

**Minutes of the Meeting of the 37<sup>th</sup> Finance Committee held on 4<sup>th</sup> November, 2020 at 12.00 Noon in the Board Room of the College**

**1. Welcome by the chairperson**

The Chairperson of the college welcomed the members specially Sri Chandrashekar Potdar who joined in the place of earlier FO of OU.

**2. Confirmation of the minutes of earlier meeting**

The minutes of 36<sup>th</sup> finance committee which were already circulated among members are confirmed

**3. Approval of Financial Statements**

Members have gone through the financial statements of quarter one and two of financial year 2020-21 expressed their satisfaction and recommended to place the same before higher bodies like Governing body and administrative committee. The Finance Officer of OU Suggested that the budget copy and previous year audited financial statements need to be placed before Finance Committee here forth. Members approved the same.

**4. Selection of candidates for teaching positions-Approval**

Members agreed with selections made, gave consent for the financial commitment for new appointees and recommended to place before higher bodies for approval.

**5. Ratification of Online Exams conducted with the services of HIREMEE Company**

After going through the comparative statements of three firms for conducting online examinations members unanimously ratified the expenditure of Rs.47000 incurred and recommended to place before higher bodies for approval of action taken.

**6. Conducting of online examinations for internal assessment, semester final exams for all the student during 2020-21.**

Since the proposed expenditure for conducting online examinations is within the budget limits and also keeping present COVID-19 situation in view, members approved the initiative taken. Out of three quotations the lowest quoted firm THE CODETANTRA TECH SOLUTIONS PVT. LTD (Rs.10 per candidate per exam) is selected subject to completion of other procedures. Unanimously agreed to recommend higher bodies to approve the proposal for online examinations.

**7. Renewal of Xerox Machine Annual maintenance contract**

Members agreed to renewal of AMC for Xerox machine at a cost of about Rs.35000 as routine practice and recommended for approval at higher bodies

**8. Replacement of 20 batteries in B.Sc. computer lab for UPS**

Since backup is essential for computer labs, the proposal is agreed and suggested to replace batteries/UPS following usual procedure in practice. The estimated cost is Rs.1,00,000/-. Further recommended for approval by higher bodies.

**9. Internet wiring for on line classes and also separate line for exam branch**

After reviewing the proposal members felt that in view of online classes simultaneously for all faculties, there is a need to increase the internet service points, hence agreed to provide additional internet points and also replacement of earlier defective wiring at an estimated cost of Rs.25,000/- following usual procedure in practice. Unanimously recommended the higher bodies to approve the proposal.

**10. Requirement in Library for smooth functioning of automation facility in library**

In view of automation of library, members felt that the proposed items are needed for functioning of library. Agreed to procure the same at an estimated cost of Rs.1,00,000/- following usual procedure in practice. Unanimously recommended for approval by the higher bodies.

**11. Computer needs of examination branch and office:**

After review of proposal for conducting online exams without interruption there is need to provide proposed items, hence members agreed the proposal. Further unanimously recommended for approval by higher bodies. The estimated cost may be around Rs.1,25,000/-. All procedures for procurement have to be duly followed.

**(12) Proposal to make Payment for Question Paper Moderation**

Members reviewed the proposal and agreed to pay Rs.100 for moderation of every paper. Further unanimously recommended for approval by higher bodies

**(13) Proposal for payment of honorarium to 3 Additional Controllers**

Resolved to pay Rs.1500 per month for every additional controller as they are performing additional job apart from their normal duties. Further unanimously recommended for approval by higher bodies

**(14) Approval of Autonomy inspection committee Expenditure to be incurred between 15<sup>th</sup> and 18<sup>th</sup> Nov.2020**

Members reviewed the proposal and agreed the proposed expenditure of Rs.1,50,000/- for the visit of UGC autonomy inspection team as it is mandatory as per UGC norms. Further, recommended the higher bodies to approve the same.



15. The Controller of Examinations has proposed to enhance the price of examination application form from present Rs.10/ to Rs. 50/ per semester

After reviewing the proposal members agreed to increase the application fee from Rs.10 to Rs.50.

Further, unanimously recommended for approval by higher bodies.

16. Consideration of request of Ms. Sunitha, Junior Accountant working in examination branch for enhancement of salary amounting to Rs. 14000 Gross pm on consolidated basis.

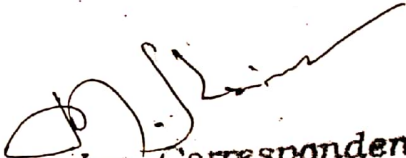
After reviewing the proposal and on the basis of information given by secretary/principal as she is taking additional work load of scholarships accounting and other related work, members agreed to fix the salary of Ms. Sunitha, Junior Accountant at Rs.14000 per month w.e.f November, 2020. Further, unanimously recommended for approval by higher bodies

17. Appointment of Director for self-financing courses and coordinators for every faculty

Proposal of appointing director for self-financing programs and coordinators for each faculty as per the decision of administrative committee was examined by the members and agreed for the appointment of director maximum @Rs.40000 per month. Resolved to recommend higher bodies to approve the same.

18. Any other matter with the permission of the chairperson

Meeting ended with vote of thanks by the principal

  
Hon. Correspondent  
Arts & Science College for Women,  
Andhra Mahila Sabha.

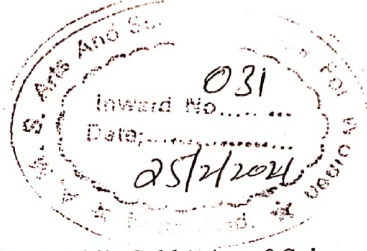
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**OFFICE OF THE ACCOUNTANT GENERAL  
(AUDIT)  
TELANGANA STATE, HYDERABAD – 500 004.**

No.AG (Au)TS/AMG-I Co-ordn./Audit Intimations/2020-21/

Date : 25.02.2021

To  
The Principal,  
Andhra Mahila Sabha Arts & Science College,  
Hyderabad.



Sir,

Compliance Audit of the accounts of O/ The Principal, Andhra Mahila Sabha Arts & Science College, Hyderabad will be taken up by the audit team GSS- 07 of this office w.e.f. 01.03.2021 to 12.03.2021 (10 working days) . The audit team will comprise:

Sl. No.	Name and Designation of the Official S/Sri	ID Card No.
1.	S. Raju Naik, SAO	TGHYA 3010351
2.	P. Rameshwar Reddy, AAO	TGHYA 3010853
3.	Sk.S.Rasheed, AAO	TGHYA3011453

**2. Broad objectives of audit are as under:  
(Compliance audit)**

- (i) To confirm whether the activities of government / public sector entities are in accordance with the relevant laws, regulations and authorities that govern such entities. More specifically, it may involve examining to what extent the audited entity follows rules, laws and regulation, budgetary resolutions, economy instructions, policy, established codes, or agreed upon terms, such as the terms of a contract or the terms of a funding agreement;
- (ii) System of internal control, internal audit in relation to budgetary assumption, financial statements, compliance and financial reporting;
- (iii) To audit Transparency and competitiveness in contracts and procurements;
- (iv) To examine and report upon propriety in expenditure that has a significant bearing on mandate / operations and budgetary grants of the organization / entity;
- (v) Value for money derived from individual or a set of material transactions;
- (vi) To examine the stores and stock accounts, where applicable;
- (vii) Banking and cash management issues (in case of autonomous bodies); and
- (viii) Audit the IT applications, etc.

**(Financial Audit)**

- (a) Financial statements are prepared in accordance with acceptable accounting standards / rules;



- (b) Financial statements are presented with due consideration to the circumstances of the audited entity;
  - (c) Sufficient disclosures are presented about various elements of financial statements;
  - (d) The various elements of financial statements are properly evaluated, measured and presented; and
  - (e) Evaluation of the internal control that assist in safeguarding assets and resources, assures the accuracy and completeness of accounting records and in complying with financial laws and regulations.
3. The period covered under the audit shall be from 2014-15 to 2017-18, which may also include examination of documents / transactions of the previous year's, considered relevant by the audit team.
4. Consistent with contemporary professional practice and provision in CAG's Regulations on Audit and Accounts 2007 (Regulation 183) our audit team would seek an entry conference at appropriate top / senior level, having control and authority over the subjects under the present audit. The entry conference will be an opportunity for the audit team to explain the audit objective criteria and examination of the internal control system. It is desirable that the entry conference is held on the first working day of the audit period. On the conclusion of the audit, the audit team would request you for an exit conference (Regulation 191) in which audit findings communicated to the auditee will be discussed.
5. The request for the entry and exit conferences will be made formally by the Head of the Audit Team. We request you to kindly make it convenient to hold the meetings on the opening and closing days of audit respectively.
6. Our audit shall be conducted with reference to the Auditing Standards and Regulations on Audit and Accounts-2007 issued by the Comptroller and Auditor General of India.
7. Under Section 18 of the Comptroller and Auditor General of India's (Duties, Powers and Conditions of Service) Act 1971, it is the responsibility of the person in charge of any office or department, the accounts of which have to be inspected and audited by the Comptroller and Auditor General of India to afford all facilities for inspection by the audit team and comply with the request for information in as complete as a form as possible and with all reasonable expedition. Our audit team shall request for information and documents, indicating the expected time within which these may be provided. We expect that the documents held by the auditee should be available within the same day and the information would be made available within the time indicated in the information seeking memo.
8. Attention is drawn to Regulation 169, which provides that the form, type and extent of data, information and documents required for audit test and the nature of shall be determined by audit officer and that the data, information and documents would also include those obtained by auditable entity from the third party and relied upon by the auditee in its performance of functions.
9. We also draw your attention to Regulation 172, which enjoins that where required by audit in special circumstances the auditable entity shall conduct physical verifications of stores, stocks, assets etc. in the presence of the audit officer.
10. We request you to please provide appropriate and reasonable office accommodation and other office amenities to the audit team similar to the facilities available for the personnel of the organization.

11. We suggest that you may nominate a liaison officer sufficiently senior level for day to day coordination in the audit functions.
12. We bring to your kind notice that in the event of unreasonable delay in supply of information and documents leading to partial, selective or complete withholding of data / information leading to material scope limitation, the audit team may be compelled to suspend the audit after bringing it to the notice of the head of the office in writing and bring the matter to the notice of higher management.
13. While compilation of information requested for by audit may require some time furnishing of documents held by the auditee organization should be made within the same day since these are readily available.
14. It may be mentioned here that failure to produce necessary record/documents or to respond to the clarifications sought by the audit team would tantamount to preventing a Government officer from performing his/her duties and could, therefore, invite action under Section 175-186 of the Indian Penal Code.
15. Our audit teams have been directed to return the documents as soon as their examination is over. We expect to issue an inspection report containing the results of audit within 30 days of conclusion of audit for the response of the department.
16. We will acknowledge the acceptance of audit findings and conclusions and remedial measures assured / taken by the auditee organizations in our inspection report if remedial measures are taken during the course of audit itself.
17. We hope that your office maintains a file register / register of documents held along with the cash book will be required on the very first day of audit. These and other documents forming the basis of information furnish with reference to the questionnaire.
18. Depending upon the volume of work and supply of information / documents the period of audit may be extended.
19. We bring to your kind notice that our team would expect only working environment assistance in their day to day working and documents and information and nothing more. Should you feel it necessary to contact senior officers you are most welcome to contact the Senior Deputy Accountant General / Deputy Accountant General of audit at telephone number 040-23297421 / 23231948 / 23244541 and, if necessary, even the Principal Accountant General/ Accountant General(Audit)/Telangana at telephone number 040-23237275 and e-mail ID : [agautelangana@cag.gov.in](mailto:agautelangana@cag.gov.in)
20. In case you have any doubt in regard to the genuineness of audit team reporting for audit in your office please feel to request them to confirm their identity with reference to valid ID cards issued by this office to its audit inspection staff.

Looking forward to a constructive engagement.

Kindly acknowledge the receipt.

Yours sincerely,

Sd/-

Sr. Audit Officer/AMG-I Coordn.