

SAMPLE AUDIT REPORT OF
for the Academic Session 2017-18

To

The Secretary,
The Punjab State Board of Technical
Education and Industrial Training,
Sector-36 -A, Chandigarh

Dear Sir,

AUTHORITY & SCOPE OF AUDIT:

In terms of your office letter no., dated, we were appointed to conduct the Audit of The scope of audit is as laid down by the Punjab State Board of Technical Education & Industrial Training. We are pleased to submit our report on the affairs of said institution, as hereunder: -

1. COMMENTS ON THE COMPLIANCE OF LAST YEAR'S AUDIT REPORT

- a) Detailed parawise Comment given by last year Auditor
- b) Compliance made by college
- c) Action by the board on compliance by the college
- d) Comment of this by the current auditor

2. TRADES AVAILABLE & STRENGTH OF STUDENTS IN EACH TRADE:

• **DETAIL OF ACTUAL SEAT SANCTIONED BY BOARD:-**

Course	Actual Seats allocated by AICTE New Delhi	Actual seats affiliated by the Board	2017-18	
			1 st Sem	
Total				

Course	Actual Seats allocated by AICTE New Delhi	Actual seats affiliated by the Board	2017-18		2017-18	
			3 rd Sem (Without LEET)	3 rd Sem (With LEET)	3 rd Sem (Total)	
Total						

Course	Actual Seats allocated by AICTE New Delhi	Actual seats affiliated by the Board	2017-18	
			5 th Sem	
Total				

Course	2017-18		2017-18		2017-18	
	2 nd Sem		4 th Sem		6 th Sem	
Total						

3. TUITION FEES:

The tuition fees receipts were checked with individual Students ledgers, Receipt book, Attendance Register and Main Cash Book & Ledger.

The said receipts were then cross checked with Total Fees Receivable by the Institute for the Academic Session 2017-18 (as per audited Balance Sheet submitted with Income Tax Department), the details of same is given below:-

The detail of Tuition Fees received and receivable are as hereunder: -

	Rs.
Total fee Receivable by the institute in (2017-18)	
Total Fees Due for the year (Should match with details / after calculations of each trades / students mentioned at Sr no. 2 above)	
Total Fees booked by the Institute during the year as per Income & Expenditure a/c (Audited) of the Institute	
Fee less / excess received	
Fees Received during the year for previous year	
Fees Received in Advance.	

4. REFUNDABLE SECURITY

- a) The college does not have any separate bank account for the refundable security or not.

- b) The mode of refund of refundable security to the students _____ till 31.03.2018 with complete summary of details semester wise/Course wise of security refund to passout students
- c) Security still remaining with college of passout students as on 31.03.2018 to be filled in the annexure A. Filling Annexure A is **MANDATORY**
- d) Annexure –A is attached showing detail of refundable security.

Refundable Security Receivable for the year	
Refundable Security Received for the year	
Less / Excess received	

5. PENALTIES/FINES AND OTHER MISC. CHARGES:

Whether any penalties / fines were charged from students during the year under audit. Give full details with enclosed lists for the year 2017-18. Also status of the Compliance of previous year's observation on this para, in case given by an auditors in past years.

6. UTILIZATION OF STUDENT DEVELOPMENT FUND AS PER BOARD'S GUIDELINES:

I) RECEIPT OF DEVELOPMENT FUND DURING THE YEAR.

	Rs.
Total Development Fund received during the year from Students	
Total Development Fund received during the year from Board	
Total Development Fund receivable by the Institute during the year	
Student Development Fund less / excess received	

II) UTILISATION OF DEVELOPMENT FUND AS PER BOARD'S NORMS:

- Utilization of Rs. /- has been made from this account during the year under audit.
- During the period 01.04.17 to 31.03.18, the College received Rs. /- under SDF heads, out of which an amount of Rs. /- was utilized as per Annexure-I.
- Out of the above, the following expenditure was disallowed (with reason).

III) MAINTENANCE OF DEVELOPMENT FUND

- Whether the institute is maintaining Separate books of Accounts and Separate Bank accounts for Development Fund along with the Detail of all bank accounts with closing balance as on date
- The mode of making payment from the Development fund for various expenditures. Specially mention the details of expenditure in the case of payments by cash
- The institute has maintained separate Cash Book for the receipt and expenditure of Development fund.

4. Any prior permission taken by the institute for the expenditure of single unit exceeding Rs. 1,00,000/- at time. Separate details required for purchases / expenditures having permissions and not having permission of the board.
5. Also status of the compliance of previous years observations on this para in case the books of accounts of Development fund not maintained till 31.03.2018
6. Any other type of the fund collected by the institute. Mention details

IV) ACCOUNTING TREATMENT OF THE DEVELOPMENT FUND & BROUGHT FORWARD DEVELOPMENT FUND:

The amount received and utilized and the funds lying in the Development fund account is submitted hereunder: -

	Rs.
Opening Balance as on 01.04.2017	
Add: Amount Received during the year	
Total	
Less: Amount Utilized as per details	
Add: Amount Recouped as per last report	
Balance	
Add Back: Amount disallowed as explained above, being Not in line with Board Guidelines	
Closing Balance as on 31.03.2018	
Bank Balance as per Bank Statement as on 31/03/18	
Net amount to be deposited in Development Fund bank a/c	

7. UTILIZATION OF STUDENT ACTIVITY FUND AS PER BOARD'S GUIDELINES:

I) RECEIPT OF STUDENT ACTIVITY FUND DURING THE YEAR.

	Rs.
Total Student Activity Fund received during the year from Students	
Total Student Activity Fund received during the year from Board	
Total Student Activity Fund receivable by the Institute during the year	
Student Activity Fund less / excess received	

II) UTILISATION OF STUDENT ACTIVITY FUND AS PER BOARD'S NORMS:

1. Utilization of Rs. /- has been made from this account during the year under audit.
2. During the period 01.04.17 to 31.03.18, the College received Rs. /- under SAF heads, out of which an amount of Rs. /- was utilized as per Annexure- II & III.
3. Out of the above, the following expenditure was disallowed (with reason).

III) MAINTENANCE OF STUDENT ACTIVITY FUND

1. Whether the institute is maintaining Separate books of Accounts and Separate Bank accounts for Student Activity Fund along with the Detail of all bank accounts with closing balance as on date
2. **The mode of making payment from the Student Activity fund for various expenditures. Specially mention the details of expenditure in the case of payments by cash**
3. The institute has maintained separate Cash Book for the receipt and expenditure of Student Activity fund.
4. **Any prior permission taken by the institute for the expenditure of single unit exceeding Rs. 1,00,000/- at time. Separate details required for purchases / expenditures having permissions and not having permission of the board.**
5. The Institute has formed student Activity und Committee for expenditure of SAF during the year or not. Details of resolutions passed by the SAF committee during the year. Whether, Resolution register has been maintained for Student Activity Fund.
6. Also status of the compliance of previous years observations on this para in case the books of accounts of Activity fund not maintained till 31.03.2018
7. Any other type of the fund collected by the institute. Mention details

IV) ACCOUNTING TREATMENT OF STUDENT ACTIVITY FUND & BROUGHT FORWARD ACTIVITY FUND:

The amount received and utilized and the funds lying in the Student Activity fund account is submitted hereunder: -

	Rs.
Opening Balance as on 01.04.2017	
Add: Amount Received during the year	
Total	
Less: Amount Utilized as per details	
Add: Amount Recouped as per last report	
Balance	
Add Back: Amount disallowed as explained above, being Not in line with Board Guidelines	
Closing Balance as on 31.03.2018	
Bank Balance as per Bank Statement as on 31/03/18	
Net amount to be deposited in Student Activity Fund bank a/c	

8. a) **BOOKS OF ACCOUNTS:**

Whether the Books of accounts maintained by Institute are Cash Book, Ledger, Student Registers, etc. Including Development Fund & Student Activity Funds were found to be satisfactory. Separate books of accounts maintained for Development Fund & Student Activity Funds. Books of Accounts are maintained according to Standard norms of Accounting

b) **COMMENTS ON STOCK REGISTERS**

Check, the records in this respect i.e. Laboratories Consumables Stocks Registers, Lab attendance registers of students. Laboratory Reports by the management committee, schedule of practical, practical copies/note-books of students. The working in this respect was satisfactory or not.

c) **FIXED ASSET REGISTER**

Whether the Fixed Assets Register is maintained by Institute in Standard form or not.

d) **GENERAL COMMENTS:**

- a. Whether, the student fee records are being maintained as per the standard norms of accounting.
- b. Proper receipts of accounts of having received money from students and other sources are issued and subsequently taken into proper accounts books.
- c. Quarterly reports of expenditure incurred out of funds regularly submitted to the board or not.
- d. Staff required and Staff position during year 2017-18.
- e. Salary drawn statement of the month of 4/2018 by Officers/employees. Staff salary details tallies with the cash book/bank book or not.
- f. Stock register maintained by the institute or not. Further, Stock registers tallies with actual stock available with the institute or not.
- g. The details (i) to (iii) will not be considered without documentary proofs. The details are as under:-
 - (i) The details of the amounts for Honorarium/TA & DA/Rationalization/Flying squad bills etc. payments send by the Board during the year with purpose.
 - (ii) Actual disbursement of the amounts by the Institute to the concerned staff. Attach disbursement record with Audit reports.
 - (iii) TDS & other tax liability under rules properly deducted by the Principal/DDO of each and every member of the Institute who get payments during the year from the Board. Attach proof of the deduction/Certificate stating the actual TDS deducted at source by authority
- h. Any other important point of the auditor want to indicate in his audit report of year 2017-18

Date :

Signature of CA with stamp

Place:

GUIDELINES/INSTRUCTIONS FOR UTILIZATION AND ACCOUNTING TREATMENT OF DEVELOPMENT FUND

1. Development fund:

The amount to be taken as Development fund per seat from students as prescribed by the Govt from time to time. This amount collected should be deposited in separate saving bank account. This bank account will be named as Development Fund Bank Account. The detailed guidelines for utilization of development fund from Saving bank account should be under the following heads:-

In the case of Polytechnics and Pharmacy:

- a) Up-gradation of Laboratories/ Workshops and Computer Labs (Main head under development fund with 65% of development fund), further divided into following sub-heads:
 1. Setting up, up-gradation and maintenance of labs, workshops classrooms and buildings including purchase of machinery equipment, computers and its related peripherals, tools & furniture, ITI Connectivity, internet Wifi etc.
 2. Out of 65 % total expenditure on the civil works should not exceed 20%
 3. Civil works includes urgent repair of infrastructure, internal modification of a classrooms, labs, workshops, repair of existing buildings roads, parking area, boundary wall, washrooms. Addition of any urgent civil works like bathroom, roads, fittings of water coolers/filters
 4. Extension of laboratory/Workshop/classrooms facilities and laying of roads of emergent nature.
 5. Fund for library should be used for the procurement of new volumes, text books, e-books reference books and latest journals for up-gradation of the library
 6. To meet expenditure on the purchase and repair of any other equipment than those covered above like CCTV cameras, mobile jammers, biometric attendance system for the class room/laboratories/workshop etc for the welfare of students.
- b) Faculty improvement programme and Educational tours. 15% of the development fund should be spent as under
 1. For engagement of guest lectures and seminars in the interest of the students. This includes TA/DA taxi charges to visiting experts as per Govt. TA/DA rates.
 2. Expenditure be incurred on the extensive training of students, visit to exhibition and Bharat Darshan.
 3. The students as well as the faculty members of the Institution may be sent to the Industries/Advanced educational Institutions as part of educational tours and training.
 4. For attending special training programmes for faculty/other office and supporting staff.
 5. For attending conferences/presentation of papers for faculty in India and abroad including the faculty employed at Directorate of Technical Education & Industrial Training
- c) Miscellenous uses. 20% of the Development fund should be spent as under:
 1. Purchase of raw materials/ daily consumables of practical classes in the laboratories and the workshops of conducting practical work etc.
 2. To meet the contingency of emergent nature. (Electricity/water charges etc.)
 3. Fees/charges for regulatory bodies like all India Council of Technical Education (AICTE), Pharmacy Council of India (PCI), National Board of accreditation (NBA), Architecture Council of India (ACI) etc.
 4. Purchase of vehicle for the welfare of students/staff

Accounting treatment of the development fund should be as under:

1. The Development fund (Main Account in Balance Sheet) with all the sub-heads (A) to (C) as mentioned above should be opened and maintained. The college will maintain a separate Cash Book of this account. The accounting treatment (Ledger) should be as under:

Opening Balance	(Sub- head wise carry forward from last year)	: _____
Add:	Received during year (Allocate it sub-head wise & then add)	: _____
Less:	Spent during year (Book the expenditure sub-head wise)	: _____
	Closing Balance (Sub-head wise carry forward to next year)	: _____

2. The development fund will be form a part of Liability of the Balance Sheet and will be carried forward to next year with its sub heads. It will not form the part of the Income & Expenditure Account in any case.
3. This fund can be use for the specified purpose mentioned in above sub heads of Development fund.
4. If the expenditure exceeds Rs. 1,00,000/- at a time of single unit, the prior approval of the Board will have to be obtained.
5. In case reappropriation of funds within the S.O.E. (Standard Object of expenditure), Board may accord the approval subject to the approval of Administrative Deptt. to Govt. of Punjab Deptt. of Technical Education & Industrial Training.
6. The quarterly reports of the expenditure incurred out of this fund should in variably be sent to the Board by the end of the month subsequent to the concerned quarter for purpose of auditing of expenditure in the prescribed Performa enclosed as Annexure -I
7. A separate Bank Account will be opened to keep these funds and to make transactions from this account only. Cash transaction is hereby allowed upto 5% of the total expenditure in a year and not exceeding Rs. 5000/- a time
8. All Institutions have to maintain these accounts as per procedure laid down above from its inception and these will be checked during the course of internal audit and inspections.

GUIDELINES/INSTRUCTIONS FOR UTILIZATION AND ACCOUNTING TREATMENT OF STUDENT ACTIVITY FUND

The amount to be taken as Student Activity fund per seat from students as prescribed by the Govt. from time to time. This amount collected should be deposited in separate saving bank account. This bank account will be named as Student Activity Fund Bank Account. The detailed guidelines for utilization of Student Activity fund from Saving bank account should be under the following heads:-

Student activities related fund (Sub-head of Student Activity fund)

<u>Polytechnics Institutes</u>	<u>Pharmacy Institutes</u>
a. Student fund @ Rs. 665/- PA	a. Student fund @ Rs. 665/- PA
b. Annual Culture fund @ Rs. 67/- PA	b. Annual Culture fund @ Rs. 67/- PA
c. Audio Visual @ Rs. 67/- PA	c. Audio Visual @ Rs. 67/- PA
d. Common Room/ Club Rs. 67/- PA	d. Common Room/ Club Rs. 67/- PA
e. Library fund @ Rs. 133/- PA	e. Library fund @ Rs. 133/- PA

8. Resolution register is to be maintained by each institution. This contains budgeting and expenditure of student fund.
9. A separate Bank Account will be opened to keep these funds and to make transactions from this account only. Cash transaction is hereby allowed upto 5% of the total expenditure in a year and not exceeding Rs. 5000/- a time.
10. All Institutions have to maintain these accounts as per procedure laid down above from its inception and these will be checked during the course of internal audit and inspections.

GUIDELINES / INSTRUCTIONS FOR REFUNDABLE SECURITY REGISTER

The amounts to be taken as refundable security are prescribed per student as prescribed by the Govt. from time to time. The detailed guidelines for refundable security should be as under:-

1. A separate refundable security account should be maintained for each type of refundable security account i.e. college security, library security, hostel security etc. A separate security refundable register should be maintained with correspondence entry in the accounts of the college.
2. The accounts (Ledger) should be maintained separately as under:

Opening Balance (Security subhead wise carry forward from last year)	:	
Add: Received during year (sub-head wise)	:	
Less: Refunded during year (sub-head wise)	:	
Balance	:	

The Security refundable will be form a part of Liability of the Balance Sheet and will be carried forward to next year with its separate heads. It will not form the part of the Income & Expenditure Account in any case.

3. It should be refunded to students within one year after final semester / year by Account Payee Cheque issued in favour of student. College may choose effective way for the knowledge of the students to refund the security to students, but each student should get his security back in every case.
4. All Institutions have to maintain these accounts as per procedure lay down above from its inception and these will be checked during the course of internal audit and inspections.

f. Magazine Charges @ Rs. 33/- PA	f. Magazine Charges @ Rs. 33/- PA
g. N C C / N S S @ Rs. 33/- PA	g. N C C / N S S @ Rs. 33/- PA
h. Cycle/ Scooter charges @ Rs. 133/- PA	h. Cycle/ Scooter charges @ Rs. 133/- PA
i. Medical fund @ Rs. 67/- PA	i. Medical fund @ Rs. 67/- PA
j. Drawing Board @ Rs. 133/- PA	j. Purchase of laboratories consumables @ Rs. 133/- PA
k. General Maintenance @ Rs. 667/-PA	k. General Maintenance @ Rs. 667/-PA
l. Recreation @ Rs. 68/ PA	l. Recreation @ Rs. 68/ PA
m. Student Chapter @ Rs. 35/- PA	m. Student Chapter @ Rs. 35/- PA
n. Stationery charges @ Rs. 67/- PA	n. Stationery charges @ Rs. 67/- PA
o. Valedictory fund @ Rs. 66/- one time at the time of admission	o. Valedictory fund @ Rs. 66/- one time at the time of admission
p. Identity card @ Rs. 66/- one time at the time of the admission	p. Identity card @ Rs. 66/- one time at the time of the admission
q. Refundable Security @ Rs. 133/- one time at the time of admission	q. Refundable Security @ Rs. 133/- one time at the time of admission

Note: *For detail of the sub head wise fees, see prospectus of relevant session.*

Accounting treatment of the student activity fund should be as under:

1. The student activity fund (Main Account) should be maintained with all the sub heads (a) to (q) as mentioned above or any new head, if applicable. The college will maintain a separate Cash book of this account. Then the accounts (ledger) should be maintained as under:

Opening Balance	(Sub-head wise carry forward from last year)	:	_____
Add:	Received during year (Allocate it sub-head wise & then add)	:	_____
Less:	Spent during year (Book the expenditure sub-head wise)	:	_____
Closing Balance	(Sub-head wise carry forward to next year)	:	_____

2. The student activity fund will be form a part of Liability of the Balance Sheet and will be carried forward to next year with its sub heads. It will not form the part of the Income & Expenditure Account in any case in the prescribed Proforma enclosed at Annexure II (Polytechnic) and Annexure III (Pharmacy).
3. This fund can be used for the specified purpose mentioned in above sub heads of the Student Activity fund.
4. If the expenditure exceeds Rs. 1,00,000/- at a time of single unit, the prior approval of the Board will have to be obtained.
5. In case of re-appropriation of funds within the S.O.E. (Standard Object of expenditure), Board may accord the approval subject to the approval of Administrative Deptt. to Govt. of Punjab Deptt. of Technical Education & Industrial Training.
6. The quarterly reports of the expenditure incurred out of this fund should in variably be sent to the Board by the end of the month subsequent to the quarter concerned for purpose of auditing of expenditure.
7. This fund is to be operated through student fund committee / Student Recreation committee formulated on the line of Govt. instructions for Govt. Aided institutes. The expenditure should be as per resolution passed by the committee within the budget.

Scope of Audit for the Financial Year 2017-18

The auditors will conduct complete audit of Books of Accounts maintained by the institutions pertaining to Development Fund Account, Students Activity fund Account, Tuition fee and refundable security for the year 2018-19. Besides this, auditors will also report on the following positively otherwise report will be treated incomplete:-

1. Compliance report of the institute on the points, raised by the auditors in the last year audit report as well as uncomplained /outstanding Para's of previous year's audit report. Such report is required to be in annotated form along with the comments of auditor. However, in case previous year audit observations for compliance report is not made available by the institute to the auditor than same can be obtained personally by the auditor from the Board.
2. Information and comments on the following-
 - (a) Number of trades available in the Institutes along with sanctioned numbers of seats in each trade separately for morning and evening session, wherever it is applicable.
 - (b) Information of students admitted in each trade against sanctioned seat.
3. The auditors will certify whether institute has collected Tuition fee, amount of Security, Development fund and student activity fund as per norms of the Board. Besides this no other fee, funds & security is collected by the Institutions from the candidates and if there is any such amount is collected by the institute than details of particulars is required to be indicated explicitly.
4. In case student is admitted by the institute by allowing concession in fee than such a concession will not be applicable for Development Fund/Student Activity Fund. The Development Fund and Student Activity Fund are to be deposited by the institutes for the total no's of students admitted in respective fund account in bank.
5. In case of SC students admitted under post metric scholarship scheme, the break-up of Development Fund and Student Activity Fund be detailed, distinctly showing amount recoverable (year wise) & amount reimbursed (year wise) by the Govt to the institutes in the Performa attached.
6. Detailed report regarding the record/ register of refundable security maintained by the institute. Further, regarding receipt / refund and closing balance of the amount of security from the inception of the institute be reported as a part of audit report in the Performa attached herewith at Annexure 'A'.
7. Rate of penalty/ fine charged from the students are required to be in accordance to the norms of the Board. (As per the norms, the institute may charge maximum fine from the student @ Rs. 0.50 per lecture / period.) In case any violation of this is made than the same is required to be reported with complete details in audit report, depicting clearly the nature of fine / penalty and number of students(trade and semester wise) from whom the same is charged.
8. (a) Regarding the utilization of development fund, information is required to be reported duly verified by the auditor in the Annexure-I of the guidelines at Annexure B. Further, auditors shall have to comment on the use of Development fund as per norms of the Board and reconciliation of closing balance with the balance shown in the bank account.
(b) Comments on the maintenance of books of accounts of Development fund are in accordance to the standard norms of accounting.
(However copy of guidelines for utilization of Development fund, Student Activity fund and refundable security is enclosed herewith for ready reference at Annexure 'B').
9. (a) Regarding the utilization of Student Activity fund information is required to be reported duly certified by the auditor in the Annexure- II & III of the guidelines at Annexure B. Further auditor's

shall have to comment on the use of Student Activity fund as per norms of the Board and reconciliation of closing balance of Student Activity fund with the balance shown in the bank account.

- (b) Comments on the maintenance of proper books of accounts in accordance to the standard norms of accounting.
10. (a) It may be verified that payment of honorarium / TA & DA / Rationalization / Flying squad bills etc sent by the Board have been made to the concerned staff members within one week of the receipt of payment from the Board and the copy of acquaintance roll of all such payment may be attached with audit report.
- (b) It may also be verified that due amount of Income tax on honorarium / Rationalization / Flying squad bills etc paid has been deducted & deposited with income tax authorities by clubbing the amount of honorarium/Rationalization/Flying squad bills etc with the salary.
11. It may verify that Assets register is maintained as per accounting standard.
12. Comments on following are also required:-
- a. Whether, the student fee records are being maintained as per the standard norms of accounting.
 - b. Proper receipts of accounts of having received money from students and other sources are issued and subsequently taken into proper accounts books
 - c. Quarterly reports of expenditure incurred out of funds regularly submitted to the board or not.
 - d. **Staff required and Staff position during year 2017-18. Salary drawn statement of the month of 4/2018 by Officers/employees. Staff salary details tallies with the cash book/bank book or not.**
 - e. **Stock register maintained by the institute or not. Further, Stock registers tallies with actual stock available with the institute or not.**
 - f. The details (i) to (iii) will not be considered without documentary proofs. The details are as under:-
 - i. The details of the amounts for Honorarium/TA & DA/Rationalization/Flying squad bills etc. payments sent by the Board during the year with purpose.
 - ii. Actual disbursement of the amounts by the Institute to the concerned staff. Attach disbursement record with Audit reports.
 - iii. TDS & other tax liability under rules properly deducted by the Principal/DDO of each and every member of the Institute who get payments during the year from the Board. Attach proof of the deduction / Certificate stating the actual TDS deducted at source by authority
13. Any other points which auditor feels to mention in addition to above.

Note:

All points regarding audit observations should be discussed with the principal of the institute before concluding the audit and certificate to this effect will be given by the Auditors.

Enclosures:-

1. Annexure A, B.
2. Student admitted details Performa
3. SDF and SAF for making details at Annexure- I, II, III
4. Fixed Asset Register Performa

Name of the Institute:-

ANNEXURE- I

Statement following detail of utilisation of Student Dev. Fund of polytechnic and Pharmacy Institute (2017-18)

Sr. No.		MAXIMUM UP TO 85%			15% on Faculty improvement and Programme and educational tours)	20% of this sub head (Misc uses)	Total Amount
Particular	20% expenditure on the civil work	45% on Upgradation					
NOTE:-	<ul style="list-style-type: none"> Upgradation & Maintenance of Labs, Workshops, Class rooms, & Building (related to civil work only) Extension of Laboratory, Workshop, Class room facilities and laying of roads of emergent nature Urgent repair of infrastructure, Internal modification, repair of existing, addition of any urgent civil work 	<ul style="list-style-type: none"> Upgradation and maintenance of labs, Workshop, Class room & building including machinery, purchase of machinery, equipment, tools & furniture, IT Connectivity, internet, WiFi etc. Funds for Library should be used for the procurement of new volumes, Text books and latest journals for upgradation of the library Expenditure on purchase and repair of any other equipment like CCTV cameras, mobile jammers, biometric attendance system for the class room/Laboratories/Workshop etc. for the welfare of students 					
	Opening Balance	730	1643	547	730	3650	
	Amount received from the students admitted during the year for which reports prepared						
	Total						
Amount spent during the current year							
Closing Balance in the end of the year (sr. no. 3 - 4)							

