213002
Endowment Funds	213003
University Development Fund	213004
Publications Fund	213005
Other Endowment Funds	213006
Investment (Others)	213007

Current Assets

Cash on Hand	228001
Cash at Bank - in SB Accounts	228002
Cash at Bank - in Short term Deposits	228003
Loans & Advances	228004
Salary advance to employees	228005
Festival advance	228006
TA advance	228007
LTC advance	228008
Medical advance	228009
House Building Advance	228010
Fan Advance	228011
Cycle Advance	228012
Motor car/Motor cycle advance	228013
Advances to suppliers	228014



Advances on capital account	228015
Prepaid insurance	228016
Prepaid expenses	228017
Telephone deposit	228018
Lease Rent deposit	228019
Electricity deposits	228020
Interest accrued but not due	228021
other receivables	228022
Claims Receivable	228023
Other advances	228024
Miscellaneous Expenditure	228025

Expenditure

Establishment Expenses

Salaries and allowances to regular employees	354001
Salaries to ad-hoc staff	354002
OTA	354003
Dearness allowance	354004
Fees to visiting Professors	354005
LTC facilities	354006
Medical facilities	354007
Tuition fee reimbursement	354008
honorarium	354009
bonus	354010
Pension	354011
Gratuity	354012
PF contribution	354013
Leave encashment	354014
Leave salary/pension contribution	354015
Other establishment expenses	354016
Wages	354017

Academic Expenses

Laboratory expenses	354019
Excursion/Field Work	354020
teaching aids	354021
Seminar/workshop expenses	354022
Payments to visiting faculties	354023
Research activities	354024
examination expenses	354025
Convocation expenses	354026
Publication expenses	354027
Printing and processing (Examination)	354028
Printing and processing (others)	354029
stipends/scholarships	354030
Lab Chemicals and Consumables	354031
Awards Prizes & Scholarships	354032
Miscellaneous expenses	354033



VC's Discretionary Grant	354034
Examination Charges	354035
Student Amenities	354036
Academic Consumables	354037
Admission Expenses	354038
Faculty & Student Exchange programme	354039
Faculty Improvement Programme	354040
Equal Opportunity Cell	354041
Counseling for SC/ST/OBC	354042
Career Counseling	354043
Schemes for Differently abled	354044
Internal Quality Assurance	354045
Student Co-curricular-Games & Sports	354046
Cultural & Social events	354047
Student Welfare	354048
Adventure Sports	354049
Women's Hostel Expenses	354050
Administrative Expenses	
Rent, Rates & Taxes	355001
Electricity charges	355002
Water charges	355003
vehcile running charges	355004
Postage & Telegram	355005
Telephone & Internet	355006
Advertisement & Publicity	355007
Legal Expenses	355008
Liveries	355009
Printing & Stationery	355010
Travel and Conveyance	355011
Hospitality	355012
Repairs & Maintenance	355013
Cleaning material and services	355014
Maintenance of building	355015
Gardening	355016
Maintenance of computers	355017
Maintenance of furniture and equipment	355018
Miscellaneous Expenses	355019
Magazines and journals	355020
Bank charges	355021
Contingencies	355022
Insurance	355023
Depreciation	
	356001
Income	
Grants in aid/subsidies	457001
UGC Grants	457002



MHRD Grants	457003
Other Grants (Specific)	457004
Academic Receipts	457005
Tuition Fees	457006
Admission Fee	457007
Enrolment Fee	457008
Library Admission Fee	457009
Laboratory Fee	457010
Annual Fee	457011
Registration Fee	457012
Examination Fee	457013
Mark sheet/certificate fee	457014
ID Card Fee	457015
Fines/Misc Fee	457016
Medical fees	457017
Garden Fees	457018
Sales of Publications	457019
sale of prospectus and admission forms	457020
Income from Publications	457021
Subscriptions received	457022
Income from Investments	457023
On bonds/debentures	457024
On shares	457025
On university development fund investments	457026
On Endowment Fund investments	457027
Interest Earned	457028
on fixed deposits	457029
on maintenance grants	457030
on special aids	457031
on term deposits	457032
other bank interest (SB)	457033
Other Income	457034
Hostel Room Rent	457035
Licence fee	457036
Guest House rent	457037
Hire charges	457038
electricity and water charges	457039
medical contribution	457040
overhead charges from projects	457041
sale of application forms for recruitments	457042
sale of tender forms, waste paper etc	457043
Prior period Income	457044
Interest on plan grant	457045
Student Aid Fund	457046
Sports Fee	457047



Annexure III

SIGNIFICANT ACCOUNTING POLICIES

1. BASIS FOR PREPARATION OF ACCOUNTS

The accounts are prepared under the Historical Cost convention unless otherwise stated and generally on the Accrual method of accounting, unless otherwise stated.

2. REVENUE RECOGNITION

Fees from Students, Sales of Forms, Interest on Savings Bank Deposits are accounted for on Cash Basis

Income from Property/Assets and interest on Investments are accounted for on accrual basis

Interest on staff advances are accounted for on accrual basis.

3. FIXED ASSETS AND DEPRECIATION

Fixed Assets are stated cost of acquisition including inward freight, duties and taxes and other incidental expenses related to acquisition, installation and commissioning.

Fixed Assets are valued at cost less accumulated depreciation. Depreciation on fixed assets is provided on straight line method at the following rates

<i>Buildings</i>	2%
<i>Electrical Installation and Equipment</i>	5%
<i>Plant & Machinery</i>	5%
<i>Scientific & Laboratory Equipment</i>	8%
<i>Office Equipment</i>	7.5%
<i>Audio Visual Equipment</i>	7.5%
<i>Computer & Peripherals</i>	20%
<i>Furniture & Fittings</i>	7.5%
<i>Vehicles</i>	10%
<i>Books & Journals</i>	10%
<i>Others</i>	10%

Full Depreciation is provided on additions made during the year

Where an asset is fully depreciated, it will be carried at a residual value of Re.1 in the accounts

Assets created out of Earmarked Funds/Sponsored Projects, where the ownership of such assets vests with Sikkim University, Depreciation is charged at rates applicable to the respective group of assets.

Assets gifted to Sikkim University are set up by credit to Capital Fund and merged with Fixed Assets and depreciation is charged at the applicable rates.

Books received as gifts are valued at selling price printed on the books. Where the selling price is not mentioned, the valuation is done by assessment and accounted for.



4 RETIREMENT BENEFITS

Retirement benefits are provided for in the accounts on the basis of actuarial valuation at the end of each year.

5 INVESTMENTS

All investments are valued at cost

6 GOVERNMENT AND UGC GRANTS

Government and UGC Grants are accounted for on realization basis

To the extent utilized towards capital expenditure, the government grants and grants from UGC are transferred to the Capital Fund.

Government and UGC Grants for meeting Revenue Expenditure are treated to the extent utilized, as income of the year in which they are realized.

Unutilized grants (including advances paid out of such grants) are carried forward and exhibited as Liability in the Balance Sheet.

7 INVESTMENT OF EARMARKED/ENDOWMENT FUNDS AND INTEREST INCOME ACCRUED ON SUCH INVESTMENTS

To the extent not immediately required for expenditure, the amounts available against funds are invested in approved Securities and Bonds or deposited for fixed term with Banks, leaving the balance in Savings Bank Accounts

Interest received, interest accrued and due and interest accrued but not due on such investments are added to the respective funds and not treated as income of the university.

8 SPONSORED PROJECTS

In the case of Sponsored projects the amounts received from the sponsors are credited to Current Liabilities and as and when the expenditure is incurred /advances paid the concerned project account is debited with allocated overhead charges. Overhead charges recovered from the projects are treated as income of the Sikkim University.

The debit balance of individual sponsored projects is exhibited under Current Assets being recoverable from sponsors.

9 FELLOWSHIPS AND SCHOLARSHIPS

The Fellowships and Scholarships are accounted for in the same way as Sponsored projects except that the expenditure generally is only on disbursement of Fellowships and Scholarships, which may include allowances for contingent expenditure by the Fellows and Scholars. When the Fellowships and Scholarships are awarded by the Sikkim University itself the same is accounted for expenses.

10 INCOME TAX`

The income of the University is exempt from the Income Tax Act under section 10 (23 C) of the Income Tax Act. No provision for Tax is therefore made in the accounts.



Annexure IV

Codification of Fixed Assets

S. No.	Nomenclature of Asset	Basic Code (Alpha)	Secondary Code(Alpha)	Third Code (Numeric) – Final Asset classification
1	Electrical Fittings	SU/EF		
	Fan	SU/EF	SU/EF/FN	SU/EF/FN/00
	Fridge	SU/EF	SU/EF/FR	SU/EF/FR/00
	Vacuum cleaner	SU/EF	SU/EF/VC	SU/EF/VC/00
	UPS	SU/EF	SU/EF/UP	SU/EF/UP/00
	Fax Machine	SU/EF	SU/EF/FM	SU/EF/FM/00
2	Plant & Machinery	SU/PM		
	Microwave Oven	SU/PM	SU/PM/MO	SU/PM/MO/00
	Gas stove	SU/PM	SU/PM/GS	SU/PM/GS/00
	Photo copier	SU/PM	SU/PM/PC	SU/PM/PC/00
3	Lab & Workshop	SU/LW	SU/LW/WW	SU/LW/WW/00
4	Furniture & Equipment	SU/FE		
	Office Table	SU/FE	SU/FE/OT	SU/FE/OT/00
	Computer Table	SU/FE	SU/FE/CT	SU/FE/CT/00
	Chairs	SU/FE	SU/FE/CC	SU/FE/CC/00
	Sofa set	SU/FE	SU/FE/SS	SU/FE/SS/00
	Teapoy	SU/FE	SU/FE/TP	SU/FE/TP/00
	Dining Table	SU/FE	SU/FE/DT	SU/FE/DT/00
	Book Shelf	SU/FE	SU/FE/BS	SU/FE/BS/00
	Office Chair	SU/FE	SU/FE/OC	SU/FE/OC/00
	Dining Chair	SU/FE	SU/FE/DC	SU/FE/DC/00
	Almairah	SU/FE	SU/FE/AL	SU/FE/AL/00
	File cabinet	SU/FE	SU/FE/FC	SU/FE/FC/00
	Sliding cabinet	SU/FE	SU/FE/SC	SU/FE/SC/00
	Telephone instrument	SU/FE	SU/FE/TI	SU/FE/TI/00
5	Audio Visual Equipments	SU/AV		
	LCD Projector	SU/AV	SU/AV/LC	SU/AV/LC/00



6	Computers	SU/CP		
	Laser Jet Printers	SU/CP	SU/CP/LJ	SU/CP/LJ/00
	Dot Matrix Printers	SU/CP	SU/CP/DM	SU/CP/DM/00
7	Vehicles	SU/MV		
	Mahindra Scorpio van	SU/MV	SU/MV/VA	SU/MV/VA/00
8	Books	SU/BK		
	Office Library Books	SU/BK	SU/BK/OL	SU/BK/OL/00
	College Library Books	SU/BK	SU/BK/CL	SU/BK/CL/00
9	Camp Equipment	SU/CE	SU/CE/CE	SU/CE/CE/00

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