



Internal Quality Assurance Cell (IQAC)

Academic Audit Report (AAR) 2014-2015

Overview

Maulana Azad National Urdu University has adopted the seven criteria of NAAC for its internal Academic Audit. Internal Quality Assurance Cell (IQAC) carries out the internal Academic Audit of MANUU and prepares the report thereof. The members and coordinators from the Departments and Centres assist IQAC carry out the academic audit.

The Academic Audit of all the Department of Studies, Colleges, Directorates and Centres is conducted on all the seven criteria of NAAC mentioned in the Annual Quality Assurance Report. The Academic Audit for 2014-2015 was done during the preparation for the second cycle of NAAC accreditation of MANUU in 2016. The evaluative report from the Departments, Colleges, Directorates, Centres etc. was sought through hard copies and then the Annual Quality Assurance Report was prepared which was submitted to NAAC through post on 17th March 2016.

Status and Areas of Excellence

The status of the University and the areas where it excelled academically during 1st July 2014 to 30th June 2015 were as follows:

University offered 62 programmes in campus/regular mode of education, which included 15 new programmes offered this year.

CBCS system was introduced in campus based UG programmes.

New departments, namely, Botany, Chemistry, Economics, History, Physics, Political Science, Sociology, and Zoology were established.

Teaching had been conducted for 188 days during the academic year.

Out of 1716 students who appeared in the 2015 examinations, 1440 students passed the examination, making pass percentage 83.91.

One hundred and thirty five faculty members of the University benefitted from the refresher courses, orientation and other training programmes conducted by the UGC Academic Staff College of the University.

The Library added 2039 text and reference books of the value of Rs. 15,91,123/- to its learning resources.

A computer lab and a browsing centre had been added.

For the maintenance of the ICT, infrastructure and equipment, Rs 124 lakhs had been spent.

The provision for coaching for Civil Services, NET coaching, Remedial coaching etc. was available for the students.

About 48.74 lakhs of financial support to 522 students was provided during the period of report.

The University observed “Swachh Bharath – Swasth Bharat” a Clean India Campaign at its campus as part of a drive launched by the Central Government to mark the birth anniversary of Mahatma Gandhi on 2nd October, 2014.

Areas for Concern

Some of the areas of concern of the University were:

The University did not have enough major or minor research projects.

No information pertaining to the publication in any Scopus-indexed journal was available.

Number of publications in research journals, and the number of books published by faculty had been very little.

Number of research scholars receiving JRF was meagre.

Students' participation in sports at national/international level, or in NSS/NCC event was nil, let alone winning of any award.

Actions to be taken

The University must promote research culture. Teachers are required to publish their research in quality international and peer-reviewed journals.

The teachers are required to get research projects for the University from government and industry.

The University must offer a course for proficiency in Urdu for the teaching and non-teaching staff who wish to improve their Urdu

SC/ST Cell and Cell for Persons with Disabilities must be strengthened.

The quality assurance measures must be introduced in DDE (its regional, sub-regional and study centres).

The students must be encouraged to participate in seminars, conferences and workshops.

The University must encourage Departments for applying for recognition and research funding from international and national agencies.

The students must be encouraged to participate in sports and cultural events.

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Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU

Action Taken Report on AAR-2014-2015

The following measures had been taken by the University subsequently:

1) Constitution of Central Research Committee (31st March 2016)

<http://manuu.ac.in/Circular/Central%20Research%20Committee.pdf>

2) Launching of Certificate Course in Urdu for non-Urdu knowing teaching and non-teaching employees (5th Feb 2016)

<http://manuu.ac.in/Circular/Certificate%20Course%20in%20Urdu.pdf>

3) Constitution of Standing Committee for SC and ST Cell (31st March 2106)

<http://manuu.ac.in/Circular/Standing%20Committee%20for%20SC%20ST-2016.pdf>

4) Committee for Cell for Persons with Disabilities (31st March 2016)

<http://manuu.ac.in/Circular/Cell%20for%20Persons%20with%20Disabiliteis-2016.pdf>

5) Constitution of the Committee for Quality Assurance Measures and Functioning of Study Centres of MANUU (10th June 2016)

http://manuu.ac.in/Circular/Quality%20Assurance%20Measures_2016.pdf

6) Student Union Advisory Board (16th Feb 2016)

<http://manuu.ac.in/Circular/Students%20Union%20Advisory%20Body.pdf>

7) Establishment of Equal Opportunity Cell (16th Feb 2016)

<http://manuu.ac.in/Circular/Coordinator%20for%20Equal%20Opportunity%20Cell.pdf>

8) Constitution of the Committee to frame the Course Structure, Examination pattern for CBCS (17th may 2016)

<http://manuu.ac.in/Circular/Academic-COE.pdf>

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University Established by an Act of Parliament in 1998)
(Accredited A Grade by NAAC)



Internal Quality Assurance Cell (IQAC)

Academic Audit Report 2015-2016

Framework

Maulana Azad National Urdu University has adopted the seven criteria of NAAC for conducting its internal Academic Audit. Internal Quality Assurance Cell (IQAC) carries out Academic Audit of all the Departments of Studies, Colleges, Directorates and Centres through Evaluative Form and Annual Quality Assurance Report (AQAR).

Overview

In 2015-16, every department, college, directorate and centre and some administrative sections of MANUU had been sent Evaluative Form and AQAR for self-assessing and auditing and reporting.

After receiving the submissions of the annual Evaluation Reports from all the teaching departments, colleges, directorates, and centres the information on different criteria are collated, compiled and then the AQAR of the University is prepared for submission to NAAC.

The IQAC which conducted audit on the performance of the academic departments, colleges, directorates and centres discussed it in its complete form as AQAR 2015-2016 in IQAC meeting held on 28th May 2018, before it was being submitted to NAAC on 7th June 2018. This Academic Audit Report had been prepared later.

Thorough studying of the performance of the academic departments, colleges, directorates and centres suggests that they were doing well in some academic areas, but there were some areas which remained the areas of concern.

Areas of Excellence

There was an increase in publication of research papers, organizing of seminars and conferences, participations in seminars by the university teachers, initiation of social outreach programmes, and so on.

The examination results for the campus mode of the programmes seems to be very outstanding from the perspective of pass percentage. All the students who took the exams had passed. The pass percentage of distance education programmes also appeared to be very encouraging.

The University had developed bridge course to bring Madrasa background students to bring into mainstream.

The infrastructural expansion had taken place in terms of construction of new buildings or the vertical expansion of the already existing buildings.

A College in Srinagar, named MANUU Arts and Science College for Women was established, which fulfils University's object of 'focus on women education'

The University had recognition for its B.Tech. programme from AICTE, revalidation of Polytechnic programmes from AICTE, and recognition from QCI for ITI courses.

Achievements

The biggest achievement of MANUU during this period of audit report was securing A grade in NAAC accreditation with a CGPA of 3.09 in its second cycle.

Areas for Concern

Some of the areas for concern were:

MANUU did not have enough research projects either from government or from non-governmental institutions/agencies. Further, its teachers as experts could not provide any consultancy to industry.

Teachers were not able to either market their expertise, which could be done through having publications in reputed journals or by participating in international conferences.

A very small number of teachers had exposure of academic tour of foreign countries. Almost no faculty visited any country under any academic exchange programme.

On Campus and Off-Campus Placements needed to increase

Actions to be taken

The University must promote research activities and encourage the faculty to apply for research projects.

A committee should be formed for national and international collaborations, which should work towards academic exchanges.

The University must organize training and guidance programmes to increase placements.

Students must be encouraged to shoulder social responsibilities.

Programmes pertaining to gender sensitization must be organized.

A handwritten signature in black ink, appearing to be 'Syed Mohammed Haseebuddin Quadri', written in a cursive style.

Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU

Action Taken Report

The implementation of various quality measures by Maulana Azad National Urdu University including the recommendations made by IQAC had been done. In this regard University issued orders/notices/circulars which are given below with the web links:

1) Application for Minor Research Project under XII Plan (30th September 2016; 18th October 2016)

http://manuu.ac.in/Circular/Circular_MRP-30Sept2016.pdf

<http://manuu.ac.in/Circular/Circular%20-%20MiRP.pdf>

http://manuu.ac.in/Circular/Circular_19Oct2016.pdf

2) Guidelines for Principal Investigators of Minor Research Projects (17th January 2017)

http://manuu.ac.in/Circular/Guideliness_circular_18Jan2017.pdf

3) Constitution of MoU Committee

http://manuu.ac.in/Circular/Mou_QuestAlliance.pdf

4) Reconstitution of International Student Cell (3rd November 2016)

http://manuu.ac.in/Circular/International%20Students%20Cell_3Nov2016.pdf

5) Proficiency in English Course by Department of English (30th January 2017)

http://manuu.ac.in/Circular/ProficiencyEnglish_30Jan2017.pdf

6) Pre-Placement Training Programme (17th March 2017)

<http://manuu.ac.in/Circular/Training%20Programme%2017-03-17.pdf>

7) Placement Drive in MANUU 24th March 2017

<http://manuu.ac.in/Circular/Notice%20for%20Placement%20Dirve%20%20on%2027th%20March-2017.pdf>

8) Action Plan for Vittiya Saksharta Abhiyaan 9th December 2016

http://manuu.ac.in/Circular/Programme%20Schedule_VISAKA_Website.pdf

9) Sensitization Programme (20th March 2017)

http://manuu.ac.in/Circular/Sensitization%20Programme_21Mar2017.pdf

10) Waiver of Tuition Fee for First Semester for Female Students 1st May 2017

http://manuu.ac.in/Circular/waivertutioncircular_1May2017.pdf

11) Appointment of Director, IQAC 26th April 2017

http://manuu.ac.in/Circular/IQAC_circular_27Apr2017.pdf

Inspection Report on the accounts of the Office of the Registrar, Maulana Azad National Urdu University (MANUU), Hyderabad, for the year 2016-17

Dates of audit: 06.02.2017 to 10.03.2017 (25 working days)

PART-I

A. INTRODUCTORY

(i) **Scope of audit:** The accounts of the Office of the Registrar, Maulana Azad National Urdu University (MANUU), Hyderabad, for the years 2014-15 and 2015-16, were generally examined and a test check conducted including nominal and number audit under Section 19(2) of Comptroller and Auditor General's (DPC) Act, 1971.

This report has been prepared on the basis of information furnished and documents/records made available by the audited entity. The Office of the Director General of Audit (Central), Hyderabad disclaims any responsibility for any misinformation/non-information on the part of the audited entity.

(ii) **Personnel:** The following officials held the charge of the post of Registrar of the University, since last audit to 31.03.2016.

Sl.No.	Name of the Registrar	From	To
1	Prof. S.M. Rahmatullah	02.02.2013	17.02.2015
2	Prof. S.M. Rahmatullah(I/c)	18.2.2015	28.01.2016
3	Dr.Shakeel Ahmad	01.02.2016	31.03.2016

iii) **General setup and Activities:** The University was established by an act of Parliament (Act No.2 of 1997) on 9th January, 1998, with the objectives, which inter-alia, include:

- To promote and develop Urdu Language,
- To impart education and training in vocational and technical subjects through Urdu medium,
- To provide education through conventional teaching and distance education system and
- To provide focus on women education.

(iii) **Source of Finance and Expenditure:** The University, being a Central University receives Grants-in-aid (both Plan and Non-Plan) from University Grants Commission, New Delhi. The details of Grants received by the University during the last three years from 2013-14 to 2015-16, and the utilisation of grants/expenditure incurred thereon is as below:

Year	Grants received (₹) in crore	Utilisation/Expenditure (₹) in crore	Remarks
2013-14	96.45	113.22	Excess expenditure in the years 2013-14 & 2015-16, was met from unspent balance grants of previous years and internal resources.
2014-15	91.28	90.15	
2015-16	96.48	100.47	

(iv) **Internal Audit:** The Internal Audit Department was functioning with one Internal Audit Officer, two (2) Internal Auditors, one (1) Lower Division Clerk and one (1) Office Assistant for conducting internal audit of total sixty four (64) Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education. Internal audit for the year 2015-16, was taken up in respect of five (05) Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education, which was not completed. Internal Audit mechanism was neither systematic nor adequately strengthened with an Annual Action Plan to cover periodically in a fixed time frame, internal audit of all the sixty four (64) Departments & off-campus centers, in a phased manner. Thus, Internal Audit system was inadequate and not commensurate with size and activities of the University.

B) OUTSTANDING PARAS OF PREVIOUS INSPECTION REPORTS:

(List enclosed to this Report)

C) PERSISTENT IRREGULARITIES:

information/records

Non-production

of

PART-II

A. MAJOR IRREGULARITIES: NIL

B. OTHER IRREGULARITIES: Vide Report

PART-III

TEST AUDIT NOTES: NIL

✓ **1. Non-construction of own buildings for conducting B.Ed and M.Ed courses**

National Council for Teacher Education (NCTE) in its order dated 31.5.2015, while communicating approval for running B.Ed and M.Ed. courses for the Academic year 2015-16, at College of Teacher Education (CTE), Darbhanga, Bihar, stipulated inter-alia that-(i) University should create additional facilities that include (a) additional built-up area, (b) additional infrastructure, (c) additional fund, (d) adhere to staff norms as per Regulation, 2014 and inform Regional Committee with required documents by 31st October 2015.

(ii) The applicant-institution for additional unit will be required to submit the required documents such as land documents, Encumbrance Certificate (EC), Land Use Certificate and Building Plan in the specified proforma available on the website to the Regional Committee in proof of having provided additional facilities before October 31, 2015. Building Completion Certificate may be given along with other documents, if available, otherwise it can also be given to the Visiting Team at the time of inspection. Further, it was also stipulated that if the University fails to comply with the above requirements, it shall not be permitted to admit the students into B.Ed and M.Ed. courses for the academic year 2016-17.

As per the NCTE norms, requirement of permanent infrastructure by the Institution is mandatory to run B.Ed and M.Ed. courses, i.e CTEs should be run in own buildings with required infrastructure as mentioned at Sl.nos. (i) & (ii) above.

The University was running 8 Colleges of Teachers Education (CTE) out of which 6 CTEs are functioning from the rented buildings. Audit observed from the Minutes of 55th meeting of the Executive Council held on 26.12.2015 that the University had taken a decision to initiate construction of own buildings on the lands allotted to the University to house the CTEs. Further, it was mentioned in the minutes of meeting that the University had already given an undertaking to NCTE that the colleges would be shifted to own buildings, as NCTE would not accord its approval for running B.Ed and M.Ed courses at various College of Teacher Education (CTE) of the University without having own building.

The Registrar informed in the meeting that proposals were submitted to the University Grants Commission, for sanction of additional grants for the development of infrastructure in off campuses and sanction was still awaited. Further it was also resolved in the meeting to undertake this work after the sanction and release of additional grant.

Audit observed that as on date own buildings were not constructed for running B.Ed and M.Ed. courses and all 6 CTEs are running in rented accommodation only, even after lapse of one year from the date of receipt of approval for conducting B.Ed / M.Ed course. It was not forthcoming from the records, whether the issue was appraised by the University to NCTE and further extension for conduct of the B.Ed and M.Ed. courses was obtained/sought for or not.

Final reply of the University is awaited.

2. Audit observations on Memorandums of Understanding (MOUs) entered by the University with M/s Binani Cement Ltd., Kolkata and Santan Edutainment Pvt. Ltd

(A) Memorandum of Understanding entered into with M/s Binani Cement Ltd., Kolkata

M/s Binani Cement Ltd., Kolkata, was engaged in the business of Cement Manufacturing and Trading and as per the MOU entered into with the University (13th February 2015) valid up to 12th February 2018, had agreed to work together in the broad area of Promoting education and employment enhancing vocation skills and livelihood enhancement projects under Corporate Social Responsibility.

The objective of the MOU was for promoting and enhancing the vocation skills for selected technical/non-technical/management graduates of the University and conducting Skill Development Training, Competence Building and livelihood enhancement programmes..As per Scope, and Terms & Conditions of the MOU, M/s Binani Cement Ltd, Kolkata, would provide an opportunity to develop trainees skills through an intensive training program of six months being conducted at their Cement Manufacturing Plant situated at Binanigram, Pindwara, Sirohi, Rajasthan, wherein company is giving free boarding and lodging facility also. The Trainees would finally be selected by the University in consultation with the authorised officials of the M/s Binani Cement Limited.

M/s Binani, Cement Limited is not liable by any means to give any employment to any trainee of the University after completion of the Skill Development Training, Competence Building and Livelihood enhancement programme.

However, Audit observed that the University had not initiated action to identify and select the trainees for the purpose envisaged in the MOU and hence has not utilized the opportunities offered by M/s Binani Cements as per the Scope and Terms & Conditions of the MOU.

(B) Memorandum of Understanding entered into with Sanatan Edutainment Private Limited, New Delhi

M/s Sanatan Edutainment Private Limited (SEPL), a Company incorporated under the provisions of the Companies Act 1956, has the technology platform and wherewithal of dissemination/broadcast of content.

M/s SEPL, New Delhi, and the University entered into an MOU (February 2015) meant for discussion purpose only, with an aim of entering into cooperation to promote and develop the Urdu language and to impart vocational and technical education in Urdu medium through conventional and distance modes. M/s SEPL, New Delhi, agreed to provide the monetary and technical support for the Project undertaken at the University's Studio in Hyderabad as well as in their nine campuses at nine remote locations across India. The MOU shall be effective from the date of launching of the Project and for continuous period of 3 months thereafter.

The University having taken action to put the 'proof of concept' through demo/pilot project, was not forthcoming from the records/documents to the extent produced in audit. Hence, whether the envisaged Project was launched or otherwise was not verifiable in audit.

Hence, effective action may be taken in pursuance of the Scope and Terms & Conditions of the MOUs to achieve the intended purposes as envisaged in the MOUs and results of action taken intimated to Audit.

✓ 3. Audit observations on functioning of Civil Services Examination (CSE) Coaching Academy

The Civil Services Examination Coaching Academy was constructed at a cost of ₹ 6.88 crore and became functional from 2014-15 onwards.

On scrutiny of information furnished to Audit, the following observations were made:

- a. One regular faculty, Mr. Joseph Alugula appointed on 18.9.2014 and was relieved on 02.12.2016 and the second regular faculty, Mr. MohdShahid appointed on 16.2.2015 was relieved on 02.12.2016 from Civil Services Examination Coaching Academy.
- b. An Asst. Professor having specialization in Public Administration was appointed on recommendation of Selection Committee and joined on 01.02.2017 in lieu of the above 2 relieved faculty members, as the Selection Committee could not find a suitable candidate for the 2nd Professor Post.
- c. The intake capacity of the students was 100. In the Civil Services Examination for the year 2014-15, out of 72 candidates, only 6 candidates passed and in the year 2015-16, out of 82 candidates, only 5 candidates passed out.
- d. A total amount of ₹ 23.80 lakh was spent by the University during the year 2014-15 & 2015-16 on CSE related activities, i.e on faculty, contingencies, Freeship, Books and journal, entrance tests, local conveyance.
- e. The University paid ₹ 1,000/- per class and ₹ 400/- for conveyance allowance to guest faculty, who were engaged for delivering lecture in their specialized subjects for CSE, which is a meagre amount to attract expert faculty.

Audit was of the opinion that if the University hires quality/expert faculty proportionate to the intake of the candidates, then there would be appreciable increase in the pass percentage of candidates in the three stage Civil Services Examination, otherwise performance of the CSE academy would be not encouraging. For this, the University needs to allocate additional funds from its internal resources or seek the same from UGC to run the CSE Academy to yield fruitful results.

The University replied that it had to pay more to get the required expert faculty/reputed Academicians and further stated that the CSE Academy could not afford to pay more than the amount prescribed by the UGC.

Action may be taken to hire expert faculty required to meet the needs of the candidates appearing for the CSE and also explore the requirement of additional sources of funds for optimum funding of the CSE Academy, so as to increase the pass percentage of candidates appearing for CSE and also to ensure that the CSE Academy constructed at a cost of ₹ 6.88 crore is put to fruitful use.

4. Non-adherence to the provisions of General Financial Rules 2005 in placing orders for printing & supply of Self Learning Material (SLM)

Audit made the following observations on scrutiny of File no. MANUU/Purchase/F.54/2013-14, Part-I "Printing of Self Learning Material (SLM)" for the year 2013-14 of Directorate of Distance Education (DDE):

The University called for (April 2014) an open Tender Document cum Rate Contract to print SLM, Assignment, and Prospectus for DDE for the Academic Year 2013-14. In response to the tender notice, three bidders submitted their quotations and as per the comparative statement M/s RCL Technologies, Hyderabad, was the L1 bidder.

As per rule 160(xiv) of General Financial Rules (GFRs) 2005, contract should ordinarily be awarded to the lowest evaluated bidder (L1) whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in corresponding document. ***However, where the lowest acceptable bidder against ad hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder (L2) at the rates offered by lowest responsive bidder (L1).***

In contravention to the above stipulation of the GFRs 2005, a clause no.19 was incorporated in the Tender document, that *"the printing work order will be placed to the lowest quoted firm, however, the University may consider the L-2 & L-3 firm at L-1 price to share the printing subject and course wise in case of urgency/emergency, if the firm agrees. The decision of the University shall be final in this regard"*.

In pursuance to the irregular Tender clause no. 19, it was decided by the Purchase Committee members in the 2nd Meeting of committee held on 29.04.2014, that in view of urgency explained by DDE professor to print SLM and in the light of tender clause (para-19), SLM can be got printed from other two firms, M/s Brahma Teja Paper Products (India) Pvt. Ltd(L2) and M/s Karshak Art Printers (L3), of the tender , if the firms are ready to print at lowest (L1) rates of the open tender.

Audit noted the following omissions/shortcomings from the Printing & Supply orders of SLM awarded to the following bidders:

- i. Against total work order for ₹ 2,11,19,641/- placed (May 2014 to February 2015) for printing & supply of SLM for the two Academic years, 2013-14 & 2014-15, the value of supply of SLM made by the L1 bidder was for only ₹ 54,61,149/-. The reasons for short supply of SLM of value ₹ 1,56,58,492/- by L1 bidder was not forthcoming from the records.
- ii. Further, there was short levy of TDS of ₹ 8,286/- on the amounts paid to the L1 bidder by the University as detailed below:

Academic Year	Amount claimed by M/s RCL Technologies, L1 (₹)	Amount Admissible and paid by the University (₹)	TDS To be levied @2% (₹)	Actually TDS levied (₹)	Short deduction of TDS (₹)
2013-14	37,96,923/-	37,42,141/-	74,843/-	71,279/-	3,564/-
2013-14	14,28,125/-	14,28,125/-	28,563/-	28,563/-	-----
2014-15	2,36,101/-	2,36,101/-	4,722/-	-----	4,722/-
Total	54,61,149/-				8,286/-

- iii. Against total work order for ₹ 1,55,30,792/- placed (May 2014 to April 2015) for printing & supply of SLM for the two Academic years, 2013-14 & 2014-15, the value of supply of SLM made by the L3 bidder was for only ₹ 1,44,60,468/-. The reasons for short supply of SLM for a value of ₹ 10,70,324/- by the L3 bidder was not forthcoming from the records.

- iv. Further, there was short levy of TDS of ₹ 7,635/- on the amounts paid to the L3 bidder by the University as detailed below:

Academic Year	Amount claimed by M/s Karshak Art Printers, L3(₹)	Amount Admissible and paid by the University (₹)	TDS To be levied @2% (₹)	Actually TDS levied(₹)	Short deduction of TDS (₹)
2013-14	3,58,514/-	3,58,514/-	7,170/-	6,829/-	341/-
2013-14	74,50,400/-	72,93,964/-	1,45,879/-	1,38,585/-	7,294/-
2014-15	66,51,554/-	64,67,745/-	1,29,355/-	1,29,335/-	-----
Total	1,44,60,468/-				7,635/-

- v. Copy of the consent letter given by the L1 bidder expressing inability to print & supply the entire material as per the work order was not furnished to Audit.
- vi. As per the comparative statement M/s Brahma Teja paper Products India Pvt. Ltd was L2 bidder, but printing contract was awarded to L3 bidder i.e. M/s Karshak Art Printers only. This was in violation of Rule 160(xiv) of General Financial Rules (GFRs) 2005.
- vii. The University refunded Earnest Money Deposit (EMD) to all bidders after completion of printing work for 2013-14. However University gave order on 27.04.2015 for printing & supply of SLM to M/s Karshak Art Printers for ₹ 77,10,929/- without taking Performance Security, which was in violation of Rule 158 of GFRs 2005.
- viii. Reasons were not furnished for not calling fresh tenders for the year Academic year 2014-15 and giving printing order to M/s Karshak Art Printers, without taking EMD/Performance Security.

Reply of the University to the Audit observations is awaited.

**5. Non-adjustment of Miscellaneous/Contingent advances-
₹ 1.16 crore**

Rule 292 (2) of General Financial Rules, 2005, stipulate, inter-alia that, adjustment bills of Advances drawn for Contingent and Miscellaneous purpose along with balance if any, should be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance should be recovered from his/her next salary (ies).

Audit observed during scrutiny of records that advances of ₹ 1,15,94,369/- (as detailed in the Annexure-I enclosed) drawn by the staff of various departments of the University were not adjusted even after lapse of more than one year and no effective action was taken for settlement/recovery of the outstanding advances as per Rules ibid. Some of the advances were pending adjustment since January 2011.

Action may be taken for settlement of outstanding advances amount and recovery particulars of outstanding Miscellaneous/Contingent advance of ₹ 1,15,94,369/- may be intimated to Audit along with supporting documents.

✓ **6.(A) Avoidable expenditure due to non-enhancement of Contracted Maximum Demand (CMD)-₹15.81 lakh**

As per the "General Terms and Conditions of Supply of Distribution & Retail Supply Licensees in Andhra Pradesh" issued by the erstwhile Andhra Pradesh Electricity Regulatory Commission (APERC) in pursuance of Electricity Act 2003 and the applicable tariff rates published from time to time, if, in any month, the Recorded Maximum Demand (RMD) of the consumer exceeds the Contracted Maximum Demand (CMD) with the Licensee (Southern Power Distribution Company of Telangana Limited), the consumer should pay penal charges on the excess demand and energy.

It was observed that the University entered into an Agreement with Electricity Department for a CMD 80 KVA for meter No. RRN 1358 HT for Domestic, MANUU Campus and CMD 300 KVA for meter No. RRN 987 for Commercial, MANUU Campus. During the scrutiny of electricity bills and the related records for the years 2014-15 and 2015-16, it was observed that whenever the electricity consumed by the Institute exceeded the CMD limit of 80KVA/300 KVA in that month, Telangana State Southern Power Distribution Company Limited (TSSPDCL) levied penal charges of ₹ 15,80,654/- **as detailed in Annexure-II enclosed** for the excess consumption of electricity over and above the CMD in respect of meter No. RRN 1358 HT (₹ 1,73,474/-) and meter No. RRN 987 (₹14,07,180/-), and the same was paid by the University, which was avoidable.

Action may be taken to review the CMD and conduct power factor study to enhance the CMD to optimum level, so as to avoid payment of penal charges. Results of action taken in correspondence with TSSPDCL in this regard may be intimated to Audit.

Annexure - II

Calculation of Penal Demand Charges for Meter No. RRN 1358

Month	CMD (KVA)	Billed Maximum Demand(KVA)	Difference in KVA	Penal demand charges/KVA(₹)	Amount (₹)
1	2	3	4=(3-2)	5	6=4x5
4/14	80	146.20	66.20	100/-	6,620/-
5/14	80	160.20	80.20	100/-	8,020/-
6/14	80	168.40	88.40	100/-	8,840/-
7/14	80	126.20	46.20	100/-	4,620/-
8/14	80	137.20	57.20	100/-	5,720/-
9/14	80	146.20	66.40	100/-	6,640/-
10/14	80	147.40	67.40	100/-	6,740/-
11/14	80	135.80	55.80	100/-	5,580/-
12/14	80	128.40	48.40	100/-	4,840/-
01/15	80	105.40	25.40	100/-	2,540/-
03/15	80	133.00	53.00	100/-	5,300/-
04/15	80	149.00	69.00	106/-	7,314/-
05/15	80	161.00	81.00	106/-	8,586/-
06/15	80	162.20	82.20	106/-	8,713/-
07/15	80	128.40	48.40	106/-	5,130/-
08/15	80	165.60	85.60	106/-	9,073/-
09/15	80	168.60	88.60	106/-	9,392/-
10/15	80	162.60	82.60	106/-	8,756/-
11/15	80	181.00	101.00	106/-	10,706/-
12/15	80	169.80	89.80	106/-	9,519/-
01/16	80	157.20	77.20	106/-	8,183/-
02/16	80	204.00	124.00	106/-	13,144/-
03/16	80	169.60	89.60	106/-	9,498/-
Total					1,73,474/-

Calculation of Penal Demand Charges for Meter No. RRN 987

Month	CMD (KVA)	Billed Maximum Demand(KVA)	Difference in KVA	Penal demand charges/ KVA(₹)	Amount (₹)
1	2	3	4=(3-2)	5	6=4x5
05/14	300	520.32	220.32	700/-	1,54,224/-
06/14	300	490.96	190.96	700/-	1,33,672/-
08/14	300	419.28	119.28	700/-	83,496/-
09/14	300	482.80	182.8	700/-	1,27,960/-
10/14	300	418.12	118.12	700/-	82,684/-
11/14	300	400.24	100.24	700/-	70,168/-
12/14	300	312.96	12.96	700/-	9,072/-
01/15	300	313.36	13.36	700/-	9,352/-
02/15	300	325.92	25.92	700/-	18,144/-
03/15	300	458.32	158.32	700/-	1,10,824/-
04/15	300	416.22	116.22	740/-	86,002/-
05/15	300	520.74	220.74	740/-	1,63,348/-
06/15	300	496.50	196.50	740/-	1,45,410/-
07/15	300	314.20	14.20	740/-	10,508/-
08/15	300	373.20	73.20	740/-	54,168/-
09/15	300	415.80	115.80	740/-	85,692/-
03/16	500	584.40	84.40	740/-	62,456/-
Total					14,07,180/-

✓ **6. (B) Avoidable expenditure of TOD charges - ₹ 3.14 lakh**

Time of Day tariff has been introduced to aid in flattening of the day load curve while incentivizing off-peak hour consumption for eligible customers. It means that cost of using 1 unit of electricity will be different in mornings, noon, evenings and nights. This means that using appliances during certain time of the day will be cheaper than using them during other times.

During the scrutiny of electricity bills and the related records for the years 2014-15 and 2015-16, Audit observed that TOD charges amounting to ₹ 3,14,081/- were levied for Meter No. RRN 987 as detailed below which was avoidable by using devices such as time clocks to automatically turn the power off to some appliances during the peak periods:

Month	TOD charges
5/14	20,324/-
6/14	19,676/-
8/14	16,444/-
9/14	19,460/-
10/14	17,836/-
11/14	23,326/-
12/14	20,208/-
01/15	9,032/-
03/15	34,636/-
05/15	24,903/-
06/15	23,922/-
07/15	15,049/-
08/15	21,118/-
09/15	21,989/-
03/16	26,156/-
Total	3,14,081/-

The electronic AMR meters would provide usage figures for the peak and off-peak periods. It can also provide reports of the usage data on day-by-day, hour-by-hour, or shorter time frames, as well as other useful information such as outages and power quality. This timely information coupled with analysis can help both utility providers and customers' better control the use and production of electric energy, gas usage, or water consumption. Reducing, or "shaving," peak power demand not only lowers utility bills, but it reduces strains on the power grid.

The University replied that it had already installed Solar PV system of 27,100 LPD in 11 buildings especially in Hostels, Guest House and V.C lodge for the purpose of Solar Hot water system and had taken measures to reduce dependency on conventional Energy and intend to expand this process to other buildings. Further, it was stated that the University was considering to avail the RESCO model scheme introduced by Ministry of non-conventional Energy Resource for Renewable Grid connected roof top Solar PV panels.

Effective action may be taken to reduce dependency on conventional energy and the reduction in consumption of electricity at peak hours for avoidable payment of TOD charges and results of such action taken may be intimated to Audit.

7. Non-disposal of Unserviceable Articles

Rules 196 and 197 of General Financial Rules (GFRs), 2005, stipulate that surplus or obsolete or unserviceable goods should be disposed by obtaining bids through advertised tender or public auction and action should be taken for disposal of goods thereafter by following the procedures laid down in **Rules 198 & 199 of GFRs 2005**.

327 articles as detailed in Annexure-III enclosed were reported by the University as unserviceable/obsolete/surplus. However, necessary steps were not taken to dispose them by following due procedure, as stipulated in **Rules 196 to 200 of General Financial Rules 2005**:

Action may be taken to dispose the unserviceable/obsolete/surplus articles, as per the Rules *ibid* and remittance particulars of sale proceeds of auction, into University's account intimated to Audit.

8. Audit observations on maintenance of Service Books

Audit observed the following omissions during scrutiny of service books:

(A) In some of the service books, leave account was not updated. Photos were not pasted. Corrections made were not attested.

The University replied that action would be taken to rectify the omission accordingly.

(B) Travelling Allowance Rules, Part-II, Appendix 5 and clarification No.V, thereunder, stipulates that, vacation staff are entitled to Transport Allowance, however, during vacation; the allowance shall not be admissible, when such vacation spell, including all kinds of leave, envelops the entire calendar month(s). Further, Transport Allowance was not admissible to the employees, during absence from duty for a full calendar month due to leave/training/tour, etc. If the absence covers more than one month, it will not be admissible for calendar month(s) wholly covered by such absence. Consequent on implementation of Sixth Pay Revision Commission recommendations, these Rules along with new rates of Transport Allowance (TA) were made applicable with effect from 1st September 2008.

Smt. Hajera Begum, Library Assistant, availed Child Care Leave (CCL) from 3.11.15 to 03.02.16. However, Transport Allowance of ₹ 1,314/- per month was drawn for the months of December 2015 and January 2016 though the period of absence from duty due to leave during these 2 months covered full calendar month. Hence, the irregular drawal of total transport allowance of ₹ 2,628/- paid to Smt. Hajera Begum, Library Assistant for the 2 months need to be recovered.

The University replied that Finance and Accounts section would be requested to recover the amount.

Action may be taken as informed and recovery particulars of irregular drawal of total transport allowance amount of ₹ 2,628/- intimated to Audit.

9. Documents not produced to Audit

(A) The following records and information, which were not produced/furnished during the previous audits (2013-14) were not produced/furnished during the present audit (**February-March 2017**) also:

(i) Files pertaining to follow up action taken on the excess pay fixation of 33 officials, recommendations of the Selection Committee, appointment orders, pay fixation statements, recovery particulars, revised pay fixation statements and other connected records were not produced for verification.

(ii) Recruitment Rules, promotion policies followed by the University in respect of appointment/promotion of teaching and non-teaching staff. Their pay fixations consequent on implementation of Sixth Pay Commission Recommendations, and other connected records, like Service books, Personal files, and Pay bill registers.

(iii) The University did not furnish the details of sanctioned strength of non-teaching staff, vis-à-vis persons-in-position with supporting sanction orders for operation of sanctioned posts. The cadre strength of teaching staff was furnished but was not supported by sanction orders for operation of teaching posts.

(iv) Correspondence files related to Vehicles stated to be under condemnation, (i) Ambassador car (No.AP 28 AT 2792) (ii) Toyota Qualis car (No.AP 13 E 4474) and (iii) TATA Indigo LS car (No.AP 28 AV 1271).

(B) The following records and information, which were not produced/furnished during the previous audits (2014-15) were not produced/furnished during the present audit (**February-March 2017**) also :

(i) Files/records and copies of documents pertaining to recruitment of the following along with (i) details of notification issued/published in various News Papers (ii) details of number of candidates applied along with their qualification (iii) details of candidates to whom call letters were sent (iv) number of candidates appeared for the test (v) number of candidates shortlisted and appeared for interview (vi) Minutes of the Selection Committee (vii) Candidates selected and recruited (viii) Service Books, Personal files/dossiers, recruitment files and (ix) Recruitment Rules of the University/UGC:

- a. Assistant Professors in departments of English, Civil Engineering, Arabic, Persian, Education, Computer Science & Engineering, Urdu and Electronic & Communication Engineering and Social Work, from the year 2010 onwards,
- b. Sri Wajuhuddin, Section Officer,
- c. Teaching staff of Model School
- d. Dr. Abdul Wahid, Associate Professor
- e. Ms. Santha, Section Officer
- f. Sri MohdHasim Ali Sajid, Assistant Registrar
- g. Dr. Khwaja M Sahid, Pro-Vice Chancellor
- h. Teaching Staff
- i. Ms. AtiyaNaheed, Asst. Professor
- j. Sri Md. Hamid Mohiuddin Siddiqui, Section Officer
- k. Sri Abdul Azeem, UDC
- l. Sri SalarMohiuddin LDC
- m. Sri MohdAzamathulla Khan, LDC
- n. Sri MohdIrfan, LDC
- o. Sri MohdSaheed, LDC
- p. Sri Shaik Abdul HabeebArif, Office Attendant

(ii) File and related documents/records pertaining to establishment of Secured Data Network (Wi-Max Connectivity with indoor Wi-Fi).

(C) The following documents/information, were not produced during current audit (February-March 2017):

- (i) Register of Fixed Assets, containing all Fixed Assets of the University.
- (ii) Vouchers for TA/LTC claims for the year 2014-15 & 2015-16
- (iii) Vouchers for the expenditure incurred in respect of Civil Services Examination (CSE) Coaching Academy for the years 2014-15 and 2015-16
- (iv) Cash books of A/c No.187901000002554 and A/c No.1879010000002601 pertaining to years 2014-15 & 2015-16.
- (v) Bank statements for the months January 2015, April 2015 and December 2015, except for the accounts 1879010000000001, 1879010000000022, 1879010000000023, 1879010000000024 and 187901000001101, were not furnished to audit.
- (vi) Files and vouchers for ₹ 4,85,996/- of Remedial Coaching for SC/ST/OBC(CCMES)
- (vii) Files and vouchers for ₹ 6,78,001/- of Coaching for National Eligibility Test (NET) for SC/ST/OBC.

उप निदेशक/ केंद्रीय व्यय लेखा परीक्षा

DEPUTY DIRECTOR/ CEA

ANNEXURE-I

12766
102/c

Sl.No	Name of the official	Advance drawan (Rs)	Expenditure incurred	Recovery made	Pending	Remarks
1	Ashwani	44000	15470	27481	1049	Settled
2	Syed Md.Haseeb uddin Quadri	361867	-	-	361867	Settled
3	RC, Kokatta	20300	-	-	20300	Under Process
4	RC, Kolkatta	25000	7352	17458	190	Under Process
5	ARD, Purchase	67275	-	-	67275	Settled
6	RC, Darbhanga	1444000	52794	1377849	13357	Settled
7	RC, Kolkatta	1240000	509800	699280	30920	Under Process
8	RD, Camp office, Jammu	1500000	57572	1212279	230149	Under Process
9	RC, Darbhanga	40000	12569	25431	2000	Settled
	Total				7,27,107	

(-) Settled

= 4,45,548

2,81,559

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100/c

Sl.No	Name of the official	ChNo/Date	Vr No	Purpose of Advance drawan (Rs)	Amount of advance	Pending	Remarks
1	RD, RC, Delhi	857617/6.3.13	-	purchasing items for CTE, Sambhal	20,00,000/-	20,00,000	Under Process
2	Dr.Ehteshan Ahmed Khan	291813/30.1.14	-	purchase of Anti virus	6500/-	6500	Under Process
3	Abid Ahmed Khan	324626/23.9.14	511	-	400000/-	400000	Under Process
4	Abid Ahmed Khan	343909/19.12.14	744	Printing material for convocation	300000/-	300000	Under Process
5	M.A.	343913/22.12.14	778	Transport	65000/-	65000	Under Process
6	Dr. Raj	343914/22.12.14	779	streamline	5000/-	5000	Under Process
7	Mohd.Shaik	343915/22.12.14	780	Dias & seating arrangement	390000/-	390000	Under Process
8	Abdul	343917/22.12.14	782	security committee	20000/-	20000	Under Process
9	Principal, MANUU	335790/21.4.15	19	B.Ed.M.Ed exam	10000/-	10000	Under Process
10	Syed Hamid	319874/30.4.15	67	BIDAP	100000/-	100000	Settled
11	Abdul, HOD	341179/11.6.15	164	ET	11320/-	5098	Settled
12	Shadaq	341180/11.6.15	165	ET	30000/-	30000	Settled
13	Principal, CTE, Srinagar	341181/11.6.15	166	ET	15000/-	2116	Under Process
14	Principal, CTE, Darbhanga	341200/24.6.15	185	M.Ed/B.Ed	132000/-	132000	Under Process
15	Siddiqui	331786/18.3.16	653	-	25000/-	25000	Under Process
	Total					34,90,714	

(-) settled

135098

3355616

1762
98/c

Sl.No	Name of the official	ChNo/ Date	Vr.No	Purpose of Advance drawn (Rs)	Amount of advance (Rs)	Pending	Remakrs
1	RD, RC, Delhi	097613/15.11.11	-	TA/DA	50000	9912	Under Process
2	Principal, Poly MANUU, Darbhanga	097509/27.1.11	-	conducting of semester exam	17599	17599	Under Process
3	ARD I/c, RC, Srinagar	097698/17.4.12	-	visit for UGC team to J&K	100000	100000	Under Process
4	Principal, Poly Darbhanga	097730/11.6.12	-	conducting E&T	100000	5400	Under Process
5	Principal, poly Bangalore	097737/20.6.12	-	maintenance of photo copier	12500	12500	Under Process
6	Principal, poly Bangalore	097817/4.12.12	-	conducting theory & practical exams	1500	1500	Under Process
7	Principal, Model school, NUH	097860/19.3.13	-	purchase of water cooler	82226	82226	Under Process
8	Principal, MANUU Poly Darbhanga	867441/7.5.13	-	conducting session B.Ed exam	-	808	Settled
9	Dr. Mohd. Yousuf Khan	867450/7.5.13	-	conducting B/L end theory practical exam	-	300	Under Process
10	Dr. Sajid Jaswal CTE, Asansol	867618/10.9.13	-	NCTE team inspection	-	1479	Under Process
11	Principal, MANUU Darbhanga	867607/30.8.13	-	Entrance test	-	2125	Settled
12	Principal, MANUU Darbhanga	867732/25.11.13	-	conducting session end exam	-	1644	Settled
13	Principal, MANUU Bangalore	867746/4.12.13	-	conducting exam	-	150	Under Process
14	Principal, MANUU	097716/30.5.12	-	exam	-	7023	Under Process

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1760
96/c

15	NCTE, Jaipur	295111/12.5.14	36	processing fee	40000	40000	Under Process
16	NCTE, BANGALORE	295112/12.5.14	37	processing fee	40000	40000	Under Process
17	Principal, MANUU	295143/30.5.14	63	ET/2014	-	1060	Under Process
18	Principal, CTE	325759/14.8.14	131		12000	12000	Under Process
19	Dr.Sadayat	325764/1.9.14	135		932878	932878	Under Process
20	Member Secretary	325800/23.9.14	-	CTE, NUH		1000	Under Process
21	Member Secretary	325801	-	CTE, Bangalore		1000	Under Process
22	Prof	325883/21.11.14	219			95035	Under Process
23	Mohd Jumaid	341029/18.5.15	101	viva translation		1200	Under Process
24	Principal, Model school, NUH	341669/22.9.15	134	Assessment	15000	15000	Under Process
25	Prof, CTE, Srinagar	331075/10.12.15	250	B.ED/M.Ed exam		4829	Under Process
26	CTE, Bidar	021775/8.2.16	300	Misc. expenditure	18500	18500	Under Process
	Total					14,05,168	

(-) settled : 4577

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Details of Outstanding Advances which were sanctioned upto 31.03.2016

ID1	ID2	Grant	Name	Designation	Voucher No.	Cheque No.	Cheque Date	Amount	Purpose	Controlling/Co-ordination Section
1	1	Non Plan	Dr. Md. Faiz Ahmad	Principal CTE Darbhanga	25/A324/A/1	242530	10.04.2012	4819	For B.Ed Final exams	Self
2	2	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	714/A	171706	10.01.2011	15000	Towards Refilling Gas	A&G
3	3	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	524/A322a/2	242206	20.12.2011	9000	Towards 3 man committee in CTE Srinagar	A&G
4	4	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	2027	858278	07.03.2013	12000	For subscription	Dept. of E&T
5	5	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	353	304360	28.05.2014	13000	Subscription of Journals	Dept. of E&T
6	6	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	1980	306409	02.02.2015	50000	shifting office premises	Estate Section
7	7	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	1450	307888	03.11.2015	50000	Shifting of building	Estate Section
8	8	Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar		294925	28.08.2014	25000	B.Ed. II Annual Exams	Dept. of E&T
9	9	Non Plan	Dr. M. Najeebullah	Deputy Director, Sports	1798	306193	09.01.2015	14930	Procurement of Sports Consumable	Self
10	10	Non Plan	Dr. M. Najeebullah	Deputy Director, Sports	2261	301840	24.09.2013	92210	All India Tourmanent TA/DA	Self
11	11	Non Plan	Md. Riyazur Rahman	Principal ITI BLR	1217	305444	13.10.2014	22000	Towards SCVT affiliation Fees	Poly Hyd
12	12	Sachar	Md. Riyazur Rahman	Polytechnic MANUU		97737	20.06.2012	12500	Towards Maintenance Photo Copier	Poly Hyd
13	13	Sachar	Md. Riyazur Rahman	Polytechnic MANUU		97817	04.12.2012	1500	Towards conducting Semester Exams	Poly Hyd
14	14	Sachar	Md. Riyazur Rahman	Polytechnic MANUU		295143	30.05.2014	1060	Entrance Test 2014	Poly Hyd

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92/c

ID1	ID2	Grant	Name	Designation	Voucher No	Cheque No	Cheque Date	Amount	Purpose	Controlling/Co-ordination Section
15		Sachar	Md. Riyazur Rahman	Polytechnic MANUU		333670	21.03.2016	31850	Educational Tour Programme	Poly Hyd
16		Non Plan	Mr. Aijaz Ashraf	RC Srinagar	07/A	242504	03.04.2012	175000	For implementing Sachar Committee	A&G
17	5	Sachar	Mr. Aijaz Ashraf	RC Srinagar		97698	17.04.2012	100000	Towards visit for UGC Team to Jammu & Kashmir	A&G
18		DDE	Mr. Aijaz Ashraf	MANUU Satellite Campus	94A	123377	22.10.2012	100000	For possession of land	Engg Section
19		DDE	Dr. Shafiq Ahmad Sheikh	ARD SRC Jammu		960049	27.12.2011	30000	Conducting of Annual Exams of UG/PG	Exam branch
20	6	DDE	Dr. Shafiq Ahmad Sheikh	ARD SRC Jammu	100a	123383	22.10.2012	242841	Conduct of Exams	Exam branch
21		DDE	Dr. Shafiq Ahmad Sheikh	ARD SRC Jammu	784	311146	24.01.2014	190184	Conduct of B.Ed Exam	Exam branch
22		DDE	Dr. Shafiq Ahmad Sheikh	ARD SRC Jammu	783	313347	03.02.2015	230149	Towards Term End Exams	Exam branch
23		Non Plan	Mr. Muqsit Khan	Principal ITI Bangalore	1054	301326	01.08.2013	7000	Purchase of consumable for practical	Poly Hyd
24		Non Plan	Mr. Muqsit Khan	Principal ITI Bangalore	1055	301327	01.08.2013	11000	for admission Counselling ITI	Poly Hyd
25	7	Sachar	Mr. Muqsit Khan	Principal ITI Darbhanga		97716	30.05.2012	7023	Towards End Exams May 12	Poly Hyd
26		Sachar	Mr. Muqsit Khan	Principal ITI Darbhanga		867607	30.08.2013	2125	Towards Entrance Test	Poly Hyd
27		Non Plan	Mr. Muqsit Khan	Principal ITI Darbhanga	496	310143	17.06.2015	103740	QCI Affiliation Fee & Visit of team	Poly Hyd
28		Non Plan	Prof. Abdul Moiz	Professor	1866	858080	20.02.2013	2320	For stationary	Under process with Registrar

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ID1	ID2	Grant	Name	Designation	Voucher No.	Cheque No.	Cheque Date	Amount	Purpose	Controlling/Co-ordination Section
29		Non Plan	Prof. Abdul Moiz	HoD	984	301229	29.07.2013	35000	Printing of proceeding of Seminar	Under process with Registrar
30	9	Non Plan	Prof. Siddiqui Mohd. Mahmood	HoD	830	307077	28.07.2015	9370	conducting BoS & School board meeting	Dept. of E&T
31	10	Non Plan	Dr. Shahid Pervez	RD RC Delhi	1775	171771	02.02.2011	300000	Towards conducting Workshop	A&G
32		Plan	Dr. Shahid Pervez	RD RC Delhi		857637	06.03.2013	2000000	INSI RC Delhi Towards purchasing items for CTE Sambhal	Purchase Section
33	11	Sachar	Dr. Mozaffer Islam	Principal Model School NUH		341669	22.09.2015	15000	Formative Assessment	Dept. of E&T
34	12	Sachar	Dr. Sadaquat Ali Khan	I/c. CTE Sambhal		325764	01.09.2014	932878	Procurement of Furniture and Equipments	Purchase Section
35		DDE	Ms. Shamshad Begum	Coordinator Unani	377	373424	1.02.2012	8475	for purchase of Surgical Items	Self
36	13	DDE	Ms. Shamshad Begum	Coordinator Unani	385	373434	9.02.2012	40000	Purchase of Books	Self
37		DDE	Ms. Shamshad Begum	Coordinator Unani	140	866495	31.07.2012	1500	Conducting of Exams	Self
38		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	25A	123293	22.08.2012	1000	For Independence Day	A&G
39		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	103A	123386	22.10.2012	15172	Conduct of Exams	Exam branch
40		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	780	311142	24.01.2014	12731	Conduct of B.Ed	Exam branch
41	14	DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	144	123905	27.05.2014	20300	Purchase of toners for printing	Purchase Section
42		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	339	311672	07.08.2014	190	Towards conduct of B.Ed	Dept. of E&T
43		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	783	313347	03.02.2015	30920	Towards Term End Exams	Exam branch

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12/3/14
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8812

ID1	ID2	Grant	Name	Designation	Voucher No	Cheque No	Cheque Date	Amount	Purpose	Controlling/Co-ordination Section
44		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	602	312472	28.12.2015	960100	Towards conduct of B.ed	Dept. of E&T
45	15	DDE	Dr. Mushtaq Ahmed Patel I	Professor, DDE	488	287621	28.03.2013	321917	Translation of SLM	Self
46	16	DDE	Dr. Mushtaq Ahmed Patel I	Professor, DDE	388	857406	31.01.2013	9660	For subscription of Journals	Self
47	17	Non Plan	Dr. Kaneez Zehra	HoD Political Science	2755	308394	22.03.2016	5000	Shifting of Office	Self
48	18	Non Plan	Dr. Abdul Quddoos	Asst. Regional Director Lucknow	85/A	172125	12.05.2011	1193	Towards Annual Exams	Self
49	19	Non Plan	Mohd. Asif	Inspector ITI Darbhanga	2551	303161	21.01.2014	135000	Medical Advance	Interest
50	20	Non Plan	Mr. M. I Sajid	Development Cell	1962	309529	05.01.2016	2194	Contingency	Under process with Registrar
51	21	Non Plan	Prof. Mushtaq Ahmad Kaw	HoD, History	117	300673	28.04.2015	24153	Conducting BoS Meeting	Under process with Registrar
52	22	Sachar	Dr S E H Imam Azam	RD RC Kolkata	2620	308213	07.03.2016	20000	TA/DA	Self
53	23	DDE	Dr. Sajid Jamal	I/c. CTE Asansol	.	867618	10.09.2013	1479	Towards NCTE Team Inspection	Self
54	24	DDE	Dr. Mohd. Fahim Akhter	Asst. Professor	487	287620	28.03.2013	10000	For Development of Course	Self
		DDE	Deputy Registrar	DDE	493	287626	28.03.2013	87120	For purchase of Fax Machine	Self

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ANNEXURE - III

Details of Disposal of Goods

Sl	Particular	Qty	Classification (Furniture / Computer / Equipments / Consumables others)	Dept / Section	Whether surplus / obsolete / unserviceable	date of purchase as per stock register	S.R. No. and Pg. No.	Value of the Goods	Reasons	Remarks
1	Computer Table 55"x22"x48"	14	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
	Aluminium Side Cabin	100	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
3	Wooden Sheets 18mm/36x24"	50	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
4	Keaboard PVC Slider	38	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
5	Computer Cabin Glass 29x14"	20	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
6	Computer Cabin Glass 26x14"	20	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
7	Computer Cabin Glass 84x14"	1	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
8	Computer Cabin Glass 62x14"	2	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
9	Computer Cabin Glass 53x14"	1	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
10	Box type florescent 2x40wts	23	Equipment	Engineering Sections	Dismantled	N/A	N/A	N/A	Not in Working Condition	
11	Box type florescent 1x40wts	8	Equipment	Engineering Sections	Dismantled	N/A	N/A	N/A	Not in Working Condition	
12	fluorescent Fitting 40wts	23	Equipment	Engineering Sections	Dismantled	N/A	N/A	N/A	Not in Working Condition	
13	Exhaust Fans	2	Equipment	Engineering Sections	Dismantled	N/A	N/A	N/A	Not in Working Condition	
14	Table with 3 draws 4x2	2	Furniture	Registrar Office	Surplus	Establishment	R.1, pg.11	-	-	
15	Wooden Table Plain 4x2	1	Furniture	Registrar Office	Surplus	Establishment	R.1, pg.10	-	-	
16	Revolving Chairs	3	Furniture	Registrar Office	Unserviceable	Establishment	R.1, pg.10	-	General Wear & Tear	
17	Side Table	1	Furniture	Registrar Office	Surplus	Establishment	R.1, pg.10	-	-	
18	LCD Monitor	1	Computer	Registrar Office	Surplus	Establishment	R.1, pg.03	-	-	
19	Wipro CPU P4	1	Computer	Registrar Office	Surplus	Establishment	R.1, pg.05	-	-	
20	Table Lamp	1	Consumables	Registrar Office	Unserviceable	Establishment	R.1, pg.01	-	General Wear & Tear	

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21	Zenith Monitors	37	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
22	HCL Monitors	17	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
23	Compaq Monitors	9	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
24	Microtech Monitors	1	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
25	Zenith CPU	18	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
26	HCL CPU	16	Computer	Polytechnic Hyd	Unserviceable	Purchase Section	NC/Poly/01, pg.12	-	-
27	Gestner 3235 Xerox Machine	2	Equipment	Polytechnic Hyd	Unserviceable	Purchase Section	Old Stock	-	-
28	S type chairs	6	Furniture	Polytechnic Hyd	Unserviceable	06-08-2009	NC/Poly/01, pg.12	Poly-06	-
29	Revolving / Executive Chairs	11	Furniture	Polytechnic Hyd	Unserviceable	06-04-2009	NC/Poly/01, pg.12	ITI-02, Poly-09	-
30	Monitor (Wipro)	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
31	Monitor (Wipro)	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
32	HCL Monitor	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
33	Wipro CPU	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
34	Wipro CPU	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
35	Compact CPU	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
36	HCL CPU	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
37	Printer HP LaserJet	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
38	Visitor Chairs	1	Furniture	Academic Section	Unserviceable	N/A	Vol.I, pg.10	N/A	Handles Broken
39	Compaq Monitors	1	Computer	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
40	HP Key Board	1	Computer	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
41	Compaq CPU	1	Computer	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
42	HP LaserJet Printer 2100	1	Computer	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
43	Cannon Fax Machine	1	Equipment	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
44	Euro Clean Vacuum-Cleaner	1	Equipment	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working

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45	Crompton Stand Fan	1	Equipment	P.V.C Office	Unserviceable	20-12-2013	72	Rs. 2777/-	Not Working
46	UPS	3	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&20	Nil	brought from Purchase Sec in 27-7-2012
47	UPS	2	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&19	Nil	brought from Purchase Sec in 27-7-2012
48	Air Cooler Model: K3000	3	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&24	Nil	brought from Purchase Sec in 27-7-2012
49	Stabilizer 500M 5KVA	5	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&25	Nil	brought from Purchase Sec in 27-7-2012
50	Electronic Voltage 500 VA, 5KVA	3	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&26	Nil	brought from Purchase Sec in 27-7-2012
51	LPG Cylinder Shakti Gas WC35-2	2	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&27	Nil	brought from Purchase Sec in 27-7-2012
52	Monitor	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&29	Nil	brought from Purchase Sec in 27-7-2012
53	CPU	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&29	Nil	brought from Purchase Sec in 27-7-2012
54	Keyboard	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&29	Nil	brought from Purchase Sec in 27-7-2012
55	Modi Xerox Model:5620	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&01	Nil	brought from Purchase Sec in 27-7-2012
56	Modi Xerox Identifier 2YR	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&01	Nil	brought from Purchase Sec in 27-7-2012
57	Panasonic Printer: KXP3636	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&04	Nil	brought from Purchase Sec in 27-7-2012
58	HP Printer Model:C6680	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&05	Nil	brought from Purchase Sec in 27-7-2012
59	EPSON Printer Model:P930A	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&06	Nil	brought from Purchase Sec in 27-7-2012
60	Compaq CPU	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&08	Nil	brought from Purchase Sec in 27-7-2012
61	Keyboard Compaq	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&10	Nil	brought from Purchase Sec in 27-7-2012
62	HCL CPU	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&11	Nil	brought from Purchase Sec in 27-7-2012
63	Advanced UPS	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&12	Nil	brought from Purchase Sec in 27-7-2012
64	Power Pack 2000	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&13	Nil	brought from Purchase Sec in 27-7-2012
65	Electronic Model: EM2000	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&14	Nil	brought from Purchase Sec in 27-7-2012
66	SS System Inventor	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&15	Nil	brought from Purchase Sec in 27-7-2012
67	Parall Printer Model: RT401	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&17	Nil	brought from Purchase Sec in 27-7-2012
68	Draftmen Table	16	Furniture	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITI/08/667	6900	Drawing Tables Damage

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69	Drafting Mechanic Vertical Type Complete with Drawing Board Table and pair of metric scale 30cm and 40 cm long	4	Furniture	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITV/08/609	26900	Drawing Tables Damage	
70	Drafting Mechanic Horizontal Type Complete with Drawing Board Table and pair of metric scale 30cm and 40 cm long	4	Furniture	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITV/08/656	8400	Drawing Tables Damage	
71	TV Receiver (ambition)	2	Equipment	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITV/04/274	32000	Picture Tube damage	
72	Bench Vice	16	Furniture	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITV/05/340	1850 each	Jaws Broken & Treading wornout	
73	Paper Shredder	3	Equipment	ER-I	Unserviceable	-	-	-	-	
74	Typewriter	2	Equipment	ER-I	Unserviceable	-	-	-	-	
75	Computer Chairs	4	Furniture	ER-I	Unserviceable	-	19-20	-	-	
76	Table 3 Draw	1	Furniture	ER-I	Unserviceable	-	20-21	-	-	
77	UPS (Small) 650V	1	Equipment	ER-I	Unserviceable	-	59-60	-	-	
78	Xerox Stabiliser	2	Equipment	ER-I	Unserviceable	-	42-43	-	-	
79	Monitor (Wipro)	8	Computer	ER-I	Unserviceable	-	1-3,	-	-	
80	CPU's	10	Computer	ER-I	Unserviceable	-	1-3,	-	-	
81	Printer	5	Computer	ER-I	Unserviceable	-	4-6,	-	-	
82	Emergency Light	1	Consumables	ER-I	Unserviceable	-	-	-	-	
83	Keyboard	6	Computer	ER-I	Unserviceable	-	-	-	-	
84	Cooler Stand	1	Furniture	ER-I	Unserviceable	-	-	-	-	
85	Bathroom Glass	2	Consumables	ER-I	Unserviceable	-	-	-	-	
86	Curtain rods	6	Furniture	ER-I	Unserviceable	-	-	-	-	
87	Compaq CPU	5	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use	
88	WPRO CPU	3	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use	
89	HCL CPU	2	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use	
90	Printer HP	4	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use	

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91	Samsung Printer	1	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
92	Compaq Monitors	4	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
93	WPRO Monitors	2	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
94	HP Monitor	1	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
95	Zenith	1	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
	Compaq Keyboard	2	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
97	CPU	7	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
98	Monitor	11	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
99	Printers HP	3	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
100	Samsung Printer	4	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
101	Air Coolers	4	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
102	Scanner	1	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
103	Keyboards	10	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
104	Mouse	8	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
105	S type chairs	8	Furniture	Dept. of Edu & Train	Unserviceable	-	-	-	-
106	Cushion Chairs	1	Furniture	Dept. of Edu & Train	Unserviceable	-	-	-	-
107	Executive Chairs	1	Furniture	Dept. of Edu & Train	Unserviceable	-	-	-	-
108	Computer Chairs	3	Furniture	Dept. of Edu & Train	Unserviceable	-	-	-	-
109	CPU	17	Computer	D.D.E	Obsolete	-	-	-	-
110	Printers	7	Computer	D.D.E	Obsolete	-	-	-	-
	Computers Chairs	8	Furniture	D.D.E	Unserviceable	-	-	-	Broken
112	Cane Chairs	3	Furniture	D.D.E	Unserviceable	-	-	-	Broken
113	Monitors CRT	19	Computer	D.D.E	Obsolete	-	-	-	-
114	Xerox Machine	1	Equipment	D.D.E	Obsolete	-	-	-	-
115	Dot Matrix Printer	2	Computer	D.D.E	Obsolete	-	-	-	-
	Sofa Set (1+1+3)	1	Furniture	D.D.E	Serviceable	-	-	-	Broken

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117	Frankign Machine Base	1	Equipment	D.D.E	Obsolete	-	-	-	-	-
118	Color Printer	1	Computer	D.D.E	Obsolete	-	-	-	-	-
119	3KV UPS with Batteries	1	Equipment	D.D.E	Obsolete	-	-	-	-	-
120	Centre Table	1	Furniture	D.D.E	Unserviceable	-	-	-	-	Broken
121	Air Cooler Model: K3000	2	Equipment	D.D.E	Obsolete	-	-	-	-	-
	Auditorium Chairs	5	Furniture	D.D.E	Unserviceable	-	-	-	-	-
123	Comb binding Machine	1	Equipment	D.D.E	Unserviceable	-	-	-	-	-
124	Cycle	1	Equipment	D.D.E	Obsolete	-	-	-	-	-
125	Fax	1	Computer	D.D.E	Obsolete	-	-	-	-	-
126	Computer HP	1	Computer	Dept. of Hindi	Unserviceable	2012	Sr.01, pg.06	-	-	Not working
127	Computer Wipro	1	Computer	Dept. of Hindi	Unserviceable	2012	Sr.01, pg.06	-	-	Not Working
128	Printers Saansung ML2010	1	Computer	Dept. of Hindi	Unserviceable	2012	Sr.01, pg.14	-	-	Not Working
129	S-Chairs	3	Furniture	Dept. of Hindi	Damaged	-	Sr.01, pg.04	-	-	Damaged
130	Wheel Chairs	4	Furniture	Dept. of Hindi	Damaged	-	Sr.01, pg.04	-	-	Damaged
131	Computers	8	Computer	D.D.E	Obsolete	-	-	-	-	-
132	Printers	2	Computer	D.D.E	Obsolete	-	-	-	-	-
133	Chairs	15	Furniture	D.D.E	Unserviceable	-	-	-	-	-
134	Monitors	1	Computer	IMC	Unserviceable	-	28	-	-	Very Old Monitor, no parts available
135	Computer (Compaq)	1	Computer	P.R.O	Unserviceable	2002	1 & 38	-	-	Very Old
	Monitor (Compaq S500)	1	Computer	P.R.O	Unserviceable	2002	1 & 38	-	-	Very Old
137	Monitor (HP7540)	1	Computer	P.R.O	Unserviceable	2002	1 & 38	-	-	Very Old
138	Monitor (HP7540)	1	Computer	P.R.O	Unserviceable	Apr-08	1 & 38	-	-	Very Old
139	Printer (HP LaserJet 2200D)	1	Computer	P.R.O	Unserviceable	2002	1 & 39	-	-	Very Old
140	Printer (HP 6P)	1	Computer	P.R.O	Unserviceable	2002	1 & 39	-	-	Damaged
141	Digital Photo Printer (SonyFP30)	1	Computer	P.R.O	Obsolete	2005	1 & 39	-	-	Not in Use
142	Akai Tape Recorder	1	Equipment	P.R.O	Surplus	1999	1 & 41	-	-	Not in Use

143	Hi - 8 tape recorder	1	Equipment	P.R.O	Surplus	2005	1 & 41	-	Not in Use
144	Camera (Sony DSC-T33)	1	Equipment	P.R.O	Unserviceable	2005	1 & 42	-	Very Old
145	Handy Cam (Sny LCS VA20)	1	Equipment	P.R.O	Obsolete	2005	1 & 43	-	Very Old
146	Scanner (HP ScanJet 2400)	1	Computer	P.R.O	Unserviceable	-	1 & 44	-	Very Old
147	Lamination Machine (1 d'smat tm)	1	Equipment	P.R.O	Unserviceable	06-08-2008	1 & 45	-	Very Old
	Lamination Machine (desktop)	1	Equipment	P.R.O	Unserviceable	01-06-2011	1 & 45	-	Very Old
149	Table	1	Furniture	P.R.O	Surplus	06-08-2008	1 & 34	-	Not in Use
150	Revolving Chairs	10	Furniture	Saiyid Hamid Library	Unserviceable	-	02 & 13	-	-
151	s' type chairs	3	Furniture	Saiyid Hamid Library	Surplus	-	02 & 11	-	-
152	By Cycle	1	Furniture	Saiyid Hamid Library	Surplus	-	01 & 25	-	-
153	Stand Fan	2	Furniture	Saiyid Hamid Library	Unserviceable	-	01 & 29	-	-
154	Water Cooler	1	Equipment	Saiyid Hamid Library	Surplus	-	01 & 23	-	kept for reading room however the same is now beign withdrawn as entry to reading room is from main door (4 already available)
155	Dot Matrix Printer	1	Computer	Saiyid Hamid Library	Surplus	-	01 & 60	-	-
156	Aqua Guard R.O.	1	Equipment	Saiyid Hamid Library	Surplus	-	01 & 38	-	-
157	Aqua Guard U.V.	1	Equipment	Saiyid Hamid Library	Surplus	-	01 & 38	-	-
158	Monitor	2	Computer	Dept. of English	Unserviceable	-	1 & 6	-	-
159	CPU	2	Computer	Dept. of English	Unserviceable	-	1 & 6	-	-
160	Key Board	2	Computer	Dept. of English	Unserviceable	-	1 & 6	-	-
161	Mouse	3	Computer	Dept. of English	Unserviceable	-	1 & 6	-	-
162	Computer Chairs	2	Furniture	Dept. of English	Unserviceable	-	1 & 5	-	-
163	Computers (Compaq)	2	Computer	Dept. of Translation	Unserviceable	2000	1 & 14	-	Outdated
164	Computer (HCL)	3	Computer	Dept. of Translation	Unserviceable	2003	1 & 14	-	Outdated
165	Printers	3	Computer	Dept. of Translation	Unserviceable	2000 & 2003	1 & 17	-	Outdated
166	Xerox Machine	1	Equipment	Dept. of Translation	Unserviceable	Nil	01 & 25	-	Outdated

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167	UPS Batteries	1	Equipment	Dept. of Translation	Unserviceable	13-06-2008	01 & 20 & 25	-	Outdated
168	Voltac AC	1	Equipment	Dept. of Translation	Unserviceable	Nil	01 & 78	-	Outdated
169	Computers HP	14	Computer	Dept. of Translation	Unserviceable	22-12-2007, 19-03-2008	01 & 01	UGC Innovative	Outdated
170	s' type chairs	4	Furniture	Dept. of Translation	Damaged	-	01 & 01	-	Damaged
171	Wooden Student Chairs	50	Furniture	Dept. of MC&J	Surplus	-	2 & 39	-	-
	Glass Table	1	Furniture	DWE	Unserviceable	-	-	-	Broken
173	Executive Chairs	1	Furniture	DWE	Unserviceable	-	02 & 23	-	Broken
174	Computer Table	1	Furniture	DWE	Unserviceable	-	02 & 06	-	Broken
175	UPS	1	Equipment	DWE	Unserviceable	16.04.2014	02 & 40	-	-
176	Motorized Tread Mill Aerofit806	2	Equipment	Physical Education	Unserviceable	15.07.2011	pg. 01	41000	this item was discounted by the manufacturing company and the motor and other parts are not available in market
177	Eight Station Gym Monalisa Brand	1	Equipment	Physical Education	Unserviceable	-	-	-	Monalisa company was windup and service for repairs is not available, also frequently disfunctioning. The visited expert also suggested needs to be scrapped.
178	Computer Wipro	1	Computer	Dept. of MC&J	Unserviceable	2007	1 & 27	-	unserviceable H/W Components
179	Computer Wipro	1	Computer	Dept. of MC&J	Unserviceable	2007	1 & 27	-	unserviceable H/W Components
180	Computer Zenith	1	Computer	Dept. of MC&J	Unserviceable	15-09-2007	1 & 27	-	unserviceable H/W Components
181	Computer Zenith	1	Computer	Dept. of MC&J	Unserviceable	15-09-2007	1 & 27	-	unserviceable H/W Components
182	Computer HCL	1	Computer	Dept. of MC&J	Unserviceable	23-05-2008	1 & 27	-	unserviceable H/W Components
183	UPS with Batteries	1	Equipment	CSSEIP	Unserviceable	05-10-2011	01 & 53	60150	Can be used if batteries are replaced
184	New Paper Stand	1	Furniture	CSSEIP	Surplus	31-05-2011	01 & 76	-	-
185	Computer Zenith	4	Computer	CSSEIP	Obsolete	29-08-2007	01 & 44	74,000	-
186	Writing Boards	4	Furniture	CSSEIP	Obsolete	03-07-2009	01 & 43	-	-
187	White Board Stand	3	Furniture	Dept. of Islamic Studi	Surplus	-	01 & 12	-	-
188	s' type chairs	1	Furniture	Dept. of Islamic Studi	Surplus	-	01 & 10	-	-

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189	Atlas Cycle	1	Furniture	Dept. of Islamic Studi	Surplus	28.04.2014	01 & 60	4000/-	
190	Computers HCL	2	Computer	CWS	Unserviceable	-	01 & 03	-	
191	Executive Chairs	4	Furniture	CWS	Unserviceable	-	01 & 23	-	Broken
192	S type chairs	5	Furniture	CWS	Unserviceable	-	01 & 25	-	Broken
193	Computers IBM	2	Computer	CWS	Unserviceable	-	01 & 01	-	
194	Printers HP 2420	1	Computer	CWS	Unserviceable	-	01 & 06	-	
195	S type chairs	3	Furniture	Dept. of Management	Unserviceable	19.07.2013	37	-	Can be repaired
196	Computer Chairs	1	Furniture	Dept. of Management	Unserviceable	30.05.2012	16	-	Base Broken
197	HCL Computer	1	Computer	Dept. of Management	Unserviceable	2004	13	-	Outdated technology
198	HP CPU With Desktop	1	Computer	Dept. of Management	Unserviceable	2004	13	-	Outdated technology
199	Symphony Cooler	1	Equipment	Dept. of Management	Unserviceable	2006	18	-	Electrical Problem
200	Book Shelf	1	Furniture	Dept. of Management	Unserviceable	2004	9	-	Welding Required, can be repaired
201	Computers	2	Computer	Dept. of Social Work	Unserviceable	-	01 & 09	-	Not Working Totally
202	Shell Chairs Dining	105	Furniture	Boys Hostel - II	Unserviceable	08-21-2010	01 & 35	50,400/-	un-repairable
203	S type chairs	15	Furniture	Boys Hostel - II	Unserviceable	18-12-2010	01 & 20	22,425/-	un-repairable
204	Plastic Chairs	18	Furniture	Boys Hostel - II	Unserviceable	20-09-2013	01 & 73	12,060/-	un-repairable
205	office Chairs	1	Furniture	Boys Hostel - II	Unserviceable	22-06-2011	01 & 79	1900/-	un-repairable
206	Cots/Beds	10	Furniture	Boys Hostel - II	Unserviceable	08-10-2010	01 & 11	32,500	un-repairable
207	Wet Grinder	1	Others	Boys Hostel - II	Unserviceable	24-01-2012	01 & 92	27,400/-	un-repairable
208	Buckets	2	Others	Boys Hostel - II	Unserviceable	25-03-2014	01 & 90	2000/-	un-repairable
209	Mixer Grinder	2	Others	Boys Hostel - II	Unserviceable	24-01-2012	01 & 93	4695/-	un-repairable
210	Refrigerator	1	Others	Boys Hostel - II	Unserviceable	23-05-2011	01 & 71	18,425/-	un-repairable
211	D Freezer	1	Others	Boys Hostel - II	Unserviceable	15-03-2011	01 & 47	29,325/-	un-repairable
212	Potato Peeler Machine	1	Others	Boys Hostel - II	Unserviceable	18-04-2013	01 & 90	13,500	un-repairable
213	Tea Container	1	Others	Boys Hostel - II	Unserviceable	18-04-2013	01 & 90	-	un-repairable
214	Water Jugs	10	Others	Boys Hostel - II	Unserviceable	18-04-2013	01 & 90	-	un-repairable

215	Readign room Chairs	54	Furniture	Girls Hostel	Unserviceable	22-07-2011	11 & 03	60000	Not Repairable
216	T.V. Room Chairs	4	Furniture	Girls Hostel	Unserviceable	08-11-2012	11 & 03	5400	Not Repairable
217	Grinder Big	1	Equipment	Girls Hostel	Unserviceable	01-12-2008	11 & 22		Not Repairable
218	Mixer	2	Equipment	Girls Hostel	Unserviceable	09-05-2011	11 & 23	4435	Not Repairable
219	Mixer	1	Equipment	Girls Hostel	Unserviceable	01-12-2008	11 & 23		Not Repairable
220	Plastic Chairs	4	Furniture	Girls Hostel	Unserviceable	27-05-2011	11 & 36	1600	Not Repairable
221	Jugs	6	Others	Girls Hostel	Unserviceable	24-01-2012	11 & 59	672	Not Repairable
222	Jugs	4	Others	Girls Hostel	Unserviceable	24-09-2012	11 & 59	47	Not Repairable
223	Buckets	3	Others	Girls Hostel	Unserviceable	24-09-2012	02 & 02	630	Not Repairable
224	Tea Container	2	Others	Girls Hostel	Unserviceable	31-01-2012	02 & 03	5950	Not Repairable
225	Laddle	2	Others	Girls Hostel	Unserviceable	16-03-2008	02 & 03	-	Not Repairable
226	Steel Boxes 10 KG	5	Others	Girls Hostel	Unserviceable	22-11-2011	02 & 05	1920	Not Repairable
227	Pullri Ballan	3	Others	Girls Hostel	Unserviceable	24-09-2012	02 & 05	980	Not Repairable
228	Water Cooler	2	Equipment	Girls Hostel	Unserviceable	29-11-2008	11 & 24	-	Not Repairable
229	Aqua Guard	2	Equipment	Girls Hostel	Unserviceable	21-09-2011	11 & 27	1998	Not Repairable
230	Computer	2	Computer	Girls Hostel	Repairable	15-04-2011	11 & 09	66068	Repairable
231	Printer	1	Computer	Girls Hostel	Repairable	04-01-2010	11 & 11	-	Repairable
232	Gas Stove	1	Equipment	Girls Hostel	Unserviceable	21-11-2008	11 & 26	-	Not Repairable
233	Table Iron	7	Furniture	Girls Hostel	Unserviceable	31-01-2008	11 & 14	-	Not Repairable
234	Computer Table	1	Furniture	Girls Hostel	Unserviceable	28-02-2011	11 & 07	-	Not Repairable
235	S type chairs	32	Furniture	Boys Hostel - I	Serviceable	11-12-2012	01 & 77	-	-
236	Wooden Dinning Table	45	Furniture	Boys Hostel - I	Serviceable	03-08-2011	01 & 26	-	-
237	S type chairs legs	14	Furniture	Boys Hostel - I	Serviceable	11-12-2012	01 & 77	-	-
238	study table legs	23	Furniture	Boys Hostel - I	Serviceable	05-02-2013	01 & 28	-	-
239	Bed legs	17	Furniture	Boys Hostel - I	Serviceable	-	-	-	-
240	S type Chairs Legs	48	Furniture	Boys Hostel - I	Serviceable	-	-	-	-

241	Dining Table Wooden Base	9	Furniture	Boys Hostel - I	Serviceable	-	-	-	-
242	Dining Chairs blue	12	Furniture	Boys Hostel - I	Unserviceable	03-05-2011	01 & 26	-	Broken plastic sheet
243	Sponge Chairs	7	Furniture	Boys Hostel - I	Unserviceable	11-12-2012	01 & 77	-	Cution is Damage
244	office Chairs	2	Furniture	Boys Hostel - I	Unserviceable	-	-	-	Damaged
245	Common Room Chairs Back	7	Furniture	Boys Hostel - I	Unserviceable	-	-	-	-
246	Plastic Chairs	35	Furniture	Boys Hostel - I	Unserviceable	-	-	-	All Chairs are broken
247	Iron Chairs	5	Furniture	Boys Hostel - I	Unserviceable	-	-	-	Damages
248	Draws	9	Furniture	Boys Hostel - I	Unserviceable	05-02-2013	01 & 28	-	Not Use
249	Beds	3	Furniture	Boys Hostel - I	Unserviceable	07-01-2010	01 & 02	-	Damages
250	Table Rods	35	Furniture	Boys Hostel - I	Unserviceable	07-01-2010	01 & 03	-	Damage
251	Study Tables	6	Furniture	Boys Hostel - I	Unserviceable	05-02-2013	01 & 28	-	Damage
252	Steel Tray	3	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
253	Buckets	11	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
254	Gas Burnel	5	Others	Boys Hostel - I	Unserviceable	28-01-2010	01 & 19	4200	Burnel are blacked
255	Tea Thermas	2	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
256	Bagonas	8	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	-	Damage
257	Kadai	1	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	-	Damage
258	Pet Tubs	4	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
259	Rice Tubs	2	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
260	Rice Channi	3	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	3312/- each	Damage
261	Idly Box	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
262	Dhakkan	4	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
263	Mixi Set	1	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 04	4595	Not Working
264	Iron Study Table	2	Others	Boys Hostel - I	Unserviceable	05-02-2013	01 & 28	-	Damage
265	Cooker Dhakkan	3	Others	Boys Hostel - I	Unserviceable	-	-	-	Not Use
266	Plates	8	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	-	Damage

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267	Hot Pot Dhakkans	4	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	-	Damage
268	Jugs	24	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	3150/-	Damage
269	Degs	2	Others	Boys Hostel - I	Unserviceable	28-01-2010	01 & 19	8262/-	Damage
270	Basket Ball Caps	4	Others	Boys Hostel - I	Unserviceable	-	-	-	Not Use
271	Fridge Compressor	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Not Working
272	Plastic Chairs	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
273	Steel Bucket	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
274	Fridge Compressor	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Not Working
275	Bowls	59	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	1121/-	Damage
276	Salt Katoni	58	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
277	Tea Cups	40	Others	Boys Hostel - I	Unserviceable	08-05-2012	01 & 20	800/-	Damage
278	Jara	1	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	240/-	Damage
279	Kabgir	1	Others	Boys Hostel - I	Unserviceable	30-12-2013	01 & 50	440/-	Damage
280	Small Cooker	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
281	Hot Pot Dhakkans	3	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	-	Damage
282	Dust Bins	2	Others	Boys Hostel - I	Unserviceable	16-02-2010	01 & 05	2430/-	Damage
283	Wet Grinder	2	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 04	33600/-	Damage
284	Cooker 5ltrs	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
285	Dal Katoni	2	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	848/-	Damage
286	Gas Lighters	5	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	-	Damage
287	Aqua Guard	4	Others	Boys Hostel - I	Unserviceable	21-12-2011	01 & 27	399608/-	Not Working
288	Gas Stove Burnel	2	Others	Boys Hostel - I	Unserviceable	03-04-2012	01 & 33	1000/-	Damage
289	Wheel Chairs	23	Furniture	Exam Branch	Unserviceable	-	-	-	Some Chairs are serviceable
290	Cooler Stand	1	Furniture	Exam Branch	Obsolete	-	-	-	-
291	Cartridges	69	Others	Exam Branch	Obsolete	-	-	-	-
292	Color Cartridges	9	Others	Exam Branch	Obsolete	-	-	-	-

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293	Symphony Cooler		1	Equipment	Exam Branch	Unserviceable	-	-	-	-
294	Monitors		8	Computer	Exam Branch	Obsolete	-	-	-	-
295	Voltage Stabilizers		5	Equipment	Exam Branch	Surplus	-	-	-	-
296	Gestetner Photocopier		1	Equipment	Exam Branch	Obsolete	-	-	-	-
297	HP Printer 3800		1	Computer	Exam Branch	Obsolete	-	-	-	-
298	HP Printer 3800		1	Computer	Exam Branch	Obsolete	-	-	-	-
299	HP Printer		1	Computer	Exam Branch	Obsolete	-	-	-	-
300	HP Printer		1	Computer	Exam Branch	Obsolete	-	-	-	-
301	Printer Gestetner 320-AI		1	Equipment	Exam Branch	Obsolete	-	-	-	-
302	HP Printer LaserJet 9040dn		1	Computer	Exam Branch	Obsolete	-	-	-	-
303	HP Printer		1	Computer	Exam Branch	Obsolete	-	-	-	-
304	Compaq CPU		1	Computer	Exam Branch	Obsolete	-	-	-	-
305	HP LaserJet C4096A		1	Computer	Exam Branch	Obsolete	-	-	-	-
306	CPU Cabin		4	Computer	Exam Branch	Obsolete	-	-	-	-
307	Compaq CPU		1	Computer	Exam Branch	Obsolete	-	-	-	-
308	Compaq CPU Cabinet		2	Computer	Exam Branch	Obsolete	-	-	-	-
309	Damage Printer		1	Computer	Exam Branch	Obsolete	-	-	-	-
310	HP ScanJet 2400		1	Computer	Exam Branch	Obsolete	-	-	-	-
311	Type Writer		1	Equipment	Exam Branch	Obsolete	-	-	-	-
312	Keyboard		3	Computer	Exam Branch	Unserviceable	-	-	-	-
313	Copy Printer CPDR8		1	Computer	Exam Branch	Obsolete	-	-	-	-
314	HP LaserJet 2550L		1	Computer	Exam Branch	Obsolete	-	-	-	-
315	Gestetner Copy Printer 5329L		1	Equipment	Exam Branch	Obsolete	-	-	-	-
316	Toshiba eStudio 45 Xerox Machine		1	Equipment	Exam Branch	Obsolete	-	-	-	-
317	HP CD Color Monitor		1	Computer	Exam Branch	Unserviceable	-	-	-	-

[illegible]



Internal Quality Assurance Cell (IQAC)

Academic Audit Report 2016-2017

Framework

Maulana Azad National Urdu University has adopted the seven criteria of NAAC for its internal Academic Audit. The IQAC conducts academic internal audit of all the Department of Studies, Colleges, Directorates and Centres and Administrative sections on all the seven criteria of NAAC mentioned in the Annual Quality Assurance Report.

Overview

The IQAC sent AQAR proforma to all the teaching departments and colleges, directorates and centres and all administrative sections of the University. They were asked to furnish information and send filled in AQAR back to the IQAC.

After receiving the proforma from all the Departments, Colleges, Directorates, Centres and some Administrative Sections, the information on different criteria are collated, compiled and then the AQAR of the University is prepared. The IQAC assessed the performance of all the academic Departments and discussed that in the IQAC meeting held on 6th July 2018, before it was being submitted to NAAC.

Areas of Excellence

MANUU centralized admission process by establishing Directorate of Admissions which has been strengthened with the ICT support from Centre for Information Technology

MANUU established Directorate of Translation and Publication (DTP) and Centre for Promotion of Knowledge in Urdu (CPKU)

H.K.S. Centre for Deccan Studies (HKSCDS) established Deccan Heritage Club

Choice Based Credit System was implemented across all the campus/regular mode programmes of MANUU

Value-addition programmes were introduced

Examination Branch started adopting ICT technology for the processing of results

MANUU entered into MoUs with some national agencies/institutions

Tuition fees was waived for women students in their first semester

The overall pass percentage was 92 for all the campus/regular programmes; 08 percent students had failed. As against this, the previous years pass percentage was 100.

One major project had been completed and submitted, and 15 minor projects had been completed.

MANUU had allocated more than Rs. 56 lakhs for research projects.

A good number of extension activities through NSS were organized.

Value of purchases of equipment had been very encouraging.

The increase in library learning resources was very encouraging academically. About 6652 text books and reference books had been added to the Library collection and about 43 journals were subscribed.

The upgradation of technology had been very good. CIT facilitated the process of registration for courses and payment of fees online.

The University had been transparent in staff recruitment policy, the recruitment was done through notification on University website and national dailies

Areas for Concern

University teachers did not receive any international award or fellowship

The number of JRF and SRFs is low and require attention.

Research projects from international and national agencies had not increased much.

The Departments have yet to offer Interdisciplinary Research.



Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU

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Note: This Academic Audit Report had been prepared after the compilation of AQAR and its submission to NAAC.

Action Taken Report

Maulana Azad National Urdu University implemented the following measures:

1) Training Programme on Open Source Office Productivity Tools and Cyber Security (24th to 28th July 2017)

http://manuu.ac.in/Circular/ARs%20Training_24July2017.pdf

2) “Online Teaching, Learning and Assessment with Open Educational Resources, Education Technology Tools & Moodle MOOC Platform (24th November 2017)

<http://manuu.ac.in/Circular/Nominated%20faculty%20for%20workshop%2024%20Nov%202017.pdf>

3) Committee to Examine Application for Award of International Travel Grant (ITG) for Paper Presentation in Conferences/Seminars. (27th July 2017)

http://manuu.ac.in/Circular/commite%20to%20examine%20conference%20in%20abroad_27July2017.pdf

4) Inclusion of Students Representatives in Committee for Persons with Disability (27th July 2017)

http://manuu.ac.in/Circular/disability%20committe_27July2017.pdf

5) Constitution of Sports Monitoring Committee (31st July 2017)

http://manuu.ac.in/Circular/sport%20commitee_31July2017.pdf

6) Constitution of the Committee for Organizing Swachhta Pakhwada (1st Septemebr 2017)

http://manuu.ac.in/Circular/SwachhtaPakhwada_4Sep2017.pdf

7) Formation of Committee to look into Loan and Scholarship Facilities (4th September 2017)

http://manuu.ac.in/Circular/Scholarship%20facilitiesNotice_8Sep2017.pdf

8) Transaction Audit of MANUU by Director General of Audit (Central) from 9th October 2017

[http://manuu.ac.in/Circular/Audit%20\(Central\)%20Hyderabad_6Oct2017.pdf](http://manuu.ac.in/Circular/Audit%20(Central)%20Hyderabad_6Oct2017.pdf)

9) Sensitization Programme for non-teaching Staff and Officers on PWD 10th November 2017

http://manuu.ac.in/Circular/PwD%20Programme_10Nov2017.pdf

10) Employability Skills Enhancement Training Programme @nd February 2018

http://manuu.ac.in/Circular/training_notice_2feb18.pdf

11) All India Performance Audit on the functioning of UGC-MANUU by Director General of Audit (Central) for the period 2012-13 to 2017-18. (12th March 2018)

http://manuu.ac.in/Circular/Performance%20Audit%20Orders_12mar18.pdf

12) Training Programme on Academic Leadership in collaboration with the Centre for Academic Leadership and Education Management (CALEM) from 23rd to 28th April (11th April 2018)

http://manuu.ac.in/Circular/HRDC%20training%20program%20invitation_11Apr18.pdf

13) Appointment of Director, IQAC (19th April 2018)

<http://manuu.ac.in/Circular/AppointmentIQACDirector.pdf>

14) Reconstitution of IQAC, (16th May 2018)

http://manuu.ac.in/Circular/Reconstitution%20of%20IQAC%20of%20MANUU_16may18.pdf

15) Appointment of Department Coordinators for IQAC (21st May 2018)

http://manuu.ac.in/Circular/Appointment%20of%20department%20coordinators_21May18.pdf



Office of the Director General of Audit (Central)
AG's Office Complex, Saifabad,
F-Block, 1st Floor
Hyderabad-500 004
(Phone No: 040-23234497)



F.No. DGA(C)/CEA/Unit-IV/PA/MANUU/IR.2017-18/D-394/2017-18/314 Date: 7.12.2017

To
The Registrar,
Maulana Azad National Urdu University,
Gachibowli,
Hyderabad - 500 032

Sir,

Sub: - Inspection Report on the Accounts of Registrar, Maulana Azad National Urdu University, Hyderabad for the year 2017-18.

मैं आपके कार्यालय के 2017-18 का निरीक्षण रिपोर्ट भेज रहा हूँ। कृपया एक माह के भीतर संबंधित मंत्रालय/ प्रधान कार्यालय को सभी प्रासंगिक दस्तावेजों की प्रतियों के साथ इन पैरा (ओं) का जवाब प्रस्तुत करने की कृपा करें।

I forward herewith the Inspection Report on the accounts of your office for the year 2017-18, with a request to furnish replies to paras with the comments of Head Office /Ministry concerned within one month from the date of receipt of this Report. Receipt of the Report may please be acknowledged by return post.

Encl: Inspection Report for the year 2017-18.

MANUG
IAC-11, D-11
No. 129
Dt. 4-1-18

Received on
2/01/18

31/12/18

IA
3/1/2018

Yours faithfully,

Sr.Audit Officer/CEA

Registrar's Office
O.W.No.: 1901
O.W.Date: 3/01/18

Inspection Report on the accounts of the Office of the Registrar, Maulana Azad National Urdu University (MANUU), Hyderabad, for the year 2017-18

Dates of audit: 12.10.2017 to 10.11.2017 (21 working days)

PART-I

A. INTRODUCTORY

(i) Scope of audit: The accounts of the Office of the Registrar, Maulana Azad National Urdu University (MANUU), Hyderabad, for the year 2016-17, were generally examined and a test check conducted including nominal and number audit under Section 19(2) of Comptroller and Auditor General's (DPC) Act, 1971.

This report has been prepared on the basis of information furnished and documents/records made available by the audited entity. The Office of the Director General of Audit (Central), Hyderabad disclaims any responsibility for any misinformation/non-information on the part of the audited entity.

(ii) Personnel: The following officials held the charge of the post of Registrar of the University, since last audit to 31.03.2017.

Sl.No.	Name of the Registrar	From	To
1.	Dr.Shakeel Ahmed	01.04.2016	30.11.2016
2.	Dr.Shakeel Ahmed (I/C)	01.12.2016	31.03.2017

iii) General setup and Activities: The University was established by an act of Parliament (Act No.2 of 1996) on 9th January, 1998, with the objectives, which inter-alia, include:

- To promote and develop Urdu Language,
- To impart education and training in vocational and technical subjects through Urdu medium,
- To provide education through conventional teaching and distance education system and
- To provide focus on women education.

(iii) Source of Finance and Expenditure: The University, being a Central University receives Grants-in-aid (both Plan and Non-Plan) from

University Grants Commission, New Delhi. The details of Grants received by the University during the last three years from 2016-17, and the utilisation of grants/expenditure incurred thereon is as below:

Year	Grants received (C) in crore	Utilisation/Expenditure (C) in crore	Remarks
2016-17	125.89	122.77	Expenditure on salaries was less than the Actual receipts

Iv) Internal Audit: The Internal Audit Department was functioning with one Internal Audit Officer, Three (3) Internal Auditors, one (1) Lower Division Clerk and one (1) Office Assistant for conducting internal audit of total sixty four (64) Academic/Non-Academic departments/Schools/Technical Colleges and Institutes/Regional and Sub-Regional Centres of Directorate of Distance Education. Internal audit for the year 2016-17 was taken up in respect of only four(4) departments. Internal audit mechanism was neither systematic nor adequately strengthened with an annual Action plan to cover periodically in a fixed time frame, internal audit of all the sixty four (64) Department and off-campus centres, in a phased manner. Thus, internal audit system was inadequate and not commensurate with size and activities of the university.

B) OUTSTANDING PARAS OF PREVIOUS INSPECTION REPORTS:

(List enclosed to this Report)

C) PERSISTENT IRREGULARITIES: Non-production of records/information

PART-II

- A. MAJOR IRREGULARITIES: Vide report**
- B. OTHER IRREGULARITIES: Vide Report**

PART-III

TEST AUDIT NOTES: NIL

Engg Section

Section -A

1. Construction of Digital Resource Centre (DRC) – Delay in construction of DRC ~~✱~~ Avoidable expenditure of Rs 55 lakh on CC road.

The University, by establishing the Digital Resource Centre (DRC), intended to create a repository facility of audio-visual programmes developed by IMC, digitized rare books, manuscripts storage with advanced scanning and digital facilities and teaching learning materials produced by the teachers by uploading in repositories and get linked to the National Knowledge Network for usage of others. To create this facility, fund requirement was estimated at a cost of Rs 500 lakh. Accordingly, Administrative Sanction and Estimate Sanction was accorded for Rs 5,44,84,000 (Ground floor and part of First floor) and the University entrusted the work to Civil Wing of BSNL, Hyderabad (August 2012). Subsequently, the University had taken up the construction of the extension of the part of the first floor to Centralized Computer Centre and Digital Resource Centre with a sanctioned estimate of Rs 1,12,25,000.

a) **Delay in completion of the DRC:** The work was taken up by BSNL and building was constructed for total plinth area of 2888 sqm including 552 sqm of parking area. The work commenced in January 2013 and scheduled to be completed by January 2014. Audit however observed that the work was completed by October 2014. The reasons were not available with the University. Part of first floor was entrusted in July 2013 with a stipulation to complete the work in December 2014 but the work was completed in February 2015. The part of the first floor also completed simultaneously with main work and the building was physically handed over in April 2015. The entire building along with part of first floor constructed in Phase II was taken over in April 2015 indicating that there was delay of more than one year showing that there was no proper phasing of the work. When the reasons for delay in completion of the work since the delay in effect is deprival of facilities to the students, the University replied stated that the reasons, if required, would be obtained from BSNL along with action taken, if any, for delay in completion.

Reasons may be obtained and audit may be intimated.

b) **Functioning of DRC:** Achievement of the University's objective of its intended use as repository facility of audio-visual programmes developed by IMC, Digitized rare books, manuscripts storage with

advanced scanning and digital facilities, teaching learning materials produced by the teachers by uploading in repositories and get linked to the National Knowledge Network for usage of others. Relevant records of infrastructure facilities, progress of digitalization were called for Audit. If the infrastructure is not sufficient to produce the intended results, reasons for shortfall in target of establishment of infrastructure such as servers, scanners, internet connection were also called for.

No documentary evidence was furnished by the University.

c) Avoidable expenditure of Rs 55 lakh on CC road: Meanwhile, the work of providing and laying of Cement Concrete road for the approach for the DRC was taken up. The road was proposed (October 2014) with an estimated cost of Rs 1,50,79,000. The CC road construction commenced in April 2015 with a stipulation to be completed by August 2015. The CC road was completed in January 2016. The CC road was stated to have been completed in January 2016 except for some minor finish work.

Audit observed that the University had two options for providing approach road to DRC building to connect existing road from CPDUMT hostel side; or from two sides (i) one side from CPDUMT hostel and (ii) from Polytechnic College side from other side. The cost of the CC road from CPDUMT side estimated at Rs 95.64 lakh while the cost of the CC road from both sides was estimated at Rs 150.79 lakh. The University had taken up the work on both sides of the building; one side connecting the existing road towards CPDUMT and on other side connecting a road on Polytechnic college side on the reasons that the approach road on polytechnic side would be useful for DRC building and other buildings coming in future.

Audit however observed that since the width of the carriage way is 7 meters and approach road from CPDUMT was only 100 meters while the approach road from both sides is 300 meters length, execution of the approach road from both sides with a cost of Rs 150.79 lakh on the reasons that one side approach road serves future needs led to avoidable expenditure of Rs 55 lakh as the building can be accessible connecting existing road towards CPDUMT side with a cost of Rs 150.79 lakh. The cost difference is worked out to Rs 55 lakh (Rs.150 lakh – Rs.95 lakhs). Audit further observed that justification for execution of rigid pavement was not based on the study of traffic and economical efficiency of comparing with bituminous roads provided in other parts of the campus. The assessment of design traffic was not available with the University for arriving width, thickness of the road of 150mm CC pavement with M-25 over a base of

100mm thick CC 1:5:10. Roadwork with high rated items of concrete without scientific assessment of its requirement is injudicious. Further, Audit sought the Quality Control Assurance reports, if any, indicating the thickness, strength of the concrete and acceptance of the work.

The University in its reply stated that there was proposal to construct CS&IT College adjacent to the DRC building. Hence it was proposed to have approach road from two sides instead of one side and accordingly 2nd proposal was approved. Further it was also mandatory to have unhindered approach road on all sides for Fire Safety norms. Hence the additional cost is not infructuous expenditure rather essential expenditure for long term planning. Now the University, got budget allotment for construction of CS&IT building and construction is going to start shortly. It was further replied that the approach road is having steep gradient due to topography of the site. In order to withstand the impact load of the moving vehicles due to sudden braking on sloped roads, it was proposed to have rigid CC pavement instead of flexible bituminous surface. As the work was of minor nature, the necessity of conducting Traffic and Economic feasibility surveys was not felt by the University. The road width and thickness and grade of concrete were decided based on the experience of BSNL and Engineering Section. BSNL is having experience in construction of buildings that includes Civil & Electrical components and external services like approach roads, storm water, Sewer drains.etc. For quality assurance, the University replied that BSNL has its own quality assurance mechanism and conduct tests as per CPWD manual provisions. Quality assurance reports are their internal documents are not available with the University.

The reply was not acceptable as the road width was seven meters and can be used by internal traffic in two way lanes with the road encircling the building, the DRC was fully accessible from CPDUMT side. Hence, taking up of work on polytechnic side also on the ground that it will cater to the needs of future buildings resulted in infructuous expenditure.

Engg
Section

2. Excess Deposit/blockade of fund and loss of interest – Rs.3,85,59,532/-

Administration sanction for the work of “ Construction of POLYTECHNIC building” was awarded in July 2014 for Rs.27,15,46,000/- and the work was entrusted to BSNL. An amount of Rs.5,43,09,200/- was deposited with BSNL in July 2014 being 20% of preliminary estimate of Rs.27,15,46,000/- submitted by BSNL.

Scrutiny of records revealed the work was not grounded.

When the reasons for not grounding the work by BSNL, details of amount refunded and whether efforts were made to get the above work done through CPWD, the University replied that the land (2 acres) on which the proposed Polytechnic Building construction is to be taken up is a leased by Bangalore University for 30 years upto the year 2029. At the time of taking up the construction work it was expected that the lease would be extended. However, Bangalore University has not agreed for extension of lease. Further, as per Bangalore Development Authority (BDA) the norms for minimum width of the road should be 18 metres for college and higher education institutions. The actual approach road to this site is 7.09mtrs only. At the time of entrustment of the work the norms of BDA has not come to the notice of the University. The work was withdrawn on 27.10.2016. BSNL has refunded RS,4,67,58,280/- on 26.05.2017 leaving a balance of Rs.75,50,920/-.

Further, it was observed that as per clause 13 of the agreement with BSNL an advance deposit of 10% of the estimated cost of the work has to be deposited which amounts to Rs.2,71,54,600/- (10% of Rs.27,15,46,000/-). The University deposited Rs.5,43,09,200/- being 20% of the estimated cost instead of Rs.2,71,54,600/- being 10% of estimated cost (Rs.27,15,46,000/-) which resulted in payment of excess deposit/blockade of fund of Rs.2,71,54,600/- (Rs.5,43,09,200/- minus Rs.2,71,54,600/-) and loss of interest of Rs.1,14,04,932/- on Fixed Deposit {Rs.5,43,09,200/- @ 7% (approximately 7% bank interest on fixed deposit for 3 years from August 2014 to August 2017)} had the amount been deposited in the bank as Fixed Deposit.

CIT, MANJU

Section B

3. Wi-Fi project services - delay in execution of the project resulting in deprivation of the wi-fi facility for seven months against the full payment of Rs 7.83 Crore

a) **Non achievement of objective of Wi-fi services:** The University main campus is located in Hyderabad and spread over an area of 200 acres covering academic, administrative and amenities blocks. The University initiated the Campus Network Program during XII Plan period covering then existing nine buildings. During the First phase of XII Plan, the University initiated Secured Data Network (Wi-Max connectivity with indoor Wi-Fi) in the year 2012. The University proposed Wireless secured broadband infrastructure that is standards-compliant (WiMAX and Wi-Fi) for Fixed and Mobile support for classroom connectivity, campus wide connectivity wide area neighbor wireless broadband services. In addition, the products support roaming and handover to Wi-Fi providers. The infrastructure, as stated in the Techno commercial proposal for Campus Wide Area Network, was simple to maintain and operate and also sophisticated enough to meet demands of 21st Century educational organization.

A purchase order was placed with NICS (National Informatics Centre Service Inc.), New Delhi to execute the work. The purchase order (January 2013) was issued towards supply and installation of secured data network (42 items) to be completed in 90 days from the date of purchase order with the penalty clause of delay in completion. The NICS had agreed to provide Wi-Fi services for both inside and outside access facility for the identified nine buildings. The University executed the project at a cost of Rs 7,82,97,255 by PO (23rd January 2013) issued to NICS, New Delhi. The University recorded that all the equipments are installed properly and running successful on 31st December 2013.

It may be observed that the installation of the project was finished by 31st December 2013. Audit observed that as per the purchase order, the stipulation of completion of the project was 90 days from receipt of the purchase order which was by April 2013. A penalty clause was included in the purchase order stating that the University reserves the right to impose penalty of maximum five per cent of amount of purchase order upto next 30

days and further serious action may be initiated. After expiry of 30 days period the penalty charges shall be at the rate of five percent increase for every 30 days of delay in completion of the project. Audit observed that there was no record of reasons for delay.

In reply, the University stated that in first phase there had occurred a deviation of time schedule and accordingly executing agency was penalized by NICS I.

Audit however observed that the University had stated that the expenditure incurred on these works was full value of the purchase order of Rs 7,82,97,255. The expenditure did not reflect the penal receipts from NICS I as stated above. Delay causes deprival of the wi-fi facilities to the users by more than seven months.

During the second phase of XII Plan period, the MHRD initiated the Campus Connect Project of the NMEICT. The University at the initiation of MHRD and UGC entered an MoU with the NICS I to facilitate the implementation of Wi-Fi Network in MANUU Campus under Campus Connect Program of the NMEICT. Then the NICS I identified empaneled vendor WIPRO to execute the Passive Network (Optic Fiber Cabling) for 10 buildings requiring 100 per cent coverage and three buildings requiring partial coverage.

Meanwhile the Ministry of HRD instructed (January 2017) to place the orders with RailTel for provision of Wi-Fi services on the OPEX model as decided by the Ministry. However, the University had not placed purchase order for Wi-Fi through OPEX model on M/s RailTel. However, the University, which had undergone MoU with NICS I which is assigned the work to WIPRO, had proceeded with the execution of the Wi-Fi Services. The University further estimated Rs 483.57 lakh and sought (February 2017) funds for Rs 355.62 from UGC for implementation of passive network. The NICS I has raised two proforma invoices of Rs 77,47,974 for Passive LAN items and Rs 24,03,567 for Servers and UPS totaling to Rs 1,01,51,541 stating that the project would be expedited. Audit however observed that as per the decision of the MHRD meeting on 30th June 2016, only 80% advance shall be released to NICS I for placing work orders. Money was paid on 31st March, 2017 against proforma invoices dated 28th July 2016 valid upto 27th October 2016 in full at Rs. 1,01,51,541. Since the passive network was essential for active network, the present status of the Passive Component (LAN) was sought by the Audit as the no progress of execution of the purchase order was observed.

Audit further observed that the MHRD directed the University to get the Wi-Fi services from the RailTel on OPEX Model. However, Ministry has communicated (August 2017) that the provision of Wi-Fi services by M/s RailTel was cancelled as the University did not place purchase order to RailTel on the ground that the University is already covered with Wi-Fi under the Agreement with BSNL until 2019. Audit observed that the University had preferred NISIC. The action of the University had led to the cancellation of the provision of Wi-Fi services by the RailTel which was through OPEX model. The second phase of work for Active network under Campus Connect program is not yet started despite the deposits have been made to NISIC.

The University, in its reply, stated that keeping in view of the continuation of further active network components, payments of Rs 1,01,51,541 was made in full and work is yet to commence. It was also replied that RailTel's Opex Model was not considered as more than two third of the campus was of the University is under Wi-fi.

The reply was not acceptable as the deposits were made against the purchase invoices which are one year old as of now with a possibility of obsolescence of electronic equipment and software. Further, payment was made in full for placing purchase order resulted in over deposits of Rs 20 lakh. As the wi-fi services require the passive and active components are installed and functioning, due to the poor phasing and poor monitoring of the activities, the University could not get the services as required under **Campus Connect** programme. It may be noted that under the Campus Connect programme the University intended to be connected through WIFI network. The objective of all the classrooms, libraries, laboratories, hostels and places frequented by the students are not connected through a secured WIFI hotspots providing access to the educational and information resources to the students on 24x7 basis.

b) Compliance of GIGW: Government of India directed (April 2017) that website of all Ministries/Departments and organizations are required to be made compliant with standards laid down in the Guidelines for Indian Government Websites (GIGW). A compliance status report was required to be sent to Government of India. If the University complied with the guidelines of Government of India, the copy of the compliance status report sent to Government of India were sought.

The University, in its reply, stated that security audit compliance of the existing website is communicated to NIC. Certificate was awaited. Compliance to GIGW is under progress.

Engg
section

4. Unspent balances with executing agencies – deprival of availability of money coupled with loss of interest Rs 31.15 lakh.

Audit observed that huge unspent balance amount is idling against the following work which has already been completed and taken over by the University. However, these balances were remained with the executing agency for long time.

Name Of Work	Unspent Balance (Rs In Lakhs)
Vertical Extension Of 2 Floor Over Polytechnic Building At MANUU Campus , Hyderabad . (S.NO.1398)	267

It may be noted that due to idling of the money, the University was prevented from utilizing the money on priority projects thus depriving the students of their infrastructure facility and loss of interest that may accrue if the money was in the accounts of the University. Audit observed that Administrative sanction made in April 2014 for Rs 8,82,81,000. While the work was scheduled to be completed in May 2015, the work was actually completed in September 2015. The deposits made upto May 2015 was Rs 5,88,54,000. The total expenditure on the work incurred was 6,15,83,458/-. However, further deposit of Rs 2,94,27,000 was made even in December 2015 as balance payment though the amount due was only Rs.27.29 lakhs. Unspent balance of Rs 267 lakh was refunded by CPWD after a gap of 14 months from the completion of the work in September 2015.

UGC stipulates that the unutilized grant, if any, should be refunded to UGC along with a simple interest @ 10% per annum from the date of drawl to the date of refund. Hence the action of the University in not assessing the actual requirement and depositing with the executing agencies in excess of requirement resulted in deprival of money on hand and loss of interest of Rs 31.15 lakhs.

Engg. sec

5. Unspent balances with executing agencies – Engineering Work shop at MANUU at Gachibowli.

It is observed that huge unspent balance amount was idling against the work and this balance was remained with the executing agency for long time. In August 2017, the CPWD Hyderabad had returned Rs one crore through a cheque for settlement of deposit works balances under "MH 8443 Civil Deposits". The unutilized amount deposited with CPWD for construction of the Workshop for MANUU at Gachibowli, Hyderabad was returned after long time of five months (March 2017 to August 2017). It may be noted that due to idling of the money, the University is prevented utilizing the money on priority projects thus depriving the students of their infrastructure facility and loss of interest that may accrue when the money is in the accounts of the University. Audit further observed that the PE was sanctioned in April 2014 for Rs 7,55,30,000 crore against which Rs 2,51,76,000 was initially deposited with CPWD during the March 2014. The University revised administrative sanction to Rs 6,99,56,000 and was accorded in July 2015.

The University, in its reply stated that due to site condition and requirement of polytechnic the estimate is modified twice. It was further replied that the work was physically completed on 17th March 2017 and unspent balance of Rs One crore was refunded to University after settlement of bills on 21-08-2017. The settlement of bills required minimum 3 to 6 months. Hence there was no idling of funds with CPWD.

It can be observed that the deposit of Rs 2.51 crore was idle for fifteen months and Rs One Crore for five months after the completion of the work.

UGC stipulates that the unutilized grant, if any, should be refunded to UGC along with a simple interest @ 10% per annum from the date of drawl to the date of refund. Hence the action the University in not assessing the actual requirement and depositing with the executing agencies in excess of requirement results deprival of money on hand and loss of interest of Rs 35.64 lakh.

Engg. sec
6. Review of Works Records – Foreclosure of the work of construction of 8 Nos of staff quarters for MANUU at Bangalore – Arbitration

The work of construction of 8 staff quarters for MANUU at Bangalore was foreclosed. The University, requested (6-6-2016) CPWD to submit the reconciled expenditure statement, final bill copy and reasons for deviation of work if any over the revised estimate along with detailed justification. Requested documents were not received from the CPWD/Bangalore (February 2017). It was informed (January 2009) by the Executive Engineer, Bangalore Central Division II, Bangalore that the work of Construction of 8 staff quarters for MANUU at Bangalore was foreclosed and the contractor has gone for arbitration. The role of the University in the arbitration proceedings and a copy of the MOU entered with the executing agency were called for to verify the role of the University by Audit.

In reply, the University stated that CPWD has appointed Sole Arbitrator. Subsequently, the CPWD, Bangalore has not updated the University about the arbitration proceedings and further developments of finalization of the arbitration case and payment of award if any made to the contractor. The details would be furnished to audit on receipt from CPWD Bangalore.

The outcome of the proceedings may be intimated to Audit.

Engg. sec
7. Construction of Part First floor and Second floor over Gulzar Girls Hostel at MANUU campus, Hyderabad –improper planning resulting in avoidable expenditure of Rs 15.65 lakh.

The work of construction of vertical extension of Part First Floor and Second floor over the Gulzar Girls Hostel at MANUU Campus, Hyderabad has been taken up by the University (March 2017). Audit observed the following:

Administrative Sanction was accorded for Rs 8,63,06,000 for this work and 1/3rd of sanctioned amount Rs 2,87,68,700 was deposited with CPWD, Hyderabad (March 2017). The work was taken up to accommodate more number of students. While sanctioning the work, the UGC stated¹ that the Universities may prioritise construction activities to attract good teachers to

¹ FNo.1-1/2012(CU), Dated 30 March 2017 of UGC

join the University. UGC also stated that the University shall have a detailed master plan which should be followed up systematically and executing the construction work of new buildings in a phased manner.

Gulzar Hostel with 125 rooms and capacity to accommodate 375 students, has been made operational during 2015-16 only². Within a year, the University has proposed for expansion of the Hostel and the work of expansion of Hostel was taken up during 2016-17. This indicates that there was lack of planning in prioritization of the construction works in the University. This will have negative impact on multiple ways. Since the work was a vertical expansion and scheduled to be completed in a year, the students who are already residing are put to unnecessary discomfort by restricting their movement for their safety, exposing them to noise, dust and unsafe environment for a year which will have further impact on their concentration on studies. Further, as observed during the execution, elevation boxes were started cracking and it resulted in leakages and damp patches appearing in the rooms thus causing further inconvenience. This improper planning also results in dismantling of the structures on the first floor. Further, the terrace slab will now be on 2nd floor hence the water proofing need to be done again to this floor. The cost of dismantling of water proofing treatment as per CPWD agreement is Rs 2,77,605 and amount paid in the already executed work towards for water proofing work was Rs 1287648/- (Area 2104 @Rs612/-per 5 sqm i.e.,Rs 1287648). Improper planning has resulted in avoidable expenditure of Rs. 15.65 lakh(Rs 2,77,605 + Rs 12,87,648)

The University, replied stated that works were taken up in phased manner as and when funds are made available by the Government/UGC. The buildings/hostels are planned/designed taking into account future expansion of the University. Accordingly, Gulzar Hostel was designed for ground plus five floors and with available funds, ground plus part of first floor was taken up during 2013-15. The building was taken over and put to use during 2015. After getting funds in 2016-17 further floors are taking up. As the funds are made available in phased manner and works are also taken up in phased manner and hence it was unavoidable to cause some inconvenience to the inmates. However proper precautions and safety measures are made by providing barricades with polythene sheets and GI sheets. It was further replied that the dismantling of the water proofing treatment was unavoidable for taking up vertical extension.

² Page 5 of XVIII Annual Report

*Engg. sec***8. Construction of polytechnic Building at MANUU, Gachibowli - Arbitration**

The work of Construction of Polytechnic Institute Building at MANUU Campus, Gachibowli, Hyderabad has been completed by CPWD, Hyderabad under Deposit Works and taken over by the University (June 2010). However, during November 2016 the CPWD Hyderabad sought to deposit Rs 16,47,399 over an arbitration award on this work. It was noted by the University that the CPWD had sought legal opinion and a case is before Hon'ble City Civil Court, Hyderabad (November 2016).

The University replied that information whether or not the arbitration award was paid to the contractor and the status of the case is awaited from CPWD and will be furnished to audit separately.

The outcome of the case may be intimated to Audit.

*Finance section***9. Diversion of grant funds to FDRs**

As per the guidelines of UGC governing release of "General Development Assistance (also known as Plan Grants)" under XII Plan, the sanctioned amount should be utilized for the purpose (viz., Construction / renovation of buildings, campus development, staff, books and journals, laboratory, equipment and infrastructure etc.) for which the grant-in-aid is being sanctioned. A 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 unutilized grant, if any, should be refunded to UGC along with a simple interest @ 10% per annum from the date of drawl to the date of refund.

As seen from the FDR register, the University has been keeping the Plan grant funds as FDs in banks as Short term deposit and encashing them on maturity dates. Audit observed that an amount of Rs. 3,99,96,000/- (in three 91 day FDRs of 1,33,32,000 with Andhra Bank) was invested on 20.2.2016 as FD. Further, an amount of Rs. 7,99,92,000/- (in eight 181 day FDRs of Rs. 99,99,000/- each with Canara bank) was invested as FD on 22.2.2016 drawing from Plan Grants. The FDs were realized on 27.7.16 and 24.11.16 respectively along with a total interest of Rs. 56,34,892/-. As the FDs are realized and brought into Plan Grant account, the balance in the

relevant plan grant Cash book stood at Rs. 11,72,68,824 and was available with University as closing balance to the end of March, 2017.

The University replied that the plan grants, to a large extent, are meant to incur expenditure towards development activities like construction works, procurement of capital assets like books, equipment, furniture and fixture, etc the UGC released the plan grants on the basis of pace of expenditure, the university has been incurring. The grant cannot be spent immediately as it involves requisite time to follow the procurement procedure like obtaining administrative approval, tendering, etc. Hence, the funds are not accumulated without utilization. It was further replied that there is no diversion of plan grants are invested in short-term deposits for the time gap between the receipts of the grants and its utilized. The XII plan period was extended upto 30-9-2017. The unspent as on 1-10-2017 is Rs.16.92 lakhs only. This will be refunded to UGC at the time of settlement of account for XII plan grants.

A time frame was to be evolved for utilization of the grant within such a time frame for efficient management of finances. The details of refund may be intimated to Audit.

Engg. section

10. Delay in commencement of the academic activities in Multi-Purpose Academic Building at Darbhanga.

For Construction of Multi Purpose Academic building (CTE building) at Darbhanga in Bihar, a total 7.3 acres of land was acquired and construction of Multipurpose Academic building was completed in January 2017 by EZ-II, Central public works Department, Patna, with an expenditure of Rs 538.45 lakh. The schedule date of completion communicated by the CPWD was 13.01.2017 and the building was completed physically by Scheduled date. However, the buildings were not taken over by the University until August 2017 due to minor rectification works conveyed by the University.

Thus the failure of the University in taking up the issue of the rectification works within the scheduled date of completion resulted in the dealy in deprival of facility of new construction to the students for 6 months.

005/
Purchase**11. Procurement of Self Learning Material more than required Rs 36.70 lakh by Centre for distance education**

During scrutiny of the stock account of the Self Learning Material (SLM) it was observed that the SLM has been procured for issue to students. It is however observed that books have been procured in excess of the requirement consistently. During a test check of SLM procured for BA and B.Com revealed that the percentage of excess procurement of the SLM, the excess procurement has been observed high as 225 per cent.

The excess procurement and longer storage results in physical damage on one hand and obsolescence of the content on the other hand finally result in wasteful expenditure of Rs 36,70,125.

The University, in its reply, stated that the requirement of study material (subject wise) shall be arrived based on the previous year's admissions. It was further replied that the stock available shall be utilized for the next academic year as there is no change in the syllabus. However, observation of the audit is noted for future guidance.

The compliance of distribution of SLM may be intimated to audit.

CIT | Purchase

12. Loss of electronic equipment due to non maintenance of power back up

Scrutiny of records of CIT revealed that UPS installed in the University were becoming fault frequently in hostels, health centers, staff college, CPDUMT, school of languages, school of arts and Social Sciences, Lectures Quarters, Professor Quarters, VC, PVC, FO and VIP Guest house. From a test check of working of electronic equipment in CIT it was observed that UPS installed even in server room of the CIT were not working during the February 2017. As UPS was not working (May 2017) in CIT, three Ethernet routing switches have gone faulty due to electrical fluctuating requirement of switches which require replacement at a cost of Rs 80000 per Switch.

The University, in its reply, stated that faulty routing switches are irreparable and at present managed with small switches as an adhoc arrangement. Procurement of the switches is under process. The

S.NO	TITLE	COST OF INDENT	OB	BOOKS RECEIVED	TOTAL	ISSUE	BALANCE	ISSUED COMPLIMENTARY /DAMAGE	BALANCE	REQUIRED ROUNDED OFF	RESULTANT EXCESS	PER CENTAGE	COST OF PER BOOK	EXCESS COST
1	001-URDU PART I	445340	6350	14000	20350	9332	11018	40	10978	10000	10350	104	31.81	329233.5
2	002-URDU PART II	655694	7250	13000	20250	9332	10919	40	10878	10000	10250	103	50.44	517010
3	003-ENGLISH	515900	8190	14000	22190	11582	10608	25	10583	12000	10190	85	36.85	375501.5
6	006-ECONOMICS	61656	1190	800	1990	848	1142	22	1120	1000	990	99	77.07	76299.3
7	007-HISTORY	619200	5750	8000	13750	8988	4762	30	4732	9000	4750	53	77.4	367650
8	008-POLITICAL SCIENCE 103	613740	3500	10000	13500	6286	7214	20	7194	7000	6500	93	61.37	398905
10	010-SOCIOLOGY	416050	1490	5000	6490	1880	4610	15	4595	2000	4490	225	83.21	373612.9
11	011-URDU BOOK I 106-1	519990	4990	15000	19990	8357	11633	25	11608	9000	10990	122	34.67	381023.3
12	012-URDU BOOK II 106-2	508960	4690	16000	20690	8357	12333	25	12308	9000	11690	130	31.81	371858.9
15	019-ARABIC LANGUAGE	20935	1250	1000	2250	522	1728	25	1703	1000	1250	125	20.94	26175
16	EE- ENVIRONMENTAL STUDIES	379484	8090	14000	22090	11582	10508	65	10443	12000	10090	84	27.11	273539.9
40	41-SOCIOLOGY 305-1	187470	370	3000	3370	1851	1519	17	1502	2000	1370	69	62.49	85611.3
41	42-SOCIOLOGY 305-2	216240	300	3000	3300	1851	1449	17	1432	2000	1300	65	72.08	93704
													Total	3670124.6

University further replied that all UPS installed for Wi-Fi connections were looked after by CIT/CS&IT. However, UPS procured by Purchase Sections were under AMC/warranty. However, after requisition for repairs/AMC the same was processed. It was further replied that undertaking AMC for all the UPSs installed at Headquarters office is under process.

Final action may be intimated to audit.

CIT. MANUU

13. Deficiencies in execution of work of automation and e-governance in MANUU – Non initiation of steps complying UGC guidelines.

a) Delay in automation due to non compliance of purchase order by agency: A purchase order dated 24th April 2014 was issued for purchase, supply and install integrated Automated Module Software Solutions to automate all the process of the University through IT Cell was issued to Swetha Solutions. The purchase order includes Web Administration, Course Management, Admission Management, Fee Management, Examination, Finance & Accounting, File Tracking System, Establishment and Recruitment, Distance Education, Student Management and Purchase Management. The value of the purchase order was Rs 14,95,000. The scope of the work envisages the design, development, customization and implementation of end to end integrated "AUTOMATED ADMINISTRATIVE MODULE" to automate all the processes of the University on web based software.

Automation work orders were given (24th April 2014) to M/s Swetha Solution was to be completed within one year time in phased manner. Further, the University noted (March 2017) that nothing was done by the April 2015 by the Agency and the action taken on the Vendor was not on record. Audit further observed that the same agency, Swetha Solution, was also awarded (3rd May 2014) work order to develop Admission software and provide related services. Similar orders were also placed during 2015 and 2016. Audit observed as the no work was done in fulfillment of the purchase order dated 24th April, 2014, instead of penalizing, the University had given new purchase orders.

The University replied that M/s Swetha Solution did not perform any work in the stipulated time against the work order dated 24th April 2014 and as such no payment was made for the assigned job. Meanwhile, the admission process, fresh tender was invited on-line admission related services that

included the earlier work as a small part. Incidentally, same vendor was selected and a comprehensive work orders was issued in May 2014. Their work was found satisfactory and therefore, the work order was repeated for the years 2015-16 and 2016-17.

It was further replied that Automation of result processing, result declaration and result publishing modules have been completed through the software developed in-house. Customization and integration is in progress.

Reply was not acceptable as the work order placed dated 24th April 2014 had included several modules as above at the quoted rate of 14.95 lakh, was not complied by the Agency. As a result, the University compelled to reissue tenders and consequently the University is still not able to complete the integrated software. Besides delay, in the absence of not providing the cost of the developed modules by the agency, Audit could not quantify the monetary loss to the University for re issuing the purchase orders subsequently.

b) Non initiation of steps as per UGC guidelines: As envisaged in UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions, Biometric way of marking student attendance, both in Institutions as well as hostels, can be an effective way to overcome proxy. Such digital mechanism can enable HEIs to keep an eye on a student's movement and whereabouts in failsafe manner. In the light of development of admission module and integration with other modules, audit observed that there was no initiation of steps by the University in the direction of UGC guidelines.

The University, in its reply, stated that the respective matters are being looked after by Dean Education & Training, Provost, Directorate of Admissions and Examination Branch, to ensure the referred measures. However, CCTV cameras are installed at the Headquarters and being installed at Satellite Campus. The University further stated that since the comprehensive integrated software covering all areas of automation is still in progress, Software related to the safety of students on and off campus of MANUU, biometric attendance of students for classes and hostels etc being developed in-house and shall be integrated when all modules are completed.

The progress in this regard achieved may be intimated to Audit.

Admission
Cell**14. Expenditure incurred on 6th Convocation of MANUU – observations on payment vouchers**

Scrutiny of vouchers listed below pertaining to expenditure incurred on arrangements for 6th Convocation of MANUU held on 26th December 2016 revealed absence of Proper Internal Controls as detailed in the subsequent paragraphs.

Sl.no.	Vr.No/date	Amount Rs
1	1101/29.12.2016	766000
2	1038/4 dt 31.3.17	371858
3	1038/5 dt 31.3.17	419228

A) Huge advances paid in cash in excess of actual requirement:

According to Rule 292(2) of General Financial Rules 2005, the adjustment, along with balance if any, shall be submitted by the Government Servant within 15 days of the drawal of advance, failing which the advance or balance shall be recovered from his next salary.

Scrutiny of records revealed the following advances drawn for conducting the convocation on 26.12.2016 were still pending recovery.

Amount of advance Rs.	Actual expenditure Rs.	Amount Remitted/Date(Within due date)	Amount Remitted (After due date)	Balance pending recovery
950000	371858	516000 28.12.2016	---	62142
700000	419228	---	280372	400
1650000	791086	51600	280372	62542

Pending balance amount of Rs.62542 may be recovered from their salaries under intimation to audit.

B) Observations on expenditure incurred on Catering – Rs.9.66 lakh

- i. Advance payment of Rs.2.00 lakh made to the Caterer without obtaining Security Deposit:

An amount of Rs.9.66 lakh paid towards providing lunch on the occasion of 6th Convocation to M/s. Mughal Caterers. As per Rule 172 of GFRs while making advance payments to the private firms, adequate

safeguards in the form of bank guarantee etc. should be obtained from the firm. Further, the advance payment should not exceed 30% of the Contract value. It may be observed from the proceedings pertaining to Vr.No.1101 dated 27.12.16, it was proposed to release an amount of Rs.5,37,600/- to the caterer towards 40% of the estimated amount as advance, duly obtaining a bank guarantee as security. However, subsequently, as per the request made by the Contractor, the University reversed its decision and made an advance payment of Rs.2.00 lakh to M/s. Mughal Caterers on December 2016, in cash, without insisting on production of bank guarantee or any other security in violation of the GFRs.

ii. Non-production of proper voucher:

The Invoice supplied by the Caterer amounting to Rs.9.20 lakh plus 5% VAT of Rs.46,000/- cannot be accepted as Bill date and Serial Number on the bill are not available.

C) Non-deduction of IT and other observations:

Vide Sub-voucher no. 18 of Voucher no. 1038/4 dated 31.3.17, an amount of Rs.70,000 claimed towards payment made to one M/s. Salahuddin Aqeel for Mementoes for President, Governor and Deputy Chief Minister. As per **Section 194J of IT Act**, Any sum paid by way of Fee for professional services exceeding Rs.30,000 during a financial year attracts TDS @ 10%. However, no such deduction was made by the University from the amount of Rs.70,000/- paid to the Agency.

In respect of non-obtaining of performance security, the University replied that the caterer has been asked to furnish the security for the supply in the purchase order itself issued on 20.12.2016. Due to demonetization Bank Guarantee, could not be obtained, hence the request of the supplier for release of minimum requirement of Rs.200000 towards payment to the petty vendors for fresh vegetables, cereals etc. was not offered. The reply was not acceptable as this situation would have been avoided had the University initiated the proceedings well in advance.

In respect of defective voucher, while accepting the audit observation, the University replied that since the bill contains the TIN number the same has been admitted further, the bill was paid in F and A on proper scrutiny however, non-availability of authenticated noting of the F and A would have missed out due to oversight.

On pointing out, the University replied that in the instance case, the work carried out by Mr. Salahuddin Aqeel was an artistic/creative work i.e., oil painting on canvas but, not his profession. Hence this payment does not fall under the item for deduction of income tax at source in Sn.194J. Reply is not acceptable as the person in question is a professional Artist.

Action may be taken to recover the amount from the individual concerned and remit into Government account.

Copies of the remittance challan may be furnished to audit.

Provost / Purchase section

15. Purchases made for Hostels – Improper invoice and No entries in the stock registers

A purchase order was placed to M/s Chandra Mouli Electricals & Electronics for supply of 18 nos of Hot water Geysers (25 lts, Make: Racold Eterno-2) at Hostels of the University for a total cost of Rs 1,92,600 (Unit price of Rs 10,700 each). The bill submitted for the payment by the supplier indicated that the cost of Rs 1,92,600 is inclusive of taxes (Bill no of 1615 of Chandra Mouli Electricals & Electronics). However, there is no segregation of taxes nor there was no recovery of taxes at the source. Further, the bill did not contain the TIN number.

The University in its reply stated that the bill was processed for payment based on GRN available on the bill.

The reply is not acceptable since TIN and GRN are different.

Provost

Collecting mess receipts without using IUMS

Two challan books for Mess Account No 7436, and Mess Account no 01 were got printed at a cost of Rs 14,208 (November 2016) for use by students residing in hostels. It may be noted that CIT stated that Online payment gateway integration and student fee management, a module stated to be developed by it is operational under first phase of Integrated University Management Software (IUMS). Two Consultants (a consultant (DBA Software Architect), a Consultant (PHP Developer)) and four contractual staff (One Web Programmer, one Technical Assistant, One Computer Instructor and one Office Attendant) for website maintenance activities are engaged by the

University for this purpose. The reasons for obtaining fee through manual challans without utilizing the payment gate way integration and student fee management for the purpose of receipts from the students residing in hostels were sought by audit. A desktop computer was purchased along with a printer by the University for use in Provost Office (April 2017). Whether the computer is connected to the IUMS, if not reasons for not connecting and not utilizing the IUMS was sought in Audit.

The University replied that majority of urdu speaking students belonging to marginalized communities does not carry own debit cards for online payments taking fresh admissions at MANUU. Therefore, it is difficult for them to pay the hostel and mess fee through online facility. However, from next academic year 2018-19, online facility will be also functional for hostel fee and mess fee. The provost office has already initiated the process of opening online facility for hostel fee. Further, a separate online facility for hostel mess will be also initiated from next year 2018-19. Gradually, payment through challans for hostel and mess fee will be withdrawn in phase manner when most of the students have their own debit cards. The provost office had received one computer /printer for newly appointed staff ARD hostels for official works . he has worked for a period of 08 months 10 days at the provost office . but the provost office was unable to start IUMS facility , as the said staff was not having any technical background for the said work later , the University has transferred him from the provost office and the computer / printer and other items have been surrender to purchase section. The copy of the same is attached herewith. Moreover, presently, the provost office does not have any person who may be able to handle IUMS facility.

The reply of the University was not in consistent with the claim of the CIT that the Online payment gateway integration and student fee management, a module developed by it is operational under first phase of Integrated University Management Software (IUMS).

IMC

16. Excess payment - Rs.19, 175/-

As per the requirement of Instructional Media Centre, quotations for purchase of DLSR camera including accessories were called for . The lowest quotation for Rs.3,58,860/- quoted by the firm was accepted. Accordingly purchase order vide PO No.MANUU/Purchase/F.33/2015-

16/350 dated 18.7.2016 was placed on the firm. The firm has delivered the items vide Invoice No 135 dated 12.9.2017

Scrutiny of records revealed that the firm has not supplied all the items as per the purchase order as detailed below :

S.No.	Purchase order/Invoice No 135			Items received as per Director ,IMC		Items supplied as per delivery challan	
	Name of the Items	No. of items	Amount (Rs.)	Date of receipt	Amount (Rs)	No. of items	Amount (Rs.)
1	DSLR Camera canon EOS7D	1	1,45,960	9.8.16	1,45,960	1	1,45,960
2	Flash compatible for canon EOS7D	1	32,900	-do-	32,900	1	32,900
3	Tripod	1	15,000	12.9.16	15,000	1	15,000
4	Flash compatible for Nikon D80 camera	1	32,900	-do-	32,900	1	32,900
5	Rechargeable battery	2	4,550	9.8.16	4,550	1	2,275
6	Camera back pack	2	13,000	12.9.16	13,000	2	13,000
7(a)	UV Filter	1	3,175	12.9.16	3,175	returned	-
(b)	Polarised filter	1	7,500	9.8.16	7,500	1	7,500
8	Multiple card reader	2	2,600	12.9.16	2,600	2	2,600
9	Pen drive 32 GB	3	2,175	-do-	2,175	2	1,450
10	Extra battery	1	4,200	9.8.16	4,200	1	4,200
11(a)	Memory card (32 GB)160Mbps	1	7,800	12.9.16	7,800	Not supplied	-
(b)	Memory card (32 GB)160Mbps	1	5,200	12.9.16	5,200	Not supplied	-
12	Adobe master collector creative cloud	1	81,900	Not supplied	-	Not supplied	-
	Total	19	3,58,860		2,76,960	13	2,57,785

Thus, as against 19 items amounting to Rs.3,58,860/- the firm has supplied only 13 items amounting to Rs.2,57,785/-. The University has

paid Rs.2,76,960 which resulted in excess payment of Rs.19,175/- which may be recovered from the firm under intimation to audit. Physical verification of stores and stock of IMC has not been done from 2014-15 onwards.

*Finance, Registrar,
Physical Education,
Dept. of Sociology.*

17. Status of the Research Projects – Delay in completion of research programme.

A research programme on South Indian Muslims present / Future under Other Schemes was sponsored by Indian Council of Social Science Research (ICSSR) through the University and has been granted an amount of Rs 30 lakh out of which 24 lakhs in two instalments at 12 lakh each was released during February 2015 and June 2016. Final instalment of Rs 6 lakh was pending from the funding agency. The project was allotted to Prof P.H.Mohammad, Department of Sociology, MANUU. It was stipulated that the project would be completed in two years from April 2015. The expenditure reported was Rs 21,13,208. It was however observed that the project was not yet completed and the University stated that the report would be submitted to the funding body in next months and the UC will be procured after the completion of the project.

Audit may be intimated the completion of the project.

Finance

18. Non-reconciliation of remittances between cash book and bank statement

During the scrutiny of cash book, while verification of a month of December 2016 remittances made into bank with cash book receipts, it was noticed that while recording the remittance particulars on the receipt side of Cash books, the details viz., the date of remittance, challan no. etc. are not being recorded.

Further, as seen from the Bank Reconciliation statements, the contra entries pertaining to particulars of date of actual adjustment when made in subsequently in the cash books were not recorded. Audit found that there was gap of four to six months in respect of seven cases during December

2016 between actual remittance and submission of bills. Thus, there was no proper reconciliation procedure adopted by the University in respect of receipts between cash book and bank statements with writing contra entries in cash book.

The University, stated that audit observation with regard to recording date of remittance, challan no in the cash book is noted for compliance. With respect to the contra entries, it was replied that the officials who draw temporary advances remit unspent balance in respective bank account. But the bill was submitted for adjustment subsequently. Sometimes there is a huge time gap between the actual remittance into bank account and submission of the bills.

The compliance may be intimated to Audit.

19. Documents Not Produced

The following records/files were not produced to audit.

Transaction Audit for the year 2016-17

- Finance
1. Research programme on South Indian Muslims present / Future under Other Schemes – Vouchers for expenditure of Rs 21,13,208 .
 2. Coaching scheme of remedial coaching, entry into services, NET coaching classes for SC/ST/OBC (Non creamy layer) for 2015-16 sanctioned amount Rs 36,00,000 Expenditure Reported 1583167 Vouchers of Remedial Coaching Centre for Minorities Rs 581157, UGC NET coaching centre for Minorities Rs 563575, Vouchers UGC Coaching Centre for Minorities entry into Service Rs 438435
 3. Files pertaining to Selection and Appointment of various Teaching staff during the period 2016-17
- ER-I/II

Recm/NET

Transaction Audit for the year 2013-14

ER-I/II

1. Recruitment Rules, promotion policies followed by the University in respect of appointment/promotion of teaching and non-teaching staff. Their

pay fixations consequent on implementation of Sixth Pay Commission Recommendations, and other connected records, like Service books, Personal files, and Pay bill registers.

ER-1/10
2. Files pertaining to follow up action taken on excess pay fixation of 33 officials, recommendations of selection committees, appointment orders, pay fixation statements and other connected records were not produced for verification.

Transaction Audit for the year 2014-15

ER-1/15
1. Files/records and copies of documents pertaining to recruitment of the following along with (i) details of notification issued/published in various News Papers (ii) details of number of candidates applied along with their qualification (iii) details of candidates to whom call letters were sent (iv) number of candidates appeared for the test (v) number of candidates shortlisted and appeared for interview (vi) Minutes of the Selection Committee (vii) Candidates selected and recruited (viii) Service Books, Personal files/dossiers, recruitment files and (ix) Recruitment Rules of the University/UGC:

- a. Assistant Professors in departments of English, Civil Engineering, Arabic, Persian, Education, Computer Science & Engineering, Urdu and Electronic & Communication Engineering and Social Work, from the year 2010 onwards,
- b. Sri Wajuhuddin, Section Officer,
- c. Teaching staff of Model School
- d. Dr. Abdul Wahid, Associate Professor
- e. Ms. Santha, Section Officer
- f. Sri MohdHasim Ali Sajid, Assistant Registrar
- g. Dr. Khwaja M Sahid, Pro-Vice Chancellor
- h. Teaching Staff
- i. Ms. AtiyaNaheed, Asst. Professor
- j. Sri Md. Hamid MohiuddinSiddiqui, Section Officer

- k. Sri Abdul Azeem, UDC
- l. Sri SalarMohiuddin LDC
- m. Sri MohdAzamathulla Khan, LDC
- n. Sri MohdIrfan, LDC
- o. Sri MohdSaheed, LDC

CIT

2. File and related documents/records pertaining to establishment of Secured Data Network (Wi-Max Connectivity with indoor Wi-Fi).

Transaction Audit for the year 2014-15 and 2015-16

Estab/
Finance

1. Register of Fixed Assets, containing all Fixed Assets of the University
2. Vouchers of TA/LTC claims

20. Omissions noticed in maintenance of Service Books

During the scrutiny of Service Books, it was observed that the Annual Grade Increment particulars were not noted in the respective service books as listed below.

ER-1/
ER-11

Name	Designation	Section	last entry in service book	pay drawn in Dec 2016 without entries in servicebook
Dr. Ayesha Sultana	Asst. Librarian	Library	28-11-14	32870.00
Prof. Mushtaq Ahmed Kaw	Professor	History	17-12-2015	37660.00
Dr. Danish Moin	Asso Professor	History	not a single entry	47800.00
Dr. Khalid Ponnulathodi	Asst Professor	History	17-12-2014	24990.00
Mr. Abu Osama	Asst Professor	Social Work	not a single entry	21600.00

Mr. Fasalurahman P.K. Patterkadavan	Asst Professor	Economics	10-03-15	24320.00
Mr. Mustafa SM	Lab Asst	Poly Bangalore	07-01-15	11510.00
Mr. Javed Akhtar	UDC	CS & IT	07-01-15	11510.00
Mr. Rajesh Kumar	UDC	Poly Darbhanga	22/6/2015	12220.00
Mr. Mohammad Gayasuddin	Technical Assistant	IMC	22/7/2015	13200.00
Mr. Mohiddeen Shaik	Personal Assistant	A&G	22/7/2015	15670.00
Mr. Mohiddeen Shaik	Personal Assistant	A&G	07-01-15	15670.00
Mr. Nahid Farooqui Mohammed	Maintenance Asst	ITI Bangalore	07-01-15	12220.00

The University stated that entries in the Service Books of the above officials would be completed and produced to Audit in due course.

Action may be taken to update the Service Books and produced to next audit.



निदेशक/केंद्रीय व्यय लेखा परीक्षा
DIRECTOR/CEA

Statement showing the outstanding paras of previous Inspection Reports in respect of Maulana Azad National Urdu University, Hyderabad,

Year of IR	Para No	Title of the Paragraph
2008-09	5(A) &(C)	Observation on printing of ^{material} material for distance Education (SIM)
	12	Excess release of TA advance and non-recovery of the same
2009-10	2	Unfruitful expenditure of Rs.28.70 lakh on purchase of rennet 2.7 software.
	3	Excess payment of Rs.18,32,459.00 to Manipal press towards printing charges of books
	4	Payment of excess recovery of Seigniorage charges deducted Rs.5,72,497/-
	13	Non-Levy of penalty in supply & installation of Equipments to Media centre
	20	Award of Higher scale of Pay to Sri. K.T. Raju, Driver
	25	Payment of Rs.1,54,637/- to Royal Travels towards providing vehicles to members of UGC XI plan committee
	29	Fees received by DDE
	30	Documents not produced / Information not furnished

10

Year of IR	Para No	Title of the Paragraph
2012-13	1	Audit observations on Pay Fixations of Officials in the Revised Pay Scales consequent on adoption of Sixth Central Pay Commission recommendations
	(A)	Incorrect Pay fixation of Sri.C.M. Eswaraiah, Retired Finance Officer-Excess payment of Rs.2,52,911/-
	(B)	Incorrect Pay fixation of Officials holding the posts in the pre-revised scale of Rs. 5500-175-9000 in the Revised PB2 (Rs.9300-34800 with Grade pay Rs.4200/-) -Excess payment of Rs.12.41 lakh
	(C)	Incorrect Pay fixation in respect of Ms.Ruchika Kem (Bhagat), Assistant Regional Director-Excess payment of Rs.1.65 lakh
	(D)	Incorrect Pay fixation in respect of Mr.Mohiuddin Shaik, Steno - Excess payment of Rs.0.6 lakh
	(E)	Incorrect Pay fixation in respect of Mr Md Mujahid Ali, Producer - Excess payment of Rs.2.16 lakh
	(F)	Incorrect Pay fixation in respect of Dr.Parveen Qamar, Assistant now Assistant Professor-Excess payment of Rs.0.09 lakh
	(G)	Incorrect Pay fixation in the Revised 6 th Pay Commission Scales of Officials holding the posts of Regional Director, Deputy Director and Assistant Regional Directors -Excess payment of Rs.28,98,944/- (Sl.No.iv)
	(H)	Incorrect Pay fixation in the Revised 6 th Pay Commission Scales of Officials holding Teaching Posts -Excess payment of Rs.23,66,693/- (Sl.No.i, ii, iv, v, vi)
	2	Audit observations on fixation of Pay of Section Officers of the University in the Revised Pay scales of Sixth Central Pay Commission
	3	Non-Allotment of Newly Constructed Earmarked Quarters-Unfruitful expenditure -Rs.1.80 crore
	5	Non-Reconciliation of Fees collectable for the Regular Courses with the Departments of the University-Rs. 10.57 lakh
	6	Irregular extension of Printing Contract of M/s Manipal Press, Manipal for Printing and Supply of Self Instructional Material of the Directorate of Distance Education of the University
	8	Non-utilisation of Grants released under "Free Coaching and Allied Scheme for the candidates belonging to Minority Community"- Rs.24.30 lakh lying idle.

Year of IR	Para No	Title of the Paragraph
2013-14	6	Audit observations on establishment of "Residential Coaching Academy for Minorities/SCs/STs and Women" for Civil Service Examination (CSE)
2014-15	1	Incorrect fixation of pay of re-employed pensioners, Sri R.S. Balaji and Sri Kanchallaiah-excess payment of ₹ 5.36 lakh
	2	Excess payment of Departmental charges & Contingencies to M/s Bharat Sanchar Nigam Limited (BSNL) Civil Wing, on execution of civil works - ₹ 3.5 lakh
	5	Programmes offered by the University through distance mode without approval of Distance Education Council (DEC)
	6	Admission of students to courses/programmes recognised by National Council for Teacher Education (NCTE), in excess of the approved intake
	7	Polytechnic courses/programmes offered by the University without approval of All India Council for Technical Education (AICTE)

upto 14-15 - paras 22
 16-17. — 9
 17-18 — 20
 51



Internal Quality Assurance Cell (IQAC)

Academic Audit Report 2017-2018

Overview

The IQAC sent AQAR proforma to all the departments, colleges, directorates and centres of the University. They were asked to furnish information and send the filled in AQAR back to the IQAC. When the filled in AQARs received, they were assessed on different criteria, and then the compilation of the AQAR was carried out. The IQAC in its meeting held on 8th January 2019 discussed the performance of the University on various criteria of AQAR before it was approved. This Academic Audit Report had been prepared after the approval of the AQAR in the said meeting and the observations made in the meeting had also been included in the Audit Report.

Present Status and Areas of Excellence

The University had reconstituted IQAC in line with NAAC's recommended composition.

Integrated University Management System (iUMS) was made fully operational in the University through Centre for Information and Technology.

Number of programmes of study in the campus/regular mode had reached 78 during this academic year; about six new programmes had been added, out of which five were doctoral programmes.

The curriculum improvement had taken place in most of the programmes. Each course had been defined in terms of course objectives and course outcomes.

More than 60% permanent faculty had PhD qualifications.

Actual teaching took place for about 185 days in the academic year.

Eighty eight percent of the students had passed their examinations.

UGC-Human Resource Development Centre, MANUU had organized refresher courses, orientation programmes and staff trainings, which benefitted about 307 faculty and staff members of the University over this period of assessment.

Four major projects and 32 minor projects had been completed.

NSS Cell of the University had organized camps and events to bring awareness about various social issues.

About 4719 text and reference books, 144 e-books and 03 digital databases had been added to the library learning resources.

Two new computer labs had been established.

About Rs. 217.57 lakhs had been spent in maintenance of campus infrastructure, equipment etc.

Department Coordinators for IQAC had been appointed to strategize and supervise the quality improvement activities in the academic Departments and Administrative sections.

IQAC had carried out assessment of the achievements and contribution of all the Departments of Studies and Administrative Sections which helped in the preparation of this Academic Audit Report.

Areas for Concern

About 89 faculty positions remained vacant.

Number of research awards or fellowships from international and national institutions/agencies had improved relatively, but then they were not very encouraging.

Number of awards won by students in NSS/NCC events was nil.

Recommendations

Number of research programmes offered in the University required to be expanded.

Interdisciplinary research programmes must be offered.

Research activities must be prioritized in the University.

Since IQAC has developed Student Feedback and it would go online soon, the teaching Departments, Colleges, Directorates and Centres should take into account the feedback of the students for the revision, modification or improvement of the curriculum. The feedback forms and appraisals for the other stakeholders should also be considered for any such improvement in curriculum.

The Heads/Principals/Directors must make sure that every teacher addresses the issues raised (if any), and improves their quality of teaching and research.

The Faculty and Students must concentrate on publications in the UGC approved journals and the journals of international repute.

The *Madrasas* provide potential field and vast opportunities for research and enrolment in the University, provided that enough counselling could be done and the Bridge Course developed by the University is seriously made effective.

A handwritten signature in black ink, appearing to be 'Syed Mohammed Haseebuddin Quadri', written in a cursive style.

Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU

Action Taken

The following programmes/actions have been carried out by the University through its orders/notices/circulars:

1) PhD Programme in Botany, Chemistry and Physics offered (19th July 2018)

<http://manuu.ac.in/Circular/Introduction%20of%20new%20Ph.%20D.%20programmes%20in%20the%20Depts.%20of%20Physics,%20Chemistry%20and%20Botany.pdf>

2) Workshop on Research Methodology and data Processing in Social Sciences organized (19th December 2018)

<http://manuu.ac.in/Circular/Workshop%20brochure.pdf>

3) MANUU Project Team for UNFPA Project has been appointed (21st January 2019)

http://manuu.ac.in/Circular/orders_UNFPA_project_appointment_project_team_22_01_2019.pdf



Office of the Principal Director of Audit (Central)
AG's Office Complex, Saifabad,
F-Block, First Floor
Hyderabad-500 004
(Phone No: 040-23234497)



No.PDA(C)/CEA/Unit-IV/PA/MANUU/IR.2018-19/D-413/2018-19/149 Date: 15.02.2019

To
The Registrar,
Maulana Azad National Urdu University,
Gachibowli,
Hyderabad - 500 032

Sir,

Sub: - Inspection Report on the Accounts of Registrar, Maulana Azad National Urdu University, Hyderabad for the year 2018-19.

I am to forward herewith the Inspection Report on the accounts of your office for the year 2018-19 with a request to furnish replies to paras with the comments of Ministry concerned within one month from the date of receipt of this Report.

Receipt of the Report may please be acknowledged by return post.

Encl: Inspection Report for the year 2018-19.

Yours faithfully,

Sr.Audit Officer/CEA

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20/2/2019

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DAO 1/c
22/2/2019

Registrar's Office	
O.W.No.:	4946
O.W.Date:	21/2/19

**Inspection Report on the accounts of the Office of the Registrar,
Maulana Azad National Urdu University (MANUU), Hyderabad,
for the year 2018-19**

Dates of audit: 27.12.2018 to 22.01.2019 (18 working days)

PART-I

A. INTRODUCTORY

(i) Scope of audit: The accounts of the office of the Registrar, Maulana Azad National Urdu University, Hyderabad was last audited by a local audit party of Office of the Principal Director of Audit (Central) Hyderabad in November 2017. During the present audit, the accounts for the period from April 2017 to March 2018 were generally examined and a test check including number and nominal audit was conducted under section 19(2) of CAG's DPC Act 1971.

This report has been prepared on the basis of information furnished and documents/records made available by the audited entity. The Office of the Principal Director of Audit (Central), Hyderabad disclaims any responsibility for any misinformation/non-information on the part of the audited entity.

(ii) Personnel: Dr. M.A. Sikandar continues to hold charge of the post of the Registrar, Maulana Azad National Urdu University, Hyderabad since last audit.

(iii) Budgetary Position:

Year	Budget Allotment Rs.	Expenditure Rs.	Excess/Savings Rs.
2017-18	11898.36	11273.68	624.68

(iv) General setup and Activities: The University was established by an act of Parliament (Act No.2 of 1996) on 9th January, 1998, with the objectives, which inter-alia, include:

- To promote and develop Urdu Language,
- To impart education and training in vocational and technical subjects through Urdu medium,
- To provide education through conventional teaching and distance education system and
- To provide focus on women education.

B) OUTSTANDING PARAS OF PREVIOUS INSPECTION REPORTS:

(List enclosed to this Report)

C) PERSISTENT IRREGULARITIES: NIL

PART-II

A. MAJOR IRREGULARITIES: NIL

B. OTHER IRREGULARITIES: Vide Report

PART-III

TEST AUDIT NOTES: NIL

1. Avoidable expenditure of late payment fee of ₹1,14,727/-

- i) During the test check of records, it was observed that late payment fee was levied by the Hyderabad Metropolitan Water Supply and Sewerage Board for the following months which are avoidable.

Bill Month	Late payment fee
August 2017	18483
October 2017	17703
November 2017	18483
December 2017	17685
January 2018	18274
Total	90,628/-

- ii) Further, it was observed that for the following months late payment charges were levied by the Telangana State Southern Power Distribution Company Ltd.(TSSPDCL) which are avoidable.

Bill Month	Category	Amount
June 2017	Commercial	6393
September 2017	-do-	8354
October 2017	-do-	7206
June 2017	Domestic	2146
Total		24,099/-

When the reasons for non-payment of bills within the due date were called for, the university replied that the observation was noted for future guidance. Compliance in this regard may be intimated to audit.

2. Excess power Consumption over and above Contracted Minimum Demand (CMD).

During the scrutiny of records relating to Telangana State Southern Power Distribution Company Ltd payments, it was noticed that the university was under Contracted Maximum Demand of 500 KVA. The university was consuming electricity in excess of contracted MD of 500 KVA during the following months thereby paying penal charges of ₹8,98,106.

Sl. No.	Month	KVA Consumption	Excess KVA Units	Demand penal charges paid(₹)
1.	April 2017	686.04	186.04	145111
2.	May 2017	668.4	168.4	131352
3.	June 2017	592.4	92.4	72072
4.	July 2017	592.6	92.6	72228
5.	August 2017	592.6	92.6	72228
6.	March 2018	521.34	21.34	16645
7.	April 2018	655.42	155.42	121227
8.	May 2018	669.44	169.44	132163
9.	June 2018	643.88	143.88	112226
10.	October 2018	529.3	29.3	22854
Total				8,98,106/-

When the University was asked to review and increase the Contracted Maximum Demand (CMD) suitably to avoid penal charges, it was replied that actual consumption was being watched and enhancement would be done suitably with the consultation of EE (Electrical), CPWD, Hyderabad.

Action taken in this regard may be intimated to audit.

3. Non-adjustment of Miscellaneous/Contingent advances- ₹ 9,18,644/-

Rule 323 (1) and (2) of General Financial Rules (GFRs), 2017, stipulate, inter-alia that, adjustment bills of Advances drawn for Contingent and Miscellaneous purpose along with balance if any, should be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance should be recovered from his/her next salary (ies).

As per Rule 292 of General Financial Rules 2017, the due date for submission of Leave Travel Concession (LTC) claim would be (i) in case advance drawn: one month from the date of completion of the journey (ii) In case advance not drawn: within two months from the date of completion of the journey. In case of (i) above, if the claim was not submitted within the due date, the amount of advance should be recovered but the Government employee shall be allowed to submit the claim as under (ii) above. In case of failure to submit the claim in both the cases within the prescribed time lines, the claim shall stand forfeited.

Further, as per Rule XII (12) of CCS (LTC) Rules, if the conditions laid down in the sanction are not complied with or if the rules for granting advances for LTC have been violated, the Head of Office should charge penal interest, i.e., 2 per cent above the rate of interest allowed by Government on General Provident Fund balances {Rules 15, GID (6)}.

Audit observed during scrutiny of LTC and Miscellaneous/Contingent advances Register that advances drawn since June 2018 amounting to ₹918644 /- (as detailed in the Annexure) drawn by the staff of the Institute were not adjusted till date.

When the matter was brought to notice, the University replied that the concerned cases/files were under process of settlement. The progress made in this regard may be intimated to Audit.

4. Non-conduct of Physical Verification of fixed assets, stores and stock

Rule 192 (1) (2) (3) of General Financial Rules, 2005, (new Rule 213 (1) (2) (3) of General Financial Rules, 2017), stipulate that an inventory for fixed assets maintained should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

Further, a physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority. A certificate of verification along with the findings shall be recorded in the stock register. Discrepancies including shortages, damages, etc. and unserviceable goods, if any, identified during verification, should be immediately brought to the notice of the competent authority for taking appropriate action in accordance with provisions given in Rules 33 to 38 of General Financial Rules, 2017.

It was observed that the Physical verification of Stores/Stock of the University was under process.

Action may be taken to complete the Physical verification at the earliest and the result intimated to audit.

5. Non-condemnation of unserviceable vehicles

During the scrutiny of statement regarding vehicles in use furnished by the University it was observed that, the University was in possession of following vehicles which were not in road-worthy condition.

- i) Swaraj Mazda bearing registration No.AP13W3157 (2001 model)
- ii) Motor cycle bearing registration No. AP13D9839 (2001 model)

Steps may be taken to condemn/auction the vehicle and details of sale proceeds either by condemnation or by auction may be intimated to Audit.

6. Incurring of excess expenditure in respect of sponsored projects/schemes ₹3.75 Crore.

The Institute undertakes sponsored projects/schemes funded by various sponsoring organisations. The funds released by the sponsoring agencies should be utilised for the purpose for which those funds were released and any excess expenditure incurred over and above the sanctioned grants, need to be brought to the notice of the funding agency concerned for reimbursement.

During the scrutiny of records of the Sponsored Projects, it was observed that an amount of ₹3,75,15,301/- was incurred in excess of the funds received in respect of the following projects upto 31-03-2018:

SI No	Name of the project	Excess amount incurred in (Rs.)
1	HRDC(ASC)	10060296
2	RCCM	99955
3	UGC-NET	223139
4	CSSEIP	11667138
5	HINDI	4405164
6	INNOVATIVE	11059609
Total		3,75,15,301

When the matter was brought to notice, the Institute replied that schemes were sanctioned by UGC and any expenses incurred shall be reimbursed by UGC. Early action may be taken in this regard and details of reimbursement intimated to Audit.

7. Non-recording of verification of services

As per Rule 32 of CCS (pension) Rules, verification of services of the Government Servant should be completed on completion of 18 years of service or 5 years before date of retirement and a certificate in the prescribed form 24 issued to him. Qualifying service indicated in this certificate will be treated as final upto that date and it will not be re-opened except when necessitated due to change of rules, etc.

During the test check of service books, it was noticed that verification of services was not recorded in the service books of Dr. Shahid Pervez, Regional Director and Dr. T.V. Kattimani, Professor, who were having service of less than 5 years before date of retirement.

When it was brought to notice, the university replied that verification of services would be made in the service books. Compliance may be intimated to Audit.

8. Lapses in categorization of appointments under technical resignation

During the scrutiny of records it was observed, that in respect of appointments made through open advertisements for the posts of lecturer, Assistant professor, Reader or Associate professor and based on selection committee recommendations appointments given to officials working in other Government departments prior to 01.01.2004 and those having tendered technical resignation before joining MANUU proper categorization for the purpose of GPF or NPS has not been done though some have rendered more than 10 years of service.

As a result NPS was being deducted assuming that the appointments fall under the New Pension Scheme. Since the appointments under technical resignation counts service rendered in the previous organization for the purpose of pension governed under CCS (Pension) Rules, 1972, the NPS recovery amounting to Rs. 1.14 crore from the employees at the most may be a preemptive exercise which warrants corrective actions by the University by seeking clarification from the governing bodies i.e., UGC and DoPT. It was also observed that the University had not addressed the issue on the right lines with the organizations where the officials have previously rendered their service before taking up appointment in this Office under technical resignation.

When this was brought to notice, the University replied that committee had been constituted to examine the cases relating to counting of past services. The progress made in this regard may be intimated to next audit.

9. Documents not produced

The following records/files which were not produced to last audit were not produced to present audit also.

Transaction Audit for the year 2016-17

1. Research programme on South Indian Muslims present / Future under Other Schemes – Vouchers for expenditure of ₹21,13,208 .
2. Coaching scheme of remedial coaching, entry into services, NET coaching classes for SC/ST/OBC (Non creamy layer) for 2015-16 sanctioned amount ₹36,00,000 Expenditure Reported 1583167 Vouchers of Remedial Coaching Centre for Minorities ₹581157, UGC NET coaching centre for Minorities ₹ 563575, Vouchers UGC Coaching Centre for Minorities entry into Service ₹438435
3. Files pertaining to Selection and Appointment of various Teaching staff during the period 2016-17

Transaction Audit for the year 2013-14

1. Recruitment Rules, promotion policies followed by the University in respect of appointment/promotion of teaching and non-teaching staff. Their pay fixations consequent on implementation of Sixth Pay Commission Recommendations, and other connected records, like Service books, Personal files, and Pay bill registers.
2. Files pertaining to follow up action taken on excess pay fixation of 33 officials, recommendations of selection committees, appointment orders, pay fixation statements and other connected records were not produced for verification.

Transaction Audit for the year 2014-15

1. Files/records and copies of documents pertaining to recruitment of the following along with (i) details of notification issued/published in various News Papers (ii) details of number of candidates applied along with their qualification (iii) details of candidates to whom call letters were sent (iv) number of candidates appeared for the test (v) number of candidates shortlisted and appeared for interview (vi) Minutes of the Selection

Committee (vii) Candidates selected and recruited (viii) Service Books, Personal files/dossiers, recruitment files and (ix) Recruitment Rules of the University/UGC:

- a. Assistant Professors in departments of English, Civil Engineering, Arabic, Persian, Education, Computer Science & Engineering, Urdu and Electronic & Communication Engineering and Social Work, from the year 2010 onwards,
 - b. Sri. Wajuhuddin, Section Officer,
 - c. Teaching staff of Model School
 - d. Dr. Abdul Wahid, Associate Professor
 - e. Ms. Santha, Section Officer
 - f. Sri MohdHasim Ali Sajid, Assistant Registrar
 - g. Dr. Khwaja M Sahid, Pro-Vice Chancellor
 - h. Teaching Staff
 - i. Ms. AtiyaNaheed, Asst. Professor
 - j. Sri Md. Hamid MohiuddinSiddiqui, Section Officer
 - k. Sri Abdul Azeem, UDC
 - l. Sri SalarMohiuddin LDC
 - m. Sri MohdAzamathulla Khan, LDC
 - n. Sri MohdIrfan, LDC
 - o. Sri MohdSaheed, LDC
2. File and related documents/records pertaining to establishment of Secured Data Network (Wi-Max Connectivity with indoor Wi-Fi).

Transaction Audit for the year 2014-15 and 2015-16

1. Register of Fixed Assets, containing all Fixed Assets of the University
2. Vouchers of TA/LTC claims

निदेशक/केंद्रीय व्यय लेखा परीक्षा
DIRECTOR/ CEA

Annexure

Sl.No	Vr. No	Date of drawal	Name of the official	Amount(₹)
1.	392	07.06.2018	Dr. Mahammad Fariyad NSS Coordinator	50000
2.	1140	11.10.2018	S.Z.Hussiani	48144
3.	1239	29.10.2018	Prof.P.F.Rahnar, Nodal Officer Convocation	250000
4.	1276	01.11.2018	Dr. Md. Afroz Alam	25000
5.	1276	01.11.2018	Misbah ul Anzar	20000
6.	1276	01.11.2018	Mohd. Intiyaz Alam	20000
7.	1276	01.11.2018	Dr.Firoz Alam	53500
8.	1276	01.11.2018	Meraj Ahmed	81000
9.	1276	01.11.2018	Meraj Ahmed	110000
10.	1276	01.11.2018	Abid Abdul Wasay	100000
11.	689	28.11.2017	M.V.Pradeep Kumar	33000
12.	554	24.09.2018	Dr. Md. Mahmood Alam	103000
13.	566	27.09.2018	Mohd.Yousuf	25000
Total				9,18,644/-

Statement showing the outstanding paras of previous Inspection Reports in respect of Maulana Azad National Urdu University, Hyderabad

Year of IR	Para No	Title of the Paragraph
2008-09	5(A) &(C)	Observation on printing of malarial for distance Education (SIM)
	15	Idle Plant and Machinery – Rs.5,69,250/-
2009-10	2	Unfruitful expenditure of Rs.28.70 lakh on purchase of rennet 2.7 software.
	3	Excess payment of Rs.18,32,459.00 to Manipal press towards printing charges of books
	4	Payment of excess recovery of Seigniorage charges deducted Rs.5,72,497/-
	13	Non-Levy of penalty in supply & installation of Equipments to Media centre
	25	Payment of Rs.1,54,637/- to Royal Travels towards providing vehicles to members of UGC XI plan committee
	29	Fees received by DDE
	30	Documents not produced / Information not furnished

Year of IR	Para No	Title of the Paragraph
2012-13	1	Audit observations on Pay Fixations of Officials in the Revised Pay Scales consequent on adoption of Sixth Central Pay Commission recommendations
	(A)	Incorrect Pay fixation of Sri.C.M. Eswaraiah, Retired Finance Officer-Excess payment of Rs.2,52,911/-
	(B)	Incorrect Pay fixation of Officials holding the posts in the pre-revised scale of Rs. 5500-175-9000 in the Revised PB2 (Rs.9300-34800 with Grade pay Rs.4200/-) -Excess payment of Rs.12.41 lakh
	(C)	Incorrect Pay fixation in respect of Ms.Ruchika Kem (Bhagat), Assistant Regional Director-Excess payment of Rs.1.65 lakh
	(D)	Incorrect Pay fixation in respect of Mr.Mohiuddin Shaik, Steno - Excess payment of Rs.0.6 lakh
	(E)	Incorrect Pay fixation in respect of Mr Md Mujahid Ali, Producer - Excess payment of Rs.2.16 lakh
	(F)	Incorrect Pay fixation in respect of Dr.Parveen Qamar, Assistant now Assistant Professor-Excess payment of Rs.0.09 lakh
	(G)	Incorrect Pay fixation in the Revised 6 th Pay Commission Scales of Officials holding the posts of Regional Director, Deputy Director and Assistant Regional Directors -Excess payment of Rs.28,98,944/- (Sl.No.iv)
	(H)	Incorrect Pay fixation in the Revised 6 th Pay Commission Scales of Officials holding Teaching Posts -Excess payment of Rs.23,66,693/- (Sl.No.i, ii, iv, v, vi)
	2	Audit observations on fixation of Pay of Section Officers of the University in the Revised Pay scales of Sixth Central Pay Commission
	3	Non-Allotment of Newly Constructed Earmarked Quarters-Unfruitful expenditure -Rs.1.80 crore
	8	Non-utilisation of Grants released under "Free Coaching and Allied Scheme for the candidates belonging to Minority Community"- Rs.24.30 lakh lying idle.

Year of IR	Para No	Title of the Paragraph
2013-14	6	Audit observations on establishment of "Residential Coaching Academy for Minorities/SCs/STs and Women" for Civil Service Examination (CSE)
2014-15	1	Incorrect fixation of pay of re-employed pensioners, Sri R.S. Balaji and Sri Kanchallaiah-excess payment of ₹ 5.36 lakh
	2	Excess payment of Departmental charges & Contingencies to M/s Bharat Sanchar Nigam Limited (BSNL) Civil Wing, on execution of civil works - ₹ 3.5 lakh
	5	Programmes offered by the University through distance mode without approval of Distance Education Council (DEC)
	6	Admission of students to courses/programmes recognised by National Council for Teacher Education (NCTE), in excess of the approved intake
	7	Polytechnic courses/programmes offered by the University without approval of All India Council for Technical Education (AICTE)

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6

Year of IR	Para No	Title of the Paragraph
2016-17	1	Non-construction of own buildings for conducting B.Ed and M.Ed courses
	2	Audit observations on Memorandums of Understanding (MOUs) entered by the University with M/s Binani Cement Ltd., Kolkata and Santan Edutainment Pvt. Ltd
	(A)	Memorandum of Understanding entered into with M/s Binani Cement Ltd., Kolkata
	(B)	Memorandum of Understanding entered into with Sanatan Edutainment Private Limited, New Delhi
	3	Audit observations on functioning of Civil Services Examination (CSE) Coaching Academy
	4	Non-adherence to the provisions of General Financial Rules 2005 in placing orders for printing & supply of Self Learning Material (SLM)
	5	Non-adjustment of Miscellaneous/Contingent advances- ₹ 1.16 crore
	6.(A)	Avoidable expenditure due to non-enhancement Contracted Maximum Demand (CMD)-₹15.81 lakh
	6. (B)	Avoidable expenditure of TOD charges - ₹ 3.14 lakh
	7	Non-disposal of Unserviceable Articles
	8	Audit observations on maintenance of Service Books

Sl. No.	IR	
2017-18	1	Construction of Digital Resource Centre (DRC) – Delay in construction of DR Avoidable expenditure of Rs 55 lakh on CC road
	(A)	Delay in completion of the DRC
	(B)	Functioning of DRC
	(C)	Avoidable expenditure of Rs 55 lakh on CC road
	2	Excess Deposit/blockade of fund and loss of interest – Rs.3,85,59,532/-
	3	Wi-Fi project services - delay in execution of the project resulting in deprival of the fi facility for seven months against the full payment of Rs 7.83 Crore
	(A)	Non achievement of objective of Wi-fi services
	(B)	Compliance of GIGW
	4	Unspent balances with executing agencies – deprival of availability of money cou loss of interest Rs 31.15 lakh
	5	Unspent balances with executing agencies – Engineering Work shop at M. Gachibowli
	6	Review of Works Records – Foreclosure of the work of construction of 8 Nos of staf for MANUU at Bangalore – Arbitration
	7	Construction of Part First floor and Second floor over Gulzar Girls Hostel at MANU campus, Hyderabad –improper planning resulting in avoidable expenditure of Rs 15
	8	Construction of polytechnic Building at MANUU, Gachibowli – Arbitration
	9	Diversion of grant funds to FDRs
	11	Procurement of Self Learning Material more than required Rs 36.70 lakh by Centre distance education
	12	Loss of electronic equipment due to non-maintenance of power back up
	13	Deficiencies in execution of work of automation and e-governance in MANUU – Non initiation of steps complying UGC guidelines
	(A)	Delay in automation due to noncompliance of purchase order by agency
	(B)	Non initiation of steps as per UGC guidelines
	14	Expenditure incurred on 6 th Convocation of MANUU – observations on payment Vouchers
	(A)	Huge advances paid in cash in excess of actual requirement
	(B)	Observations on expenditure incurred on Catering – Rs.9.66 lakh
	(C)	Non-deduction of IT and other observations
	15	Purchases made for Hostels – Improper invoice and No entries in the stock registers
	16	Excess payment - Rs.19, 175/-
	17	Status of the Research Projects – Delay in completion of research programme
	18	Non-reconciliation of remittances between cash book and bank statement
	20	Omissions noticed in maintenance of Service Books

18
18
Grand total 2017-18 - 145



Internal Quality Assurance Cell (IQAC)

22nd April 2020

Academic Audit Report 2018-2019

Overview

The IQAC prepared a common proforma to collect the data from all the Departments, Colleges, Directorates, Centres and Administrative Sections carrying out Academic Audit, and preparing Annual Report 2018-2019 and AQAR 2018-2019. The common proforma was sent on 16th August 2019 to all and they were asked to furnish the proforma by 31st August 2019. When the Departments of Studies, University Colleges, Directorates, Centres, Polytechnics, ITIs, MANUU Model Schools and the Administrative Sections furnished the information required in the proforma and sent it to IQAC, it assessed, collated and compiled all the data. Then IQAC first prepared Annual Report of the University which carried information and assessment pertaining to all the academic and administrative activities of the University for the period 1st April 2018 to 31st March 2019. Then, the AQAR for the period 1st July 2018 to 30th June 2019 was prepared. The AQAR was presented in the IQAC meeting held on 27th December 2019 and approved thereof.

Academic Status and the Areas of Excellence

The University offered 78 programmes through seven Schools of Studies and 24 Departments of Studies.

Online Feedback System for students on course design, teaching-learning, learning resources has been introduced through IUMS, in December 2018 at the end of semester. About 1162 responses received from the students.

Syllabus revision of large number of courses have been carried out.

An interdisciplinary course Health Journalism has been offered in BA (Hons. Journalism & Mass Communication)

A course 'Communication Skills in English' has been offered to all the Students in Collaboration with the U.S. Consulate General, Hyderabad.

The system of Display of Answer Scripts and Discussion on Answers was introduced from May 2019 semester examinations. All the faculty who taught any course for regular mode students had to show the answer scripts to the students and hold discussion on the answers. There was almost no application for reevaluation was received after the evaluation.

Institutional Data was submitted to AISHE on 26th February 2019

Research funds have been sanctioned for three research projects by international institutions namely UNFPA, UNICEF and International Astronomical Union Office for Astronomy; and for two major projects and four minor projects to the faculty of the University by national institutions.

Four patents have been published. There is a considerable increase in the research publication in the UGC approved journals, Scopus-indexed journals, Web of Science etc.

About 47 students have been awarded PhD degrees across various programmes.

Library has added 4336 text and reference books, 345 e-books, five Journals, and two digital databases. Additionally, 5260 books were purchased for MANUU Satellite Campuses / Departmental Libraries, etc.

University teachers have started developing e-content, and started using different platforms to develop digital and on-line content with the help of Instructional Media Centre (IMC), yet it does not match the academic potential that the university teachers possess.

The University has spent more than the assigned budget for providing academic facilities. For example, the assigned budget was Rs.1,35,61,547/- and the University spent about Rs.3,27,97,480/-

About 72 students benefitted from Non-NET scholarship.

The systems pertaining to Institutional transparency, timely redressal of student grievances, prevention of gender harassment and ragging cases are in place.

There is a slight increase in the number of students' placement.

A good number of MoUs have been signed with International Universities and Institutions, though academic exchanges in terms of faculty, students, information have yet to be materialized.

The external Transaction Audit has been conducted by Director General of Audit (Central), Saifabad, Hyderabad from 9th October 2019 to 4th November 2019.

The internal financial/administrative audit has been conducted by Internal Audit Cell, MANUU.

The Areas for Concern

No award has been won by any teacher or student for innovation at international level.

The number of students who benefited by guidance for competitive examinations and career counselling offered by the institution during the year is very low.

The number of students who qualified any state or national examinations during the year has increased a little.

Students did not win any awards or medals for their performance in any sports or cultural activities at national or international level.

The monetary contribution of Alumni is nil.

The Recommendations

The University must concentrate on allocating some internal receipt for the promotion of research. The IQAC must help in clearly setting in place the research policy of the University. Consultancy must be encouraged.

Clear incentive to the teachers must be extended who have been sanctioned research projects.

The students must be encouraged to publish their research work in journals approved by UGC Care List. Some incentive must be offered for the publication by the students in UGC Care List journals.

Students must be encouraged to participate in sports.

Alumni contribution must be encouraged. Every Department/College must conduct at least one Alumni Meet every year, hold lectures or discussion of the renowned alumni of the University, facilitate their alumni.

The list of renowned alumni must be displayed on the Departments/Colleges webpages.



Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU

Implementation of Quality Initiatives in the University

The decisions of the University given below are all measures adopted towards implementation of Quality recommendations of IQAC. From implementation of Online Student Feedback to providing the Feedback to every member of faculty and then developing of proforma for the faculty to register their achievements are all quality initiatives proposed by IQAC and implemented by the University. Some of the quality measures taken by the University are cited below with the web links of the notices/circular/orders in this regard. The University still requires to focus on roping in the alumni for intellectual, academic and monetary contribution from them.

1) Implementation of Biometric System (4th & 5th July 2019)

http://manuu.ac.in/Circular/Office_Order_Biometric_Attendance_Teaching.pdf

<http://manuu.ac.in/Circular/Circular%20for%20registrarion%20of%20Biometric%20attendance%20Non%20teaching%20with%20Reg%20Sch.pdf>

2) Online Student Feedback System on IUMS of Faculty (12th July 2019)

http://manuu.ac.in/Circular/Students_Feedback_to_teachers_in_iUMS.pdf

3) Series of Discussions on Draft National Education Policy (15th July 2019)

http://manuu.ac.in/Circular/rNEP_2019_Roundtable_15_07_2019.pdf

4) Six-day Students Induction Programme (29th July 2019)

http://manuu.ac.in/Circular/Notice_SIP_Schedule_2019.pdf

5) 10 Week Courses on Communication Skills in English and Oral Communication & Fluency (30th July 2019)

http://manuu.ac.in/Circular/Circular_EFL_3rd_Batch_2019.pdf

6) Enrolment for Senior Division Men and Women Cadets in MANUU 1(T) Arty Bty, NCC (14th August 2019)

http://manuu.ac.in/Circular/NCC_Notice_website.pdf

7) Placement Drive for the Student of ODL Programmes (13 September 2019)

http://manuu.ac.in/Circular/Circular_Registration_13_09_2019.pdf

8) Furnishing of Research and Academic Achievements of Faculty to Improve University Ranking (35th AC, 16th May 2019) (17th September 2019)

http://manuu.ac.in/Circular/Office%20Order%20for%20uploading%20of%20CVs%20and%20of%20ficial%20email%20IDs_17_sep_2019.pdf

9) Reconstitution of Standing Committee of Academic Council (24th September 2019)

http://manuu.ac.in/Circular/notification_ac_standing_committee_28_sep_2019.pdf

10) Constitution of Students Grievance Redressal Committees at different levels (30th September 2019)

http://manuu.ac.in/Circular/Orders_ISGRC_03_oct_2019.pdf

http://manuu.ac.in/Circular/Orders_DSGRC_03_oct_2019.pdf

http://manuu.ac.in/Circular/Orders_CSGRC_03_oct_2019.pdf

11) Workshop on 'Faculty Achievements' on iUMS organised on 21st October 2019 (16th October 2019)

http://manuu.ac.in/Circular/workshop_%20iUMS_held_Oct_21_2019_DDE,%20Auditorium.pdf

12) Furnishing of information on Faculty Achievements Proforma on iUMS Portal (24th December 2019)

<http://manuu.edu.in/sites/default/files/Notification/12/rnotice-igac24dec2019.pdf>

13) Student Satisfaction Survey Questionnaire on iUMS of Students (22nd January 2020)

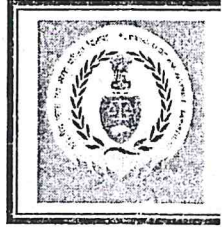
<http://manuu.edu.in/sites/default/files/Notification/01/igac-notification-23-jan-2020.pdf>



Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU



Office of the Principal Director of Audit (Central)
AG's Office Complex, Saifabad,
E-Block, IIIrd Floor
Hyderabad-500 004
(Phone No: 040-23234497)



No.PDA(C)/CEA/Unit-IV/MANUU/IR.2019-20/266

Date: 06.01.2020

To
The Registrar,
Maulana Azad National Urdu University,
Gachibowli,
Hyderabad - 500 032

Rg + F-0
M. D. Sum on Monday
24.1.2020
No. 1.2020
24/1/20
F.
IAO

Sir,

Sub: - Inspection Report on the Accounts of Registrar, Maulana Azad National Urdu University, Hyderabad for the year 2019-20.

I am to forward herewith the Inspection Report on the accounts of your office for the year 2019-20 with a request to furnish replies to paras with the comments of Ministry concerned within one month from the date of receipt of this Report.

Receipt of the Report may please be acknowledged by return post.

Encl: Inspection Report for the year 2019-20.

Yours faithfully,

Sr.Audit Officer/CEA

VICE-CHANCELLOR'S OFFICE
F.M. No. 1305
Inward Date 24/1/2020
Outward Date 24/1/2020

23/1/2020

Haiblv - ay see it - pl.

Copy in % Registrar

Regis
O.W.N. 4940
O.W.D. 23/1/2020

INSPECTION REPORT ON THE ACCOUNTS OF THE OFFICE OF THE REGISTRAR, MAULANA AZAD NATIONAL URDU UNIVERSITY (MANUU), HYDERABAD, FOR THE YEAR 2019-20

PART – I

A. INTRODUCTION:

1. Overview: The university was established by an act of parliament (Act No. 2 of 1997) on 9th January 1998 with the objective which inter-alia includes

- a) To promote and develop URDU Language
- b) To impact education and training in Vocational and Technical Subjects through URDU medium
- c) To provide education through conventional teaching and distance education system and
- d) To provide focus on women education

To cater to the educational needs of URDU speaking population clusters in the country, MANUU's Directorate of Distance Education has opened nine Regional Center and five Sub-Regional Center in 11 different states. The Headquarters of the University is at Hyderabad. The jurisdiction of the University shall extend to the whole of India. To achieve the objective of the university, the following are the powers of the University-

- a) To provide for instructions and research in such branches of learning as are relevant for furtherance of the objects of the University.
- b) To grant , subject to such conditions as the University may determine, diplomas or certificate to, and confer degree or other academic distinctions on the basis of examination, evaluation or any other method of testing.
- c) To organise and to undertake extra-mural studies, training and extension services
- d) To institute and award fellowships, scholarship, studentship medals and prizes.

ii) **Scope of Audit:** The accounts of the Office of the Registrar, Maulana Azad National Urdu University (MANUU), Hyderabad, was last audited in October, 2018. During the present audit, the accounts for the year 2018-19 were generally examined and test-check conducted including nominal and number audit under Section 19(2) of the CAG's DPC Act 1971.

Mandate: The audit has been conducted in accordance with Section 19(2) of the Comptroller & Auditor General of India (Duties, Powers and Conditions of Service) Act, 1971 and the applicable Auditing Standards of the Comptroller & Auditor General of India.

Disclaimer: This report has been prepared on the basis of information furnished and documents/records made available by the audited entity. The office of the Principal Director of Audit (Central), Hyderabad disclaims any responsibility for any misinformation/non-information on the part of the audited entity.

iv) Personnel: The following officials have held the charge of the post of Registrar of the University, since last audit to till date:

Sl No.	Name of the Registrar	Period	
		From	To
1	Dr. M A. Sikandar	01.09.2017	17.10.2019 AN
2	Prof. S.M Rahmatullah	18.10.2019	Till date

v) Budgetary Position: The University, being a Central University receives Grants-in-aid (both Plan and Non-Plan) from University Grants Commission, New Delhi. The details of Grants received by the University during the year 2018-19, and the utilization of grants/expenditure incurred thereon is as below:

(Rs in Lakh)

2018-19	Budget allotted				Expenditure incurred			
	Salary	Recurring	Non-recurring	Total	Salary	Recurring	Non-recurring	Total
	7684.03	2300.00	600.00	10584.03	9623.30	3108.02	353.74	13085.06

vi) OUTSTANDING PARAS OF PREVIOUS AUDIT INSPECTION REPORT: List enclosed to the report

C. PERSISTENT IRREGULARITIES:

Nil

PART – II

A. MAJOR IRREGULARITIES:

B. OTHER IRREGULARITIES:

Vide Report

PART – III

A. TEST AUDIT NOTES:

Nil

PART-II B

1. Irregular expenditure of Rs.6.71 crores towards salaries on engagement of Contract workers as (i) Asst. Accounts Officer, (ii) Consultant and (iii) Data Entry Operators etc. without approval

As per rule 22 of GFR 2017, no authority may incur any expenditure or enter into any liability involving expenditure or transfer of moneys for investment or deposit from public funds (Consolidated Fund / Contingency Fund and the Public Accounts) unless the same has been sanctioned by a competent authority. The details of some of the posts sanctioned and against which the persons-in-position are given as :-

Name of the post	No. of posts sanctioned	Men-in-position	No. of vacant posts
Section Officer	37	32	5
Assistant	17	14	3
Upper Division Clerk	40	39	1
Data Entry Operators	2	2	-

However, during the course of test check of records pertaining to engagement of persons on contractual basis, it was observed that the contractual period in respect of the following persons who were engaged earlier, was extended during the period of audit.

Name	Designation	Remuneration	Date of Expiry of the Contractual period	Date of Extension
Mr. Vijaya Saradhi Damera	Consultant (Accounts)	Rs.30,000	7.07.2018	9.07.2018
Mr. Sachin Sharma	Asst. Accounts Officer	Rs.35,000	28.06.2018	30.06.2018

In addition to the above, 272 persons were engaged in various category of posts, such as Data Entry Operators, Watchmen, Instructors, Cooks, Hostel Helpers, Caretakers etc. Further, as per the annual accounts, an amount of Rs.6,71,98,031/- has been incurred towards pay & allowances of Contract workers during the year 2018-19. The basis and assessment for the requirement of 272 contract workers was also not on record. Further, all the above 272 contractual staff were engaged directly by the University instead of engaging them

through the registered agency. The University did not follow statutory provisions, like payment of ESI, EPF in respect of the engaged staff.

When the approval of the UGC or Ministry of MHRD for engagement of the above persons was called for, it was replied that the UGC had sanctioned less number of non-teaching staff in some of the sections/offices/institute. In this regard, the university had requested several times to increase the sanction of Non-teaching staff. Further it was replied that due to shortage and dire requirement of Non-teaching staff the University has engaged minimum required persons on contractual basis for smooth functioning of the University and the expenditure on salary of these operated non-teaching posts are met by the recurring Grant of the University.

The ratification orders on expenditure incurred towards engagement of above staff may be intimated to audit.

2. Delay in adoption of minimum wage rate

The minimum wage rate for contractual workers was laid down in F.No.1/13(3)/2017-LS-II, dated 20.04.2017 issued by Ministry of Labour & Employment, Government of India, read with No.1/13(5)/2017-LS-II, Dated 20.04.2017 applicable with effect from 1.04.2017 and in F.No.1/10(3)/2018-LS-II, dated 3.04.2018 issued by Ministry of Labour & Employment, Government of India, New Delhi, read with No.1/10(5)/2018-LS-II, dated 3.04.2018 applicable with effect from 1.04.2018. During the course of audit, it was observed that the 240 contractual workers (excluding 32 persons engaged as cooks, caretakers, consultants etc.) were engaged as MTS, Data Entry Operators, Mess Hostel Helpers (MTS) etc without approval from the UGC or Ministry of MHRD for engagement of such personnel directly under various category, for a short-term (i.e. 89 days and continued them for one- or two-days gap). However, the University adopted minimum wage rate from the month of July-2018 instead of April 2018 and paid with the less rate than prescribed that of prescribed rate, as detailed below-

Category-I (unskilled persons)			Category-II (Semi-skilled persons)		Category-III (Skilled persons)		Category-IV (Highly Skilled persons)	
Class of City	Paid	To be paid	Paid	To be paid	Paid	To be paid	Paid	To be paid
A	Rs 523 Per day or	Rs 533 per	Rs.579/- per day or Rs.15,000/-	Rs 612 per	Rs.637/- per day or Rs.16,500	Rs 673 per day	Rs.693/- per day or Rs.18,000	Rs 732 per day

	Rs.13,000 per month	day	per month	day	per month		per month	
B	Rs.437/- per day or Rs.11,000 per month	Rs 462 per day	Rs.494/- per day or Rs.12,500 per month	Rs 522 per day	Rs.579/- per day or Rs.15,000 per month	Rs 612 per day	Rs.637/- per day or Rs.16,500 per month	Rs 673 per day
C	Rs.350/- per day or Rs.9,100 per month	Rs 370 per day	Rs.410/- per day or Rs.10,500 per month	Rs 433 per day	Rs.494/- per day or Rs.12,500 per month	Rs 522 per day	Rs.579/- per day or Rs.15,000 per month	Rs 612

Further, from July 2018 onwards 2017-18 rates were adopted instead of April, 2018 as detailed which resulted in under payment of wages to the extent of Rs.23.39 lakhs.

Category	Class – A city	Class – B city	Class – C city	Total Wages payable	Wages paid	Differential amount
Category-I	90 x Rs.13,000 = 11,70,000	16 x Rs.11,000 1,76,000	13 x Rs.9,100 = Rs.1,18,300	Rs.14,64,300	10,00,900	Rs.4,63,400
Category-II	16 x 15,000 = Rs.2,40,000	-	-	Rs.2,40,000	Rs.1,68,500	Rs.71,500
Category-III	73 x Rs.13,000 = Rs.9,49,000	7 x Rs.11,000 = Rs.77,000	3 x Rs.9,100 = Rs.27,300	Rs.10,53,300	Rs.8,56,100	Rs.1,97,200
Category-IV	21 x Rs.18,000 = Rs.3,78,000	1 x Rs.16,500 = Rs.16,500	-	Rs.3,94,500	Rs.3,47,100	Rs.47,400
				TOTAL		7,79,500

The amount works out to Rs.7,79,500 x 3 months (as revised rates are applied from July 2018 instead of April 2018 onwards) = Rs.23,38,500/-

When reasons for non-adoption minimum wage rates with effect from 1.04.2018 were called for, it was replied that the as per recommendation of Executive Council the rate was revised from 01.07.2018.

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3. Non-remittance of Grants released under "Free Coaching and Allied Scheme for the candidates belonging to Minority Community" – Rs.24.30 lakhs.

Government of India, Ministry of Minority Affairs, sanctioned an amount of Rs.48,52,500 as non-recurring grant-in-aid to the University under "Free Coaching and Allied Scheme for the candidates belonging to Minority Community" vide letter No.2/3/(4)2008-PP-1 dated 27.03.2009 and released 1st installment of Rs.24,26,250 i.e. 50% of the total amount for imparting coaching to 500 students.

In terms of Clause 2(i) of the letter cited, the Organisation would not obtain grant for the same purpose or activity from any other Ministry or Department of Government of India or State Government. Further, as per Clause 2(ii), the Organisation would not divert grant-in-aid and entrust the execution of the project for which the grant in aid was sanctioned to another organization or institution.

In the meantime, the proposal of the University for setting up of National Level Residential Minority Coaching Centres for preparing students of the Minorities for entry into services was communicated to the UGC by the Ministry of Human Resource Development, New Delhi. In response, the UGC has considered the proposal for establishment of Residential Coaching Academy for Minorities/SC/ST and Women in the University and conveyed the approval of an amount of Rs.828.78 lakhs for the establishment of Academy.

An objection was also raised in earlier Audit, about the non-utilization of funds granted under the above said scheme and the University replied that the matter was taken with Ministry of Minority Affairs vide letter dated 8.02.2012.

Because of the overriding conditions (prescribed at Clause 2(i)) of the Ministry of Minority Affairs and in view of a separate center sanctioned by MHRD with better facilities, the University could not initiate/establish the scheme and the grant was not utilised since 2009 onwards. The grant of Rs.24.30 lakhs was not returned to the Ministry of Minority Affairs even after a lapse of 10 years. In this connection, a letter No.2/39(2/2011-IM(C), dated 16.02.2012 was also received from the Ministry of Minority Affairs, Govt. of India, requesting to remit immediately the amount of Rs.24,26,250 through Demand Draft/Cheque, being the 1st instalment released to the University. The University did not correspond with the Ministry of Minority Affairs, Govt. of India thereafter (except a letter addressed to the Ministry on 8.02.2012).

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When the matter was brought to notice it was replied that the University had requested the funding agency to extend the scheme, however, no positive response was received, hence action was being initiated to remit back the funds together with interest to the funding agency.

Final result of action taken may be intimated to Audit with supporting documents.

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4. **Non-recovery of Income Tax –Rs 17.02 Lakh**

As per section 194J of Income tax Act, TDS has to be deducted @ 10% from payment towards fee for providing professional services, technical services etc. Further, professional services have been defined under this section as Professional Service means services rendered by a person in the course of carrying on legal, medical engineering or architectural profession.

During scrutiny of records, it was observed that the University concluded an agreement with 27 Hospitals towards rendering the services of medical facility to the University staff. As per the conditions of agreement, Hospitals have to provide medical facility to the university beneficiaries and their dependent and send the bills to the University. Further, the payment of bills /claims to the Hospital concerned shall be made directly by the University after receipt of the physical bills in respect of beneficiaries who had taken the treatment in these empanelled Hospitals in a time bound manner.

The Service provided by the Hospitals comes under professional services. Hence, it attracts income tax under section 194J. In test check of some of the medical bills, it was observed that the income tax @ 10 % was not being deducted while paying the amount of bills for the treatment made to University staff. As per financial statement for the year 2018-19, it was observed that an amount of Rs 1,70,20,053 was shown as payment made towards medical facility. Thus, an amount of Rs 17,02,005/- (@10% of 1,70,20,053) was to be deducted from the bill. However, it was not deducted from the bill and this has resulted in excess payment made to the Hospital as income tax amounting to Rs 17.02 Lakh.

When reasons for non-deduction of income tax were called for in Audit no specific reply was furnished to audit. However, it was assured that the direction of audit was noted for future compliance.

✓5. **Irregular payment of Transport Allowance to teaching faculty during vacation period**

Government of India, Transport Allowance Rules stipulates that the transport allowance to vacation staff shall not be admissible during vacation, when such vacation spell, including all kinds of leave, envelopes the entire calendar month(s). Further, Transport Allowances was not admissible to the employees, during the absence from duty for a full calendar month due to leave /training /tour etc. If the absence covers more than one month, it will not be admissible for calendar month(s) wholly covered by such absence. Consequent on implementation of sixth pay commission recommendation, these Rules along with new rates of Transport Allowances (TA) were made applicable with effect from 1st September 2008. The applicable rate are as follows-

Employees drawing of pay	Rate of Transport Allowances	
	Cities classified as A	Other places
Rs 5400 and above	3200+DA	1600+DA

The vacation period notified by the University to the teaching faculty during the academic year 2018-19 was as follows-

For	Period of Summer vacation	Winter Vacation	Transport Allowance for a full month to be deducted
faculty members of Headquarters, Satellite Campuses	31.05.2018 to 08.07.2018	24 Dec 2018 to 6 th January 2019	June 2018
Teaching Staff members of DDE	First spell 14 th May ,2018 to 18 th June, 2018 Second Spell from 20 th June , 2018 to 25 th July 2018	First spell 12 th Nov ,2018 to 1 st Dec, 2018 Second Spell from 3 rd Dec, 2018 to 22 nd Dec 2018	-
CTE Srinagar, ASCW, Budgam	25 th June , 2018 to 8 th July.2018	-	-

It was observed from the records that the University instructed all the faculty members in respect of Headquarters and Satellite campus to avail the summer vacation for the period mentioned above except those faculty members who were entrusted with confidential (examinations and revaluation) and admission related work during the vacation i.e from 31.05.2018 to 08.07.2019 vide its notification No. MANUU/F.139/2017-18/681 dated 18.05.2019. Further, it was observed that University had paid an amount of Rs 23, 45, 738/- towards transport allowances for the month of

June-2018 in respect of teaching faculty. Out of Rs 23,45,738 /-, an amount of Rs 61,280/-, 49,712/- and 19,120/- pertains to the teaching faculty members of DDE, ASCW and Budgam respectively.

However, there was no record available in the university regarding the faculty members attending duty during vacation. As the period of Summer Vacation exceeds one month in respect of faculty members of Headquarters Office, Satellite Campuses, hence, they were not entitled to transport allowance. Payment of Transport Allowance and DA thereon amounting to Rs. 22,15,626/- (Excludes the amount for the faculty members of DDE, ASCW and Budgam) for the month of Jun-2018 is irregular.

On this being pointed out it was replied that the matter has been noted and it was further replied that the reply would be submitted in due course after verification in detail.

Result of action taken may be furnished to audit with supporting document. Further, the above observations pertain to the year 2018 only hence the matter may be examined in respect of the previous year also.

6. **Certain Observations on self learning material**

A. Directorate of Distance Education (DDE) under Maulana Azad National Urdu University was established in 1998 and from then the University is offering the PG & UG and other programmes to caters the educational needs of Urdu speaking people. At present, the University 's distance education support network has Nine Regional Centers and 3 Sub-Regional Centers. The DDE has been offering the Programmes like M.A (URDU)& M.A (English) since inception. DDE provides Self Learning Material (SLM) to the students who enroll the Programmes through distance mode.

During the scrutiny of stock registers/statements relating to SLM inventory and issue of the books to the students, it was observed that SLM has been procured in excess of the requirement. As per statement furnished by the University, the details of procurement and issue to the student are as follows-

Australian Literature					American Novel			
Year	Items	No. of qty.	Dispatch	Balance	Items	No. of qty.	Dispatch	Balance
2007-08	MEG-09	8000	424		MEG 11	8000	2048	23824
2009-10	MEG-09	2000	488		MEG 11	4000	2096	
2011-12	MEG-09	12000	824		MEG 11	8000	3064	
2012-13	MEG-09	24000	608		MEG 11	24000	2472	
2013-14	MEG-09		536+8		MEG 11		2008+264	
2014-15	MEG-09		584		MEG 11		2968	
2015-16	MEG-09		72		MEG 11		1368	
2016-17	MEG-09		208		MEG 11		1656	
2017-18	MEG-09		152		MEG 11		520	
2018-19	MEG-09		336		MEG 11		1712	
		46000	4240	41760		44000	20176	23824

It may be seen from the above table that though books were available in stock during the year 2009-10, the University procured the books in subsequent years without assessment of the requirements. There are 41,760 books pertaining to "Australian Literature" and 23,824 books of "American Novel" lying idle in stock of the university. The cost of 41760 and 23824 books works out to Rs 4,90,262 (taken average rate, per book as Rs 11.74) and Rs. 4,92,203 (taken average rate, per book is Rs 20.66) respectively and put together at Rs 9,82,465/- which was computed based on purchase orders issued to EMESCO during the year 2011-12 vide letter No. MANUU/Purchase/F.54/Vol.1/2011-12/159 dated 19th August 2011.

B. University Grant Commission has given recognition orders to conduct the following programmes through distance mode for the year 2018-19 & 2019-20 (academic session beginning July 2018 onwards) as per letter No. F.No. 1-18/2018(DEB-I) dated 08.05.2019.

1. Bachelor of Arts 2. Bachelor of Commerce 3. Bachelor of Science(Chemistry, Zoology, Botany) 4. Bachelor of Science (Physics, Chemistry, Maths) 5. Master of Arts (Arabic) 6. Master of Arts (English) 7. Master of Arts(Hindi) 8.Master of Arts (History) 9. Master of Arts (Islamic Studies) 10. Master of Arts (URDU).

It was observed from the stock statement furnished by the University that no SLM has been issued in respect of the following Programmes during the year 2017-18 onwards. The details are as follows-

Name of Programme	No. of books available in stock
Certificate course in Food Nutrition	440x3=1320
Diploma in Museology	870x4=3480
Diploma in tourism	951x4=3804
Certificate Course in proficiency in URDU through Hindi	778x3=2334

The above programmes were withdrawn by the University due to poor admission. The above books were lying idle in the stock from the Academic year 2014-15 to till date. Hence, expenditure incurred towards procurement of the above books was wasteful.

On this being pointed out it was replied that the above programmes were launched during 2010-11 and could not continue for the next year due to poor response. The study material was ordered taking into consideration of the fact that the printer would not accept the order for less than 500 copies and assessment of requirement was made by the Director in consultation with the faculty concerned. Further, it was replied that the procedure adopted of printing SLM in DDE based on enrollment of admission for the particular academic year. Keeping in view the data of admission of last academic year, generally 10% -20% is enhanced.

7. **Non-refund of balance amount of Rs.953.69 lakhs from the unspent grant of previous years**

As per the guidelines of UGC governing release of Capital Grant (Non-recurring), the sanctioned amount should be utilized for the purpose (viz., books and journals, laboratory, equipment and infrastructure etc.) for which the grant-in-aid is being sanctioned. A 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 unutilized grant, if any, should be refunded to UGC along with a simple interest @ 10% per annum from the date of drawal to the date of refund.

As seen from the financial statement for the year 2018-19, it was revealed that the University has an amount of Rs 12,52,29,871 as opening balance. An amount of Rs 6,00,00,000 has been received as grant during 2018-19 and the total amount available put together is Rs 18,52,29,871/-. University has incurred an expenditure of 5,44,86,036 during the year 2018-19, out of which an amount of Rs 246.26 lakh incurred from the grant received during 2018-19 and remaining expenditure amount of Rs 298.6 lakh from the previous balance grant. Thus, the University had an unspent balance of Rs 953.69 lakh from the previous grants received to the end of March 2018 and unspent balance amount of Rs 3,53,74,000 available in the present grant sanctioned during the year 2018-19. Further, it was observed that the University Grant Commission extended the period of utilization of the Grant released during the year 2018-19 upto 31.12.2019.

When the period up to which the amount of previous grants sanctioned have to be utilized for the purpose for which they were sanctioned and whether any extension has been received for those grant were called for it was replied that the Opening balance amount of Rs 12,52,29,871/- comprises of the Non-recurring grant of Rs 45,39,071/-, Non Recurring Grant (one time allocation) of Rs 6,47,14,000/- for construction of boundary walls etc and the grants of Rs 5,59,76,800/- received for construction of buildings of polytechnic, Cuttack, Kadapa and ITI, Cuttack received during the year 2017-18. The grants received for construction purpose are to be utilized as per the progress of work. Further, it was replied that the balance amount of non-recurring grant would be refunded to the UGC.

Reply was not accepted as balance grant of Rs.5,59,76,800/- after deducting the non-recurring grants from the opening balance was still lying unutilized.

Early action may be taken to refund the balance grant.

8. **Parking of funds Rs 22.26 Lakh**

Ex-8.

During scrutiny of records it was observed that the Civil & Electrical work of the University is being taken up by the CPWD as executing agency for the deposit work. As per the statement furnished by the University it was noticed that the deposit amount of Rs 62,44,921/- was lying idle against the completed works and the balance was remained with the executing agency to the end of 31st March 2019. As nature of deposit, no interest was paid by the executing agency on deposits, unutilized amount has to be either refunded to the University or adjusted against the ongoing works by CPWD. It was also observed from the records that the executing agency was having an amount of Rs.70,48,60,427 as deposit against the ongoing works whose estimated cost is Rs.130,49,44,451. However, the executing agency had incurred an amount of Rs.41,87,35,006 against the ongoing works to the end of March 2019, reveals that the executing agency was already having a huge balance amount of Rs.28,61,25,421/- for the ongoing works.

When reasons for keeping the above amount of Rs.62.44 lakhs against the completed works idle with executive agency i.e CPWD were called for it was replied that as on October 2019, an amount of Rs 22.26 lakh is only available with CPWD against completed work. Further, it was replied that CPWD will be informed to settle the bills and refund of unspent balance available with them on completed miscellaneous works.

Action may be taken as informed under intimation to Audit.

9. Land acquired for establishment of Educational Centers kept idle

✓ ~~Estate~~
✓ ~~Engg~~
During the course of audit, it was observed that the University had acquired the land for establishment of Regional Centers/ Satellite Campus across India as detailed below, however as on date no campus has been constructed resulting in land lying idle.

S.No.	Land acquired at	Extent of land acquired	Date of acquisition	Purpose for which land acquired	Present status of the land
1	Karimnagar	Sy.No.857 – 0.19 gts S.No.858 – 1.21 gts S.No.32 (pothgal village) – 3.00 Total 5.00 acres	8.12.2016	Construction of MANUU Off-campus	Till no work was initiated on the said land
2	Bhopal	6.44 Acres vide letter dated 27.06.2014.	Letter dated 27.06.2014.	To provide higher, technical and vocational education in Urdu medium and Model School on the pattern of Navodaya Vidyalaya.	Work in progress (Boundary wall)
3	Asansol, West Bengal	5.02 Acres	20.03.2014 (gift deed)	Establishment of various institutions such as Polytechnic, ITI etc. of the University at Asansol.	So far no action was initiated on the land. As per the terms, if the University did not start academic activities within ten years, the land would taken back by the Muslim Educational Society, Asansol, WB - Trust (Donor)
4	Cuttack	Brajabhiaripur, Cuttack Plot No.151(P)- 3.00 acres 152 – 0.47 acres 153(P) – 0.96 acres 268(P) – 0.57 acres Total 5.00 acres	17.06.2015 (for 99 years)	For establishment of MANUU Satellite Campus/Regional Centre at Mouza-Brajabhiaripur, Cuttack.	Foundation stone was laid down on 5.12.2018 after a gap of three years.

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Estate

5	Nuh (Mewat), Haryana	17.27 acres at MajaraPaladi Tahsil, Nuh (Dist), Mewat, Haryana. For a lease period of 33 years effective from 27.09.2013	27.09.2013	For establishment of the University's Satellite Campus and a Sub- Regional Centre.	No action was initiated on the said land. As per the condition laid down at Sl.No.7, the lessee should put the use of the land within two years from the date of commencement of the lease period.
6	Sambhal, Uttar Pradesh	7.00 Acres at Sambhal, Uttar Pradesh through Gift Deed on 18.04.2012	18.04.2012	College for Teacher Education (CTE)	Boundary wall with concertina coil fencing over the donated land with an estimated cost of Rs.2.06 crores and completed work was handed over by CPWD to University. Thereafter no work has commenced on the land.
7	Patvaw-Budgam, Jammu and Kashmir	100 Kanals Under Khasra No.490 and 4 Kanals 7 Marlas	05-07-2012 and 15-12- 2014	To establish Regional Centre and Satellite campus in Srinagar	An amount of Rs.1,00,62,000 was deposited with CPWD on 31-3-2017 for construction of boundary wall, gate and guard room, but till date only guard room has been constructed.

Further action may be intimated to Audit.

10. Non Approval of Non Teaching Category Posts into Teaching Category Posts and Incorrect fixation of pay of Sri Afroz Hyder Rizvi, Asst. Regional Director

(1) The University convened a meeting of the Executive Council on 25.04.2015 and decided to change the category of the following non-teaching staff members (Regional Directors/Asst. Regional Directors) into teaching category with effect from 05.05.2015 and accordingly, their pay had been fixed, without approval of UGC. Pay fixation arrears were also drawn in respect of these Regional Directors/Asst. Regional Directors. Later on, the University addressed letters dated 29.10.2015, 6.04.2017 and 17.01.2018 for the approval of UGC in respect of the above staff members.

Sl.N o.	Name	Designation	Date of Initial appointment	Place of posting (as on 05.05.2015)
01.	Dr. Md. Arshad Ekbal	Regional Director	01.12.2006	SRC, Hyd.
02.	Dr. Hasanuddin Haider	Regional Director	01.12.2006	RC, Patna
03.	Dr. Abul Barkat	Regional Director	13.04.2007	RC, Mumbai
04.	Dr. M. Aijaz Ashraf	Regional Director	23.07.2013	RC, Srinagar
05.	Dr. Badeeuddin	Asst. Regional Director	07.11.2005	SRC, Hyderabad
06.	Dr. Tariz Imam	Asst. Regional Director	28.03.2008	RC, Ranchi
07.	Dr. Afroz Haider Rizvi	Asst. Regional Director	27.03.2008	DDE

When reasons for not seeking clarification or approval from the UGC prior to their conversion from non-teaching staff category to teaching staff category was called for, it was replied that the conversion of staff from non-teaching to other Academic staff was under consideration with the UGC. The University received a communication from UGC vide letter no. F.48 -9/2017(CU) dated 18.09.2019 stating that the said matter was referred to JCRC Committee of the UGC. The final decision from UGC was awaited. Further, it was assured that the pay would be revised based on clarification received from UGC.

Action may be taken as informed and result of action taken may be intimated to audit.

(2) Further during scrutiny of Service Books and Personal Files it was observed that Sri Afroz Hyder Rizvi, appointed as Asst. Regional Director under *non-teaching category* with effect from 28.03.2008 under the pay scale of Rs.8000-13500 and his pay was fixed at Rs.8,000/-. (Though Sri Rizvi gave representation for protection of his last pay of Rs.8,275/-). Consequent upon implementation of 6th Pay Commission, his pay has been fixed in a Pay Band of Rs.15,600-39,100 with a GP of Rs.5,400, at Rs.15,600 with GP of Rs.5,400/- w.e.f.

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28.03.2008 with date of next increment with effect from 1.07.2009 i.e. Rs.16,230 plus GP of Rs.5,400/-. Accordingly, every year, the above Officer draws increment at 3% and his pay as on 1.07.2014 was Rs.19,690 plus GP Rs.5,400/-. Thereafter, the Executive Council of the University at its meeting held on 25.04.2015, resolved to consider the posts of Asst. Regional Director (who appointed under non-teaching category) as Other Academic Staff Category at par with Pay Band of Rs.15,600-39,100 applicable to Asst. Regional Directors appointed as Other Academic Staff Category with AGP of Rs.6,000/- with effect from 05.05.2015 onwards. Accordingly, the above ARD pay was fixed at Rs.23,550 plus GP of Rs.6,000 (in a pay band of Rs.15600-39100 with AGP of Rs.6,000) by granting 5 additional increments for possessing Ph.D. Degree with effect from 05.05.2015 onwards.

In this regard, it was observed that Asst. Regional Director had acquired Ph.D. award on 6.06.2008 (i.e after joining the service) while in service, hence, while fixing his pay in pay band of Rs.15600-39100 with GP of Rs.6000 under teaching category, he would have been given only three (3) increments instead of five in terms of 6th Pay Commission regulations (even the Officer would have been considered under teaching category, he would only draw three increments as he acquired Ph.D. award during the service only). Further, conversion of posts of Asst. Regional Director under non-teaching category into teaching category could not be taken as fresh appointments.

Incorrect fixation of pay on conversion into teaching category of Sri Afroz Hyder Rizvi, resulted in excess payment of pay & allowances amount to Rs. 1,12,437/- vide Annexure.

Thus, the total excess payment of Rs.1,12,437 for the period from 5/2015 to 3/2019 was brought to notice.

ANNEXURE

- (1) Pay of the Asst. Regional Director as on 1.07.2014 in Pay band of Rs.15600-39100 with GP 5400 is : Rs.19690 + GP Rs.5400
- (2) Pay fixed considering Asst. Regional Director as Other Academic Staff in pay band of Rs.15600-39100 With GP 6000 with effect from 05.05.2015 with Additional five increments for possessing Ph.D award is : Rs.23540 + GP Rs.6000
- (3) Pay has to be considering only 3 increments :Rs.19690 + 6000 = Rs. 25690 + 25690 x 3 increments x 3% = 2320 = Rs.22010 + Rs.6000 as on 05.05.2015.
- (4) Pay as on 05.05.2015 (23540) : Rs.22,010 + Rs.6,000
- (5) Pay as on 1.07.2015 (23540) : Rs.22,860 + Rs.6,000
- (6) Pay as on 1.01.2016 (23540) : Rs.22,860 + Rs.6,000
- (7) Pay as on 1.07.2016 (24430) : Rs.22,860 + Rs.6,000
- (8) Pay as on 1.07.2017 (25350) : Rs.23,730 + Rs.6,000
- (9) Pay fixed in the new scale i.e. as per the 7th pay commission w.e.f. 1.1.2016 at Rs.77,500 instead of Rs.75,200 :

Excess paid amount :-

- (a) Differential Pay & DA from 5.5.2015 to 30.06.2015 : Rs.23,540 - Rs.22,010 = Rs.1,530 x 1.84 (26/31 days) = Rs.2,815 (plus DA at 113% on 2,815) + 3,181 = Rs.5,996
- (b) From 7/2015 to 12/2015 : Rs.23,540 - Rs.22,860 = Rs.680 x 6 months plus DA at 119% = Rs.4,080 + Rs.4,855 = Rs.8,935
- (c) 1/2016 to 6/2016 : Payable Rs.4,51,200 - Paid Rs.4,65,000 = Rs.13,800
- (d) 7/2016 to 12/2016 : Payable Rs.4,74,300 - Paid Rs.4,88,376 = Rs.14,076 (with DA)
- (e) 1/2017 to 6/2017 : Payable Rs.4,83,600 - Paid Rs.4,97,952 = Rs.14,352 (with DA)
- (f) 7/2017 to 12/2017 : Payable Rs.5,02,740 - Paid Rs.5,17,860 = Rs.15,120 (with DA)
- (g) 1/2018 to 6/2018 : Rs.82,200 - Rs.79,800 = Rs.2,400 x 6 months = Rs.14,400 plus DA @ 7% = Rs.15,408
- (h) 7/2018 to 12/2018 : Rs.84,700 - Rs.82,200 = Rs.2,500 x 6 months = Rs.15,000 plus DA @ 9% = Rs.16,350
- (i) 1/2019 to 3/2019 : Rs.84,700 - Rs.82,200 = Rs.2,500 x 3 months = Rs.7,500 plus DA @ 12% = Rs.8,400

Total Excess amount paid = Rs.1,12,437

11. Expenditure in respect of insurance on vehicles

Estate
As per section 146 of Chapter XI of the Motor Vehicle ACT, no person shall use or allow any other person to use a motor vehicle in a public place unless there is in force in relation to the use of the vehicle by persons or that other persons a policy of insurance complying with the requirement of the Chapter. Further, as per 146 (2) sub section (1) shall not apply to any vehicle owned by the Central Government or State Government and used for Government purposes unconnected with any commercial use.

As per statement furnished by the university, there are 12 vehicles under the control of the University. Out of which 8 are in working condition, 1 vehicle is not in working condition and remaining 3 vehicles are condemned. All the vehicles were insured and paid an amount of Rs 1,69,329/- towards insurance by the University. The usage of the vehicles under control of the University is unconnected with any of commercial use. Hence, it may not have been required to insure these vehicles as per Motor Vehicle Act.

On this being pointed out it was replied that it was not possible to run the vehicles without insurance and it would not be possible to transfer these vehicles to other party.

The University may examine whether the MVT Act applies to the vehicles run by them and take action accordingly.

12. **Short-Recovery of Licence Fee amounting to Rs.1,35,804/- in respect of staff members staying in staff quarters**

As per O.M. Letter No 18011/2/2015-pol.III GOI Ministry Urban Development Directorate of Estate dated-18.07.2017, Government revised the rate of license fee recoverable for the residential accommodation available in general pool & also in Departmental pools and revised rates of license fee would be effective from 1st July 2017. The revised rates are as follows-

Types of Quarter	Ranges of living area in Sqm	Rates applicable from July 2017
III	44 to 65	470
IV	59 to 91.25	640
IV Special	59 to 91.25	680
VA	Up to 106 & beyond 106	1190
VB	Beyond 106	1270
VIB	Beyond 159.5	1870

On scrutiny of the information with regard to allotment of staff quarters and recovery of SLF against the allotted quarters, furnished by the University revealed that the License Fee recovered from the allottee of the quarters was less than the prescribed rate. The university did not adopt revised rates which were applicable from 01.07.2017, this had resulted in short recovery of license fee to a tune of Rs.1,17,240 as mentioned in annexure. Further, on scrutiny of pay bill registers in respect of the following staff members, who occupied the quarters earlier than the month and recovery was also shown in the pay bill registers, but the recovered amount was less than the prescribed rate as mentioned above. This had also resulted in short-recovery of the SLF as detailed below-

Name of allottee	Types of quarter	Recovered	To be recovered	Diff.
Dr. Syed Alim Ashraf, Associate Prof.	VIB Duplex	1585x3=4755 875x9=7875 Total=12630	1870x12=22440	9810
Dr. Mohd. Fahim Akhtar, Associate Prof.	VA	500x3=1500 974x1=974 1065x8=8520 Total=10994	1190x12=14280	3286
Dr. K.Riyaz, Medical Officer	V (LQ)	875x12=10500	1190x12=14280	3780
Mr. Haider Hussain, Astt. Museum Curator	III	310x3=630 362x1=362 370x8=2960 Total=3952	470x12=5640	1688
			Total	18564

Action taken in this regard may be intimated to audit.

2. Non- recovery of License Fee

During scrutiny of pay bill register for the year 2018-19 it was observed that though the HRA was recovered from the following allottees of quarters, however license fee was not recovered :-

Name of allottee of quarter	Types of quarter	Rate of SLF	Total	Remarks
Prof. Mohisina Anjum A.A, Research Assistant	IV	470	470X12=5640	Water charges & Elect. Charges were not recovered
S. Shama Parveen, LDC		310	310x12=3720	-do-
K.T Raju Driver-I		310	310x12=3720	-do-
Dr. M. A Sikandar, Registrar	VI Duplex	1870	1870X12=22440	-do-
Sajid Jamal, Controller of Examination	Records not made available to audit			
Prof Shakeel Ahmad, Pro Vice Chancellor	Records not made available to audit			
	Thus, the total non-recovery of SLF is Rs.35,520/- is brought to notice.			

When reasons for non-recovery of license fee, water charges & Electric charges in respect of the above said officials were called for, no reply has been furnished to Audit.

The recovery of license fee in respect of the above officers may be made and remittance particulars intimated to audit.

13. Fixation of pay of Section Officers of the University in the Revised Pay Scales of 7th Pay Commission

Government of India, Ministry of Finance, Department of Expenditure vide Office Memorandum F.No.1/1/2008-1C dated 30.08.2008 communicated revised pay structure consequent on implementation of the sixth pay commission recommendations. The pay of incumbent section officers in the pre-revised pay scales of Rs.6500-200-8500 (S-12) as on 1.01.2006 should be fixed in the revised pay scales in the pay Band-2 Rs.9300-34800 with Grade Pay of Rs.4,200/- as per the fitment table enclosed to the said OM as Annexure-I. In respect of Section Officers appointment through Direct Recruitment on or after 1.1.2006, the entry pay in the revised pay scales should only Rs.13,500/- (Rs.9300 + GP Rs.4200/-) as per Table-2 Part-A Section II of the First Schedule of 6th CPC Gazette Notification dated 29.08.2008. Subsequently, Government of India, Ministry of Finance, Department of Expenditure vide their OM F.No.1/1/2008-1C dated 13.09.2009 communicated the grant of the revised pay structure of Grade Pay of Rs.4600 in the pay band-2 (Rs.9300-34800) to posts that existed in the pre-revised scale of Rs.6500-10500 as on 1.1.2006 and which were granted the normal replacement pay structure of grade pay of Rs.4200 in the PB-2.

During the course of audit, it was observed that the University, eventhough, did not have recruitment rules and promotion policy so as to define the feeder cadre to promotion posts and differentiate lower posts and higher post, fixed Section Officers pay at Rs.17,140 (Rs.9300 + Rs.4,200) appointed on or after 1.1.2006. This irregular fixation of pay was commented upon by earlier Audit, however neither the pay was revised nor a clarification was sought from UGC in this regard.

On this being pointed out it was replied that the clarification would be sought from the UGC.

Action may be taken as informed and final outcome may be furnished to Audit.

14. Non-implementation of New Pension Scheme in respect of certain employees of the University

As per Notification No. F No. 5/7/2003-ECB&PR dated 22.12.2003, Government of India introduced new contributory pension system for new entrants to Central Government service. The system is mandatory for all new recruits to the Central Government services from 1st January 2004. Each employee who is recruited on or after 01.01.2004 shall pay monthly contribution of 10% of the basic pay & DA from his salary every month towards the contributory pension scheme, and Government will add the same amount to their contributory pension scheme accounts (CPS account called PRAN). The Pension Fund Regulation & Depository Authority (PFRDA) has appointed the National Security Depository Limited (NSDL), Mumbai, as the Central Record Keeping Agency (CRA) to maintain the records of contribution and its deployment in various pension fund schemes for the employees. The SBI, LIC and UTI have been selected as Pension Fund Manager (PFM) for investing the CPS Fund. All the employees coming under the CPS have to apply for PRAN (Permanent Retirement Account Number) allotment which is maintained by NSDL, Bombay.

During the scrutiny of financial statement for the year 2018-19 and related Cash book for NPS it was observed that an amount of Rs 1.5 crore was invested as fixed deposit against contribution received from the employee share and employer share as detailed below-

Receipt		Payment	
O.B	1,14,31,083	Payment to PFRDA	13,58,62,943
Employee contribution	7,34,81,375	transfer from NPS to GPF	38,34,741
Employer Contribution	7,34,67,160	Transfer to university fund	38,34,741
Interest	9,10,651	FDs made	1,50,00,000
Other receipt (Salary payable)	53,484	Bank Charges	103
Total	15,93,43,753	Total Payment	15,85,32,528
		Closing Balance	8,11,225/-

- i) As per the Rule, the amount of NPS both employee share & employer share had to be deposited into PRAN A/c of the concerned employee. However, university invested 1.50 crore in SBI as fixed deposit instead of PFRDA i.e PRAN A/c. On this being pointed out it was replied that amount was invested in fixed deposit due to non-availability of PRAN numbers of certain employees. Further it was replied that the amount would be transferred to NSDL as and when the PRAN numbers are received.

The University did not produce the details of employees whose PRAN Account Number was not received so far.

Efforts may be made to get PRAN account number of the employees intimation to audit.

- ii) Further, the details of interest earned on the amount of Rs.38,34,741 (transferred to the concerned GPF account from NPS), were called for, it was replied that the interest earned on employee share was regulated as per the procedures of the University.

The detailed information in this regard, may be intimated to audit.

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15. Non- Adjustment of Advance

F&A

As per Rule 323 (i)& (ii) of General Financial Rules-2017, stipulate, inter-alia that, adjustment bills of Advances drawn for Contingent and Miscellaneous purpose along with balance if any, should be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance should be recovered from his/her next salary (ies).

- F&A
- i) During Scrutiny of records it was observed an amount of Rs 3,16,196/- was given as advance on 25.09.2018 for conducting of examinations to Regional Director/ Assistant Regional Director of Distance Education Department. Out of Rs 3,16,196/-, an amount of Rs 1,25,070/- has been adjusted and the balance amount Rs 1,91,126/- is pending for adjustment as on date. The details are as follows-

Name of the officials		Advance drawn	Advance Adjusted	Due for Adjustment
Md. Arshad Iqbal.	Regional Director (RD), RC, Darbhanga	1,70,640	42,750	1,27,890
Dr. Tariqi Imam	ARD, RC, Ranchi	1,11,028	82320	28708
Dr. Abdul Quddos	I/c, SRC Lucknow	34,528	0	34528
		3,16,196	1,25,070	1,91,126

On this being pointed out in audit no specific reply has been furnished.

As per Seventh Central Pay Commission interest free advance i.e Festival Advance and Motor Cycle Advance have been abolished vide O.M dated -07.10.2016. However, as seen from financial statement for the year 2018-19 that an amount of Rs 16,25,209 and Rs 26,62,947/- was pending as on date, for adjustment towards Festival Advance & Vehicle Loan respectively.

When reasons for sanction of such advances was sought though it was abolished in 7th CPC , it was replied that no advances i.e Festival advance and Motor Cycle advance was sanctioned after the issue of O.M, however, the above advance amounts are under reconciliation.

The fact of reconciliation and remittance particulars of the same may be intimated to Audit.

16/ Retaining of CPF/DCRG/Leave Encashment amount of Rs.4,25,335/- with University

During the scrutiny of Service Book and personal file of Dr. Mahesh Kumar Vairagi, Joint Registrar, revealed that an amount of Rs 4,25,335 has been received by the University towards Contributory Provident fund, DCRG, Leave Encashment vide letter No. F.4-7(3)/2002/-KVs (Estt.III) dt. 21.06.2007 (on pro-rata pensionary benefits) for the period of service from 18.10.1985 to 07.05.2002 rendered in Kendriya Vidyalaya Sangathan (as the said Official joined MANUU on relief from KVS) as detailed below-

Total amount of CPF	Rs 1,30,739- Management share Rs 1,43,872/-Official share
DCRG	Rs 69,146
Leave Encashment	Rs 81,578
Total	Rs 4,25,335

As per records the official had joined MANUU in the post of Astt. Registrar on 09.05.2012 after he was relieved from the services of KVS through proper Chanel. Further, it was observed in audit and construed that his past service was not taken into account by MANUU, therefore PF amount was kept with University only.

When reason for not settling the pensionary benefits as the official was retiring within 18 months was called for, it was replied that the matter was under active consideration and a Committee had been constituted to review the cases of transfer of past services, transfer of Prorarata -benefits.

The outcome of report may be intimated to audit. University may also review similar cases and action may be taken under intimation to audit.

17. Poor admission of students in Bridge courses

The University had introduced "Bridge Course" for students of Madarsa System of Education from the Academic Year 2016-17 so as to integrate these students into mainstream higher education in all streams of their choice at undergraduate level which will facilitate them to further their academic and professional career. The same was decided in minutes of meeting of 24th Academic Council held on 28.03.2016.

Admissions

Though the Programme of Bridge courses integrating the Madarsa students into mainstream of higher education was an innovative measure initiated by the University, it was observed that only four students (from different Madarsas) were admitted into Bridge Courses (B.Sc.) during the Academic Year 2018-19 when there were 203 Madarsas whose programmes were approved by the University. Even these students were migrated to B.A. Course. No Committee has been constituted to review & to visit the Madarsas to enlighten the benefits of the Bridge Course. Thus, the objective of enabling the Madarsa students enter into mainstream of education was not achieved.

When the actions initiated by the University to enroll more number of Madarsa students in Bridge Courses were called for, it was replied that the University had initiated various steps for enrolment of more number of Madarsa students in Bridge Course (i) through visit of faculty members to various Madarsas/other places to motivate student for admission into Bridge Course, ii) by wide publicity through advertisement in Newspaper/T.V Posters, Pamphlets and Brochures etc.

Efforts may be made to enhance the admission of students in Bridge Courses and result may be intimated to Audit.

18. Campus Recruitment – Observations thereof

Maulana Azad National Urdu University (MANUU) is a Central University, established by an Act of Parliament in 1998 with all India Jurisdiction. Some of the objectives of the University are given as under :-

To increase the student capacity to meet the growing demands of competent manpower in national and international markets;

To improve the quality of life of impoverished millions by producing competent manpower who can contribute for growth of National economy.

During the course of audit, it was observed that the number of Students admitted in various courses during the Academic Year 2018-19 was 2636, out of which 1924 Students appeared in the Examinations. The number of students passed out in various examinations was 1791.

It was, further, observed that only few career (only 4) career counseling programmes were conducted wherein the number of participants in counseling Programmes was very less ranging from 40 to 587.

It was also observed that only few (only 7 Companies were called for) Companies were called for Campus Recruitment Drive. Out of 1791 candidates who passed out the various examinations, only 56 candidates were selected on Campus Recruitment Drive during the year 2018-19. The percentage of recruited candidates when compared to passed out candidates was 3.2% which was very less.

When this was brought to notice it was replied that the University had taken the step to improve the Campus recruitment by introducing Compulsory English and Fundamental in computer Application in all courses, Mass communication & Journalism, Education & Training, conducting Seminar, Workshop, recruitment classes and training & counselling Programme. Further, it was replied that every effort was being made by the Cell to train and assist the students for placement in various regional, national and international companies.

Efforts may be for increasing campus recruitment and Audit may be intimated.

19. Non-adoption of technical up-gradation of Instructional Media Centre TV Studio as per MHRD's Technical Specifications for equipment set up

IMC.

Ministry of Human Resource Development, Department of Higher Education vide Lr.No.F.No.8-1/2015-TEL, dated 11.03.2016 have issued guidelines for development and implementation of Massive Open Online Courses (MOOCs) for the SWAYAM (Study Webs of Active Learning for Young Aspiring Minds). As per the procedure and technical specifications laid down in the letter cited, the programmes should be recorded with high quality (1920 x 1080) video and excellent quality noise free audio and all Video's must have 16:9 Aspect Ratio (Widescreen)., whereas the existing technical equipments at IMC does not support the formats as desired by MHRD's digital platform such as SWAYAM.

During the course of audit, it was observed that the University had taken up an initiative in establishing the Instructional Media Centre (established in 2007) to enrich its Distance and Conventional Education Programmes with media components based on audio, video, radio, TV and multimedia, the Instructional Media Centre produced programmes in SD and the content was stored in DVCAM Tapes whose life was very less. Further, these Tapes are outdated and are not readily available in the market. To keep pace with the latest technology, the Instructional Media Centre has to be updated in consonance with the MHRD's technical specifications as mentioned –

- (1) Transformation to HD/4K and replace the legacy of Standard Definition
- (2) Video tape library has to be replaced with Data Tape/Optical Disc or Hard Drive (preferable tapeless technology)
- (3) Setting up of HD4K Studio
- (4) Providing/Connecting e-Class Room with Regional Centres and Study Centres across the Country, for which e-Class rooms have to be upgraded.

However, it was observed in audit that the equipments installed were in Standard Definition (SD) Tape based Technology, very old and become obsolete now as technology change from SD to HD or 4K.

Further, it was observed that the Media Centre did not have the Vehicle for outdoor shooting and internal coverage's and also to carry delicate equipments for outdoor shooting to protect from the heat, dust, rain etc. which is very much essential to carry equipments for

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coverage with a view to safeguard the government property, even though a driver post was sanctioned and person-in-position available.

When reasons for non-adoption of latest technology and technical up-gradation of equipment of Instructional Media Centre in a phased manner in last five years, reasons for non-providing Vehicle to the IMC though there was a driver post sanctioned were called for, it was replied that initiatives have already been taken to upgrade IMC's indoor and Outdoor equipments with new technology. The proposal for the other equipments especially upgradation of TVStudio, Digital Library and E-classroom would be submitted.

. Progress made in this regard may be intimated to Audit.

20. Non-collection of Security deposit from official handling Stores

Stores Section

As per General Financial Rules 306, Subject to any general or special instructions prescribed by the Government in this behalf, every Government servant, who actually handles cash or stores shall be required to furnish security, for such amount and in such form as Central Government or an Administrator may prescribe according to circumstances and local conditions in each case, and to execute a security bond setting forth the conditions under which Government will hold the security and may ultimately refund or appropriate it. Security should be furnished in the form of a Fidelity Bond in GFR 17, the security bond should be executed in Form GFR 14. The Administration shall see that the government servant pays the premia necessary to keep the Bond alive, for which the government servant shall submit premium receipt in time. If the government servant fails to submit the premium receipt he shall not be allowed to perform the duties of his post and he shall be dealt with in accordance with the terms of his appointment.

When the particulars of security deposits obtained from officials handling cash and stores in University were called for the University replied that there was no such mechanism of cash handling all transactions were made through banks and hence there is no requirement of obtaining security/fidelity bond.

However, Audit observed that the huge stores were procured by the university and was controlled by the store keeper, therefore, opined that the security deposit needs to be collected from the store keeper handling stores in the University.

Action taken in this regard may be intimated to Audit.

21. **Non-adherence to the Central Educational Institutions (Reservations in admission) Act, 2006–**

As per Section 3 of the Central Educational Institutions (Reservations in Admission) Act, 2006, out of permitted strength, 15 per cent, 7.5 per cent and 27 per cent of seats should be reserved for SC, ST and OBC students respectively.

Admission
cell.

During the course of audit, it was observed that the University did not adhere to or conform to the Reservation of Policy of Government of India for SC/ST candidates admissions to various courses conducted during the Academic Year 2018-19. Out of 2,636 students admitted in various courses, only 23 students pertaining to SC Category and 57 students pertaining to ST Category were admitted during the year 2018-19. The percentage of SC and ST category students admitted works out to 0.87% and 2.16 respectively. The number of OBC candidates joined during the year 2018-19 is 1026 which is 38.9%.

When the reasons were called for, it was replied that the MANUU's mandate is to promote Urdu Language and such medium of instruction in the University is Urdu, hence, seats reserved for SC candidates mostly remain unfilled. Further, in the case of ST seats, few candidates mostly from J&K State were admitted.

Reply of the University is not tenable as the number of ST seats were also not filled up during the year and no efforts were seen as made by the University to fill up these seats as per the Act. Further, action on this may be furnished to audit.

22. General Observations on maintenance of records and service books

During the course of audit, it was observed that the following discrepancies have been noticed :-

- ER-I
ER-II
- Already shown
to audit
would be
produced to
next audit
- (1) Notings in Service Books are not upto date and some of the wrong notings in respect of their pay while drawing increments, have been seen, though there was no discrepancy in their payments.
 - (2) Office Orders or due drawn statements whenever they are promoted or their pay had been revised had to be placed either in their Service Books or in their personal files, however, no such orders or due drawn statements or what payment has been released consequent to their revision pay, was seen.
 - (3) There was no attestation by the individuals in their Service Records in token of their verification.
 - (4) No index has been maintained in Pay Bill Registers.
 - (5) As per Rule SR 199 GIO (6), GPF/CPF/NPS account number to be entered on the right hand top of the page No.1 by means of rubber stamp as soon as the official is admitted to GPF/CPF/NPS. On scrutiny of service register, no such recording had been noticed.
 - (6) Non-maintenance of registers showing various fees received/collected from the students.
 - (7) Non-maintenance of EMD/Security Deposit registers.
 - (8) Non-maintenance of advance adjustments registers, MCA/HBA registers.
 - (9) Non-maintenance of increment sanction registers ER-I/ER-II
 - (10) Non-maintenance of Serviceable/Unserviceable articles registers.
 - (11) Non-maintenance of CPWD Deposit registers
 - (12) Non-maintenance of information with regard to various projects received and their status, and regular updation.

Be if controlled
through FB
proper records
being maintained

The above lapses may be rectified and the above said Registers may be maintained under intimation to Audit.

23. Information/ Document not produced

The following information/records were not produced to audit

1. List of articles that have become un-serviceable in the following Pro-forma.

Sl. No.	Name of the Article	Cost of the Article	Date of Purchase of article	Date from which article become un-serviceable/ kept idle	Action taken by the deptt. to dispose off un-serviceable item	Sale proceeds and particulars of remittances to govt. a/c if the article disposed	Remarks
1	2	3	4	5	6	7	8

2. List of vehicles Hired by the Office and expenditure incurred for hire charges from 04/2018 to 03/2019 along with log books in the following proforma:

S.No.	Year	Name of Vehicle & No.	Expenditure incurred as rent	Name of the agency providing Hire vehicle

3. Vouchers and bills in r/o procurement of "Australian Literature" and "American Novel" were not furnished to Audit

4. Information with regard to Research projects –

Records pertaining to Research Projects could not be verified in audit, as the information in respect of research projects is not forthcoming from the University. The relevant information on the research projects for the year 2018-19 along with relevant files may be produced to next Audit.

5. The total expenditure incurred towards hostel accommodation (including expenditure on security personnel and housekeeping personnel, pay & allowances of supporting staff, water charges and electricity expenses) provided to the students and the amount collected towards hostel accommodation during the year 2018-19 may also be furnished to audit.

*purchase
Estate
DDE
Academic
proposals
GMB/boys.*

6. During scrutiny of records, it was observed that the University concluded an agreement with 27 Hospitals towards rendering the services of medical facility to the University staff. As per condition of the agreement, the hospital shall submit an annual report regarding number of referrals received, admitted, bills submitted to the University and payment received. However such Reports, payments to hospitals was not produced.

7. Challan Register, Contingent Expenditure Register, Stock Register, Service Postage Account, LPCs Issued/Received Register, Departmental Inspection Report, Adv. Recoverable Register

8. Records relating to expenditure incurred on printing the following books.

Name of Programme	No. of books available in stock
Certificate course in Food Nutrition	440x3=1320
Diploma in Museology	870x4=3480
Diploma in tourism	951x4=3804
Certificate Course in proficiency in URDU through Hindi	778x3=2334

The above information may be produced to next local audit.

24. Non-conduct of Physical Verification of Stores & Stocks

Stores Section

According to Rule 213 of General Financial Rules 2017, the stores and stock, furniture, equipment, tools and plant and other dead stock of the office has to be got physically verified by a responsible subordinate officer every year and the results of verification got recorded in the stock registers duly indicating whether found serviceable or unserviceable, found surplus or short etc. The Head of the Office has to record the action taken on the results of physical verification in stock registers maintained along with physical verification reports of the office. However, physical verification was not conducted during the year 2018-19. In earlier years also, audit observed that the physical verification of stores was not conducted and the same was brought to notice through various inspection reports.

On this being pointed out, it was replied that the initiation of action was under process to identify and the list out the items of unserviceable articles and idle machinery and equipment lying in various depts./sections/building of the university.

Early action may be taken to conduct physical verification and Audit intimated..

25. Non-conduct of Internal Audit

IAD.

Internal Audit assists an organization to ensure adherence to internal controls by evaluating their effectiveness and efficiency and by promoting continuous improvement. Based on the result of risk assessment, the internal audit activity should evaluate the adequacy and effectiveness of controls encompassing the organization's governance, operations and information system. This should include reliability and integrity of financial and operational information, effectiveness and efficiency of operation, safeguarding of assets and compliance with laws, regulations and contracts.

The University has total sixty-four (64) Academic/Non-Academic departments/Schools/Technical Colleges and Institutes/Regional and Sub-Regional Centers of Directorate of Distance Education. However, no internal audits of the above said departments were taken up during the year 2018-19.

Early action may be taken to conduct internal audit under intimation to Audit.

Shoaib
DIRECTOR/CEA

ANNEXURE

S.NO.	Year	Para No	
1	2008-09	5	1
2	2009-10	2,3,4,13,25,29,30	7
3	2012-13	1(A)(B)(C)(D) (F) (G)(H),2,8,	3
4	2013-14	6	1
5	2014-15	1,2,	2
6	2016-17	1,2,4,6,7,8	6
7	2017-18	1,2,3,4,6,7, 8 9,11,12, ,13, 15,16,17, 20	15
8	2018-19	2,4,6,8,9	5

40

19-20 — 25
65
8
57