

**6.4.1. Documents pertaining to resource mobilization and optimal utilization of resources and funds from various government sources (government/ non –government organizations), and regular internal and external financial audits.**

1. Detailed Project Report of RUSA
2. Details of income through IGNOU study centre, competitive examinations held in the premises and renting of auditorium
3. Income from e –waste management
4. Sample of CSR applications submitted to various organizations
5. Documents pertaining to MRP from 2017 –2022
6. Student support from 2017 –2022
7. Audit reports from 2017—2022



Ph. Office : 2464-1312  
Principal : 2464-4371

# Muralidhar Girls' College

P-411/14, GARIAHAT ROAD, BALLYGUNGE, KOLKATA - 700 029  
(NAAC ACCREDITED - B++)

Rel. No. 129/46/RUSA

Date 12/06/2018

To  
The Deputy Secretary  
Department of Higher Education Science and Bio-Technology  
Government of West Bengal and  
Deputy State Project Director, RUSA  
Bikash Bhavan  
Salt Lake  
Kolkata - 700091

SUB: SUBMISSION OF DPR.

Sir/Madam,

I am sending herewith two hard copies (original and photocopy) of Detailed Project Report (DPR) for RUSA for your kind attention and information.

Thanking you,

Sincerely,

*Kinjalkini Biswas*  
12.6.18

(DR. KINJALKINI BISWAS)

Principal

Muralidhar Girls' College

DR. KINJALKINI BISWAS

Principal

Muralidhar Girls' College  
Kolkata-700029

**Encl:**

- 1 Financial outlay of Component 9 of RUSA.
- 2 Original drawing of plan of new construction with estimate by P.W.D. WB.



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS

Principal

Muralidhar Girls' College

Kolkata-700029

## DETAILED PROJECT REPORT (RUSA)

### 1. EXECUTIVE SUMMARY:

Muralidhar Girls' College, established in 1940 (NAAC Accredited B+ in 1<sup>st</sup> cycle followed by B++ in 2<sup>nd</sup> cycle, 2016), a pioneer educational institution in the heart of South Kolkata- West Bengal, has fulfilled its 77 years of educational and social commitments. Thousands of girl students, mainly from socio-economically backward society, many of them first-generation learners, have fulfilled their aspiration of higher studies in this College with value added quality education. The College is affiliated to the University of Calcutta and currently has 21 Undergraduate Departments.

The College is in continuous process of betterment of its academic and extra-curricular activities. NAAC Peer Team visit in 2016, along with their effective recommendations helped the College to improve overall performance that lead towards a holistic development in all the seven criteria. As a result of that Muralidhar Girls' College is in position to apply for grants of Rs. 2 crores under Rashtriya Uchchar Shiksha Abhiyan (RUSA) in 2018. This financial grant will strengthen our college to fulfill the vision and mission of extending educational facilities to all deserving students, including first generation learners. The ultimate goal of the college being empowerment of women through 'Atmadipo Bhabo'.

The essential components of RUSA proposal of Muralidhar Girls' College are:

#### FINANCIAL OUTLAY OF DETAILED PROJECT REPORT OF MURALIDHAR GIRLS' COLLEGE UNDER RUSA GRANT

SL NO.	DETAILS	FINANCIALS (RS./-)	PERCENTAGE (%)
1	(I) NEW CONSTRUCTION	10000000	50
2	(II) RENOVATION / UPGRADATION OF EXISTING FACILITIES	4850000	24.25
3	(III) NEW EQUIPMENTS / FACILITIES	5150000	25.75
	<b>TOTAL</b>	<b>20000000</b>	<b>100</b>



*Kinjalkini Biswas*

**DR. KINJALKINI BISWAS**  
Principal  
Muralidhar Girls' College  
Kolkata-700029

## 2. INTRODUCTION:

Muralidhar Girls' College began as a girls' school with a small number of students in 1919. The founder was Sri Muralidhar Bandyopadhyay, Principal of Sanskrit College, a well-known scholar and educationist, whose dream was to inspire in young women the ideals of national tradition and culture. His dream was fulfilled later on July 8th, 1940 when the school developed into Ballygunge Girls' College with the distinguished educationist Sri Nalini Mohan Shastri as Principal. In 1945 the College was permanently affiliated to the University of Calcutta and a year later it was renamed Muralidhar Girls' College as a mark of respect to the founder's memory. His worthy son, Sri Hironmoy Bandyopadhyay, IAS, Ex Vice-Chancellor, Rabindra Bharati University, became Vice President of the College Governing Body and arranged a grant of ₹ 3 lakh from the Government of India for the construction of a 3 storied building on Gariahat Road, where the college has since been housed. The College is at present enlisted in the UGC panel of recognized colleges (in West Bengal) under section 2(f) & 12(B) of the UGC Act. It is also registered under West Bengal Societies Registration Act, 1961. The total land area of the College is 0.25253 acre, over which it has undisputed ownership. The total constructed area is 3134.5 square meters.

The college is determined towards job-oriented and ICT based academic diversification and expansion through UGC sponsored add-on courses and Calcutta University (CU) vocational courses. In addition, introduction of new academic subjects and elevating some existing undergraduate departments to the postgraduate level are under consideration. Having approximately 1500 girl students and 55 teachers including Full -Time Teachers, Government appointed Part-Time Teachers & Contractual Whole Time Teachers along with 4 College appointed Whole-Time Teachers and Guest Faculties., the college is determined to modernize its existing academic facilities. In continuation of this effort it has been found that:

1. Space is required to create new facilities through technology enabled classrooms for interactive, participatory, and learner centric teaching-learning process under Choice Based Credit System (CBCS).
2. Construction of building as an extension of existing building.
3. Modernization and up-gradation of library facilities, library software, reference books, online books and journals.
4. Up-gradation of ICT infrastructure by purchasing more number of computers, workstation, camera, LCD projector with screen.
5. Procurement of cabinets, black boards, green boards.
6. Up-gradation of existing sound system for the auditorium.
7. Up-gradation of power capacity is essential to ensure uninterrupted teaching-learning process for today and many more tomorrows.
8. Procurement of New Equipment/Facilities – Laboratory, Books, Computers etc. & E-Journals.

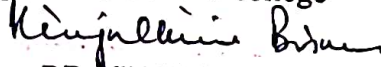


*Kinjalini Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

### **3. INSTITUTION BACKGROUND:**

- Facility Details (basic overview of the current infrastructure)
- **Academic**
  - Internet facility in 21 departments, General Library, and Administrative Block through structured LAN.
  - 2 Computer Laboratory with LAN and Internet for computer training.
  - 7 Projection Rooms with LCD projectors.
  - 2 Virtual Classrooms.
  - 1 Smart-room with Smart-board
  - Multi-facility Centre for Arts, Science, and Major programs.
  - Computerized library services.
  - E-learning facility with INFLIBNET.
  - Laboratory for Psychology, Geography, Chemistry, Botany, Zoology, Microbiology, Physics, and Journalism.
- **Extra Curricular**
  - The College has a Gymnasium and Sports Centre to promote indoor and outdoor sporting activities amongst the students, Teaching and Non-Teaching staff. Indoor Sports like Table Tennis, Yoga, Self Defense, and Carom. Outdoor Sports like Track & Field, Badminton, Football, Mountaineering and Adventure Sports.
  - NSS - The College has 2 NSS units supervised by full-time teachers of the college. For every academic year social outreach programs are planned and executed by the supervisors. NSS units receive grants from affiliating University of Calcutta. Achievements of the students are acclaimed and highlighted in the college magazine and during annual social in form of prizes. Relaxation in attendance and college examination schedule is provided to the students who participate in NSS camps and different activities.
  - NCC- The College has NCC unit under able leadership of an ANO (Associate NCC officer) with enrolment of 160 students every year. Grants for NCC unit come from the Ministry of Defence in form of stipend to the enrolled students.
  - Relaxation in attendance and college examination schedule is provided to the students who participate in NSS and NCC camps and different activities. NCC students have the facility of opening zero balance account in nationalized banks. The college has a specific rooms for NCC and NSS students.
  - Cultural Activities - The College organizes all cultural activities under the banner of different interactive clubs and sub-committees. College is sincerely engaged to explore and spread singing, dancing, writing, and many more cultural activities, involving the students, through-out the year. The College gives whole hearted support for the students to support extra-curricular activities. Photography and Drama club is there for the students.
  - Psychological Counselling Cell is there in the college for the students.
  - College organizes Elocution, Debate, and Quiz competitions in intra-college as well as inter-college level.

  
**DR. KINJALKINI BISWAS**  
Principal  
Muralidhar Girls' College  
Kolkata-700029



- Other infrastructural facilities
  - Well equipped Common Room and Canteen.
  - A makeshift auditorium is there on the 1<sup>st</sup> floor of the College which is capable to accommodate 250 persons.

#### Courses offered

Faculty	Departments
Arts	English, Bengali, Sanskrit, Education, Journalism & Mass Communication, Sociology, Philosophy, Political Science, History, Psychology, Geography
Science	Chemistry, Botany, Psychology, Geography, Economics, Mathematics, Film Studies, Statistics, Physics, Microbiology, Zoology
Major (Vocational)	Tourism and Travel Management

#### 4. STAKEHOLDERS ANALYSIS:

##### a) Key Stakeholders –

- Students – Students of Muralidhar Girls' College perform in a convincing manner in academic as well as extra-curricular activities in different intra and inter college competitions. They perform well in various University examinations also in their higher studies. A large section of our students are get placed in number of service sectors through regular placement drives.
- Guardians – College considers that mindset of guardians is very important in their day-to-day performance. Keeping this in view, college organizes regular parent teacher meeting, parent's day etc. to have access and interaction with the guardians.
- Alumni Association – Since 1940 Muralidhar College produced many successful and well-to-do students in their future life. The registered Alumni Association (under the West Bengal Societies Registration Act) of our college is supportive towards various activities of the college.
- The college maintains number of Endowment Funds created by financial donation from the families of retired teachers, non-teaching staff.
- Teachers – Our teachers are dedicated towards holistic development of our students through their daily teaching-learning activities as well as research works. — Teachers have doctoral degrees.
- Non-Teaching staff are our administrative strength. They always cooperate in smooth functioning of different academic and non-academic activities of departments.
- The college is always grateful to the Government of West Bengal, Calcutta University, University Grants Commission, who provide financial as well as



*Kinjalini Biswas*  
 DR. KINJALKINI BISWAS  
 Principal  
 Muralidhar Girls' College  
 Kolkata-700029

administrative support. Muralidhar Girls' College is a Government Aided College.

**b) Expectations and Benefits -**

The college is careful about feedback collection from its key stakeholders. Effective suggestions and views of them are integrated and analysed by the departments and placed to the Governing Body for consideration. All stakeholders expect a secure and prosperous future of the students and the college as a whole, and all these expectations will considerably be fulfilled by this RUSA grant.

**c) Current issues and Challenges -**

**Issues -**

- ✓ Implementation of NAAC recommendations.
- ✓ To provide market oriented modern academic facilities.
- ✓ Expansion and diversification through introduction of new academic subjects and elevating undergraduate departments to Masters level.
- ✓ Promote more learner centric research projects.

**Challenges -**

- ✓ More space is required to address the issues stated above.
- ✓ Maintenance of this old building.
- ✓ Power management.
- ✓ Challenges of CBCS.
- ✓ Research and extension works.
- ✓ Challenge to accommodate ever changing technological world of education.
- ✓ Library books, journals.

**5. PROJECTS IDENTIFIED FOR IMPLEMENTATION AS PER THE PROFORMA:**

Find the attached documents.



*Kinjalini Biswas*  
**DR. KINJALKINI BISWAS**  
Principal  
Muralidhar Girls' College  
Kolkata-700029

**FINANCIAL OUTLAY OF DETAILED PROJECT REPORT OF  
MURALIDHAR GIRLS' COLLEGE UNDER RUSA GRANT**

SL NO.	DETAILS	FINANCIALS (RS./-)	PERCENTAGE (%)
1	(I) NEW CONSTRUCTION	10000000	50
2	(II) RENOVATION / UPGRADATION OF EXISTING FACILITIES	4850000	24.25
3	(III) NEW EQUIPMENTS / FACILITIES	5150000	25.75
	<b>TOTAL</b>	<b>20000000</b>	<b>100</b>

**(I) NEW CONSTRUCTION**

SL NO.	DETAILS	PROPOSED	FINANCIALS (RS./-)	REMARKS
1	Classrooms (Including Technologically Enabled Classrooms)	8	1,27,84,087/-	Estimate duly signed by Superintendent engineer of PWD, Civil Construction Division, Govt. Of West Bengal vide Memo No.1037/4E- 14(A)/18-19 dated: 11.06.2018 ..... Refer to Annexure- 1,2,3,4,5,6 & PIC-1
2	Computer Centre	1		
3	Canteen	1		
4	Common Room For Students	2		
	<b>TOTAL</b>		<b>1,27,84,087/-</b>	

**A sum of Rs.10000000/- to be utilised from RUSA Grant. The  
excess amount will be borne by College.**



*Kinjalkini Biswas*

**DR. KINJALKINI BISWAS**  
Principal  
Muralidhar Girls' College  
Kolkata-700029



**(II) RENOVATION / UPGRADATION OF EXISTING FACILITIES**

SL. NO.	ITEM	RENOVATION	FINANCIALS (RS./-)	REMARKS
1	Academic Building	Renovation	2793115	Refer to Annexures - 7,8,9,10,11 & Photographs- PIC- 2,3,4;5,6,7
2	Library	Renovation/ Digitisation of Existing Resources/Automations	463152	
3	Classrooms	Renovation Up-gradation of Existing Facilities	558500	
4	Auditorium	Renovation	700000	
5	Laboratory	Renovation	167127	
6	Computer Centre	Up Scaling Of Existing Network To Enable Wi-Fi	175000	
<b>TOTAL</b>			<b>4856894</b>	

A sum of Rs.4850000/- to be utilised from RUSA Grant. The excess amount will be borne by College.

**(III) NEW EQUIPMENTS / FACILITIES**

SL. NO.	ITEM	VALUE (RS./-)	REMARKS
1	Computers	1800000	Refer to Annexure- 19
2	Laboratory Equipments	2371237	Refer to Annexure- 12-18
3	Books/ Journals	800000	Refer to Annexure- 20-41
4	E Resources	250000	Refer to Annexure- 42-43
<b>TOTAL</b>		<b>5221237</b>	

A sum of Rs.5150000/- to be utilised from RUSA Grant. The excess amount will be borne by College.



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

**(I) NEW CONSTRUCTION**

SL NO.	DETAILS	PROPOSED	FINANCIALS (RS./-)	REMARKS
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2	Computer Centre	1		
3	Canteen	1		
4	Common Room For Students	2		
		<b>TOTAL</b>	<b>1,27,84,087/-</b>	

**A sum of Rs.10000000/- to be utilised from RUSA Grant.  
The excess amount will be borne by College.**



*Kinjalkini Biswas*

**DR. KINJALKINI BISWAS**  
Principal  
Muralidhar Girls' College  
Kolkata-700029

## Received amount in the head Development - II

Year	Date	Received From			Total (Rs.)	Remarks	
		Andhra Bank (Rs.)	IGNOU Regular Study Centre (Rs.)				Others (Rs.)
			Electricity Charges	Term End Exam			
2017-2018	03-04-2017 to 07-03-2018	245556.00			245556.00	Rent for April, 2017 to March, 2018 @Rs. 20463/-	
	03-05-2017				10180.00	Kolkata Police Recruitment Board for Exam held on 16/04/2017	
	09-06-2017				5978.00	From WISER for Exam held on 27/05/2017	
	11-07-2017				1752.00	Genesis Institute of Management & Technology	
	18-07-2017				1314.00	From RICE Education	
	21-07-2017		*4000.00	**1530.00	5530.00	* Electricity charges from March, 2017 to June, 2017 @Rs.1000/- per month ** For TEE June, 2017	
	27-07-2017				800.00	Britti Proshikhan Private Limited	
	21-12-2017				470.00	From West Bengal Regional School Service Commission for Exam held on 17/12/2017	
	12-03-2018		9000.00		9000.00	From July, 2017 to March, 2018	
<b>Total (Rs.)</b>		<b>245556.00</b>	<b>13000.00</b>	<b>1530.00</b>	<b>20494.00</b>	<b>280580.00</b>	

Year	Date	Received From			Total (Rs.)	Remarks	
		Andhra Bank (Rs.)	IGNOU Regular Study Centre (Rs.)				Others (Rs.)
			Electricity Charges	Term End Exam			
2018-2019	03-04-2018 to 26-11-2018	143241.00			143241.00	Rent for April, 2018 to October, 2018 @Rs. 20463/-	
	20-08-2018				1396.00	From Alipore Judges Court for Exam held on 05/08/2018	
	10-09-2018				2000.00	From Brand to People for Ei Somoy-Diptee, A Beauty Contest	
	28-09-2018				7000.00	From Institute for Technology & Management for Seminar on Digital Detoxification held on 27/09/2018	
	18-12-2018		9700.00		9700.00	@Rs.1000/- for April, 2018 & May, 2018 and @Rs.1100/- from June, 2018 to December, 2018	
	22-02-2019				2000.00	From C.L.Educate Limited for Career fair held on 23/02/2019	
	23-02-2019				8000.00	From A 2 Z Animation, Pravat Engineering Services, Bengal Inst. Of Business Studies, Horisont Skill & Business Dev. @ Rs.2000/- for career fair held on 23/02/2019	
	27-02-2019				2000.00	From Mind dynamics for career fair held on 23/02/2019	
	28-02-2019				7000.00	From Inst. Of Engineering & Management for seminar held on 28/02/2019	
	14-03-2019				7000.00	From Verve Entertainment Pvt. Ltd. For Zydus Wellness Everyuth activity programme held on 14/03/2019	
<b>Total (Rs.)</b>		<b>143241.00</b>	<b>9700.00</b>		<b>36396.00</b>	<b>189337.00</b>	

Principal  
Muralidhar Girls' College

Kalyani Bhow

Date	Received From				Total (Rs.)	Remarks
	Andhra Bank (Rs.)	IGNOU Regular Study		Others (Rs.)		
		Electricity Charges	Term End Exam			
30-04-2019		3300.00			3300.00	For January to March, 2019
06-07-2019			29560.00		29560.00	For TEE June, 2019
02-08-2019				7000.00	7000.00	From Ekak Matra for conducting a panel discussion on certain Socio-Economic issues held on 20/07/2019
06-09-2019				3000.00	3000.00	From Brand to people: Integrated solutions from programme held on 06/09/2019
12-09-2019				7000.00	7000.00	From RICE for Seminar on 13/09/2019
31-10-2019				7000.00	7000.00	From Inst. For Technology & managemnt trust for student development programme held on 23/09/2019
13-11-2019				7000.00	7000.00	From ILEAD foundation for conducting a seminar
15-11-2019				4000.00	4000.00	From Hindusthan Unilever Limited for Rexona Confidence Academy held on 15/11/2019
03-01-2020			42580		42580.00	For TEE December, 2019
<b>Total (Rs.)</b>		<b>3300.00</b>	<b>72140.00</b>	<b>35000.00</b>	<b>110440.00</b>	

2019-2020

Year	Date	Received From				Total (Rs.)	Remarks
		Andhra Bank (Rs.)	IGNOU Regular Study		Others (Rs.)		
			Electricity Charges	Term End Exam			
2020-2021	09-11-2020		9900.00			9900.00	From April, 2019 to December, 2019
	12-03-2021		3300.00			3300.00	For January, 2020 to March, 2020
	<b>Total (Rs.)</b>		<b>13200.00</b>			<b>13200.00</b>	

Year	Date	Received From				Total (Rs.)	Remarks
		Andhra Bank (Rs.)	IGNOU Regular Study		Others (Rs.)		
			Electricity Charges	Term End Exam			
2021-2022	24-09-2021				1413.00	1413.00	From RICE Sonarpur Centre
	08-03-2022		2750.00			2750.00	From November, 2020 to March, 2021 @Rs.550/- per month
	25-03-2022		6600.00			6600.00	From April, 2021 to March, 2022 @Rs. 550/- per month
<b>Total (Rs.)</b>			<b>9350.00</b>		<b>1413.00</b>	<b>10763.00</b>	



Kunjalkini Bisan

Principal  
Muralidhar Girls' College

Hulladek Recycling Private Limited  
5, Deshpriyan Sashmal Road, Kolkata 700033  
1800-212-7880 || info@hulladek.re

Company Name	Muralidhar Girls College	Contact person	Kinjalkini Biswas	Concerned person	Kinjalkini Biswas	Date	2021-09-13	Logistics Executive	Ranjan Das
Pickup Location	Gariahat	Contact no.	9433112142	Contact No.	9433112142	AM/CTM/PE/GBM/CP Name	Snehasish Chakraborty	Pick Up Request Number	PICKUP REQNO 5169

Item Code	Item	Description	Quantity	Weight/unit	Net Weight	UOM	HSN Code	Price/UOM(inclusive of applicable taxes)	Total Price ( inclusive of applicable taxes)
ITEW2	Mixed IT scrap lot	Telephone	1	145.50	145.50	Kg	84733099	22.00	3201.00
OTH1	Mixed Electrical	CRT Monitor	1	1007.50	1007.50	Kg	84733099	20.00	20150.00
CEEWS	Tubelight	Missing CPU	1	46.45	46.45	Kg	84733099	50.00	2322.50
					1199.45				21028.5

I hereby declare that I will receive/have received Rs. 2322.5 in the form of Cheque/NEFT/RTGS/DD/IMPS/Cash on \_\_\_\_\_ for the above mentioned items.

Signed Above for	Muralidhar Girls College
------------------	--------------------------

Signed Above for	Hulladek Recycling Pvt. Ltd
------------------	-----------------------------

GSTIN: 19AADCH4384E1ZJ

CPCB REGISTRATION NO.: B-29016(12)/(PRO)/18/WM-III Division

*Kinjalkini Biswas*

**DR. KINJALKINI BISWAS**  
Principal  
Muralidhar Girls' College  
Kolkata-700029



# Muralidhar Girls' College

P-411/14, GARIAHAT ROAD, BALLYGUNGE, KOLKATA - 700 029  
(NAAC ACCREDITED - B+ +)

Ph. Office : 2464-1312

Principal : 2464-4371

Ref. No. 50/7

Date 07/04/2022

**The Branch Manager  
State Bank of India  
Golpark Branch  
Kolkata - 29**

Madam,

## SUB: REQUEST FOR DONATION UNDER CSR

This is to bring to your kind notice that for the past 80 years, Muralidhar Girls' College has been a beacon for women's education in this area. Our College has played a seminal role in encouraging women's higher education in Kolkata and its outskirts, equipping female students with the tools they require to become modern independent women of today, ready and able to change the world for the better.

We beg to bring to your esteemed notice that, however, our efforts are often impeded by our unfortunate lack of resources. In order to bridge this gap between our potential and achievements, caused by lack of funds and resources, we request your kind self to consider directing your resources of Corporate Social Responsibility towards our college, for the purpose of obtaining **three water cooling cum purifying units** for the use of students and teachers.

We will be greatly obliged for your benevolence towards our college in this regard, as we continue to strive towards all-round betterment of women's position in society.

Thanking you,

Yours sincerely,

*Kinjalkini Biswas*  
7 4 22

*Recd  
7/4/2022*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata - 700029

To  
The Joint Secretary  
University Grants Commission  
LB 8 Sector III, Salt Lake  
Kolkata-700098

Dated: 19.08.19

Subject: Submission of final report and utilization certificate for the Minor Research Project vide sanction no.F.PHW-073/15-16 (ERO), dated 21.02.2017.

Respected Sir,

Myself, Dr. Sampri Biswas (Assistant Professor, Department of Sanskrit, Muralidhar Girls' College, P-411-14, Gariahat Road, Kolkata-700029), undertook a Minor Research Project entitled "Gender and Identity: A Mysterious Journey through Indian Mythology" approved vide sanction no. F.PHW-073/15-16 (ERO), dated 21.02.2017 for which total grand allowed was Rs. 1,15,000/- (One lakh fifteen thousand rupees only). Against the first installment of Rs. 95,000/- (Ninety-five thousand rupees only) utilization certificate along with annual report has been already submitted on 18.05.18. now sir I am submitting my final report along with utilization certificate and all other relevant documents.

Under such circumstances, I would request you to release the rest portion of grant of Rs. 20,000/- (Twenty thousand rupees only) and oblige.

Thanking you,

Yours Truly,

*Sampri Biswas*  
19.08.19  
(Sampri Biswas)

List of enclosures:

1. Annexure III to annexure VII
2. Attested photocopies of bills and vouchers of Books and Equipments purchased
3. Principal's certificate for submission Books and Equipments
4. Final Project Report
5. Utilization certificate

Forwarded by:

*Kinjalkini Biswas*  
19.8.19.  
Dr. Kinjalkini Biswas  
Principal  
Muralidhar Girls' College,  
Kolkata-700029

Principal  
Muralidhar Girls' College,



ATTESTED

*Kinjalkini Biswas*  
Principal  
Muralidhar Girls' College;

RECEIVED  
Date: 19/08/2019  
University Grants Commission  
Eastern Regional Office  
Kolkata-700098



Date: 26.09.2019

**Utilization Certificate**

Certified that the grant of Rs. 1,15,000/- (Rupees one lakh fifteen thousand only) in which Rs. 95,000/- (Rupees ninety-five thousand only) has been received from University Grants Commission under the scheme of support for Minor Research Project entitled "**Gender and Identity: A Mysterious Journey through Indian Mythology**" in Humanities and Social Science vide UGC letter no. F.PHW-073/15-16 (ERO) dated 21.02.2017 and Rs. 1,15,302/- (Rupees One lakh fifteen thousand and three hundred two only) has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Books & Journals	35,000/-	35,137/-
ii.	Equipment	40,000/-	40,200/-
iii.	Contingency including special needs	20,000/-	20,017/-
iv.	Field Work/Travel	20,000/-	19,948/-
v.	Hiring Services	---	---
vi.	Chemicals & Glassware	---	---

*Saupriti Biswas*  
26.09.19  
PRINCIPAL INVESTIGATOR

*Kinjalkini Biswas*  
26.9.19  
PRINCIPAL



Principal  
Muralidhar Girls' College;

ATTEST

*Kinjalkini Biswas*  
Principal  
Muralidhar Girls' College;





University Grants Commission, Eastern Regional Office  
1.b-8, Sector III, Saltlake, Kolkata- 700106

14/03/2019-20

No: F: PIIW-73/15-16

March, 2020

The Accounts Officer  
Eastern Regional Office  
University Grants Commission  
Kolkata

PFMS Unique Code No: **WBKO00000767**

Sub: Release of Grants-in-aid to **Muralidhar Girls' College, P411/14 Gariahat Road, Kolkata, Pin 700029** under XII Plan – Minor Research Project (Homunlites) Final installment on reimbursement basis.

Sir/Madam,

On the basis of the documents submitted by the college, Commission has approved for the sanction of payment of grant as final installment or reimbursement of **Rs.19,948/-** to the above college as detailed below :

Sampriti Biswas, Sanskrit	Allocation	Grant Already Released	Grant being released now on reimbursement basis	Confirmation Number From Beneficiary Bank
Final Instalment	1,15,000/-	95,000/-	19,948/-	

File may be treated as settled.  
If paid on reimbursement basis, the funds have already been utilized.

1. The sanctioned amount is debatable to Head of Account as detailed below. (GRANT IN AID 31)

Amount sanctioned (Rs.)19,948/-	For SC 16% (Rs.)	For ST 8% (Rs.)	For General (76%) (Rs.)

- The sanctioned amount is debatable to the Head of account as mentioned above and is valid for payment during the financial year 2019-2020 only.
- The amount of the grant shall be drawn by the Account Officer, ERO, UGC, Kolkata (Drawing and Disbursing Officer), University Grants Commission on the Grants-in-aid bill and shall be disbursed to and credited to the Principal, **Muralidhar Girls' College, P411/14 Gariahat Road, Kolkata, Pin 700029** by him/her through PFMS mode.
- The Grant is subject to the Adjustment on the basis of Utilization Certificate in the prescribed Performa submitted by the College.
- The University/College shall maintain proper accounts of the expenditure out the Grants, which shall be utilized, only on approved items of expenditure.
- The college may follow general financial rules, 2017
- The utilization certificate to the effect that the Grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the close of the current financial year. Balance grant, if any will be released only on receipt of audited UC and Statement of Expenditure etc., signed by Principal AND Chartered Accountant.

ATTESTED

*Kajalini Biswas*  
Principal

Muralidhar Girls' College

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

- The University/College/Institute shall maintain a Register of Assets acquired wholly or substantially out of the Grants in the prescribed form.
- The Institution shall ensure that all the payments to the beneficiaries/ vendors shall be made through the EAT Module of PFMS.

11. The refund of unspent grant in aid / or interest, if any, be credited in following UGC account only through e mode (RTGS/NEFT) under intimation to this office  
**Name Of the Bank : Canara Bank, Salt Lake City, Kolkata**  
**Account No : 2549101011380, Holder of account : UGC Kolkata.**  
**IFSC Code : CNRB0002549, MICR Code : 700015036.**
12. The grantee institution shall ensure the Utilization of grants-in-aid for which it is being sanctioned/paid. In case of non-Utilization/part utilization, or mis-utilization of grants sanctioned by the Commission for the purpose for which these were approved and in accordance with the terms and conditions of the approval or does not furnish the required documents or is disaffiliated from the University the entire amount paid by the Commission shall be refunded by the College with simple interest @ 10% per annum as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Government of India, will be charged.
13. The grant should not be used for Self-Financing/Unaided Courses.
14. It may be noted that the accounts of the grant-in-aid institution shall be subject to inspection by Officers of the ERO, UGC, Kolkata.
15. The interest earned by the University/ College/Institute on this grants in aid shall be treated as additional grant and may be shown in the U.C./Statement of expenditure to be furnished by grantee institution.
16. The sanction issues in exercise of the delegation of powers vide Commission Office Order No: 69/2014 dated May, 2014.
17. The institution shall take immediate action for its accreditation by NAAC.
18. The institution shall strictly follow the UGC regulations on menace of ragging in higher education institutions, 2009.
19. The funds to the extent are available under the Scheme.
20. The College is registered/ Mapped under PFMS Portal.

Yours faithfully



Joint Secretary

**ATTESTED**

*Kirpalini Bhowmik*  
Principal  
Muralidhar Girls' College

**GAR No.**

**Copy forwarded for information and necessary action to:**

- ✓ The Principal  
**Muralidhar Girls' College,**  
**P411/14 Gariahat Road,**  
**Kolkata, Pin 700029**  
He/She is requested to abide by these instructions/guidelines of sanction order.
2. The Secretary, Higher Education, Govt. Of (W.B, JH, BH, ODH)
3. Dr. Sampriti Biswas, Sanskrit
4. The Registrar
5. Auditor general Govt. Of (W.B, JH, BH, ODH)

The sanctioned grant of **Rs.19,948/-** has been transferred to your college Account No **151910100011924.** at Andhra Bank, Muralidhar Girls' College Branch, Kolkata with IFS Code: **ANDB0001519** through RTGS/Direct Credit (CBS to CBS). The Canara Bank, Salt Lake Branch has confirmed the above transfer of funds to your college through RTGS/Direct Credit transaction vide UTR confirmation No. **NPCE-179CSA-530013** dated **16 Mar 2020**

You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt within 7 days.

*[Handwritten Signature]*  
Education officer



# Muralidhar Girls' College

P-411/14, GARIAHAT ROAD, BALLYGUNGE, KOLKATA - 700 029

(NAAC ACCREDITED - B+ +)

Ref. No.....

Date.....

## List of Students benefitted by scholarships and freeships provided by the Government agencies and the College.

YEAR	NAME OF SCHEME	NO OF STUDENT BENEFITTED
2021-2022	Kanyashree	9
	Post Matric Minority	5
	SC/ST/OBC Stipend	188
	Nabanna	5
	Swami Vivekananda Merit cum Means	257
2020-2021	Kanyashree	37
	Post Matric Minority	49
	SC/ST/OBC Stipend	208
	Nabanna	5
	Swami Vivekananda Merit cum Means	141
2019-2020	Kanyashree	187
	SC/ST/OBC Stipend	244
	Swami Vivekananda Merit cum Means	77
	Post Matric Minority	52
2018-2019	Kanyashree	263
	SC/ST/OBC Stipend	168
	Swami Vivekananda Merit cum Means	25
2017-2018	Kanyashree	157
	SC/CT/OBC Stipend	180
	Swami Vivekananda Merit cum Means	39
2021-2022	College Freeship/Student Aid Fund	282
2020-2021		3
2019-2020		40
2018-2019		10
2017-2018		35

*Kunjali Devi*

Principal

Muralidhar Girls' College

# **Muralidhar Girls' College**

P411/ 14, Gariahat Road, Golpark, Hindustan Park,  
Ballygunge, Kolkata-700025

## **INTERNAL AUDIT REPORT** **FOR THE YEAR 2021-22**

### **R. SARKAR & ASSOCIATES**

Chartered Accountants  
2/1B, Hindusthan Park  
2nd Floor, Kolkata-29



*Kinjalkini Biswas*

**DR. KINJALKINI BISWAS**

*Principal*

**Muralidhar Girls' College**  
**Kolkata-700029**



GST No. : 19AAXFR2054G1ZR

*R. Sarkar & Associates*  
CHARTERED ACCOUNTANTS

## INTERNAL AUDIT REPORT

### A-Brief details of the Auditee and Audit

Name of the College: Muralidhar Girls' College

Address: P411/14, Gariahat Road, Golpark, Hindustan Park,  
Ballygunge, Kolkata-700025

Period covered in the Audit: 1<sup>st</sup> April, 2021 to 31<sup>st</sup> March 2022

### B-Objective of Audit:

We have conducted internal audit of Muralidhar Girls' College for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022. We have carried out the audit in accordance with the standards on auditing Issued by the Institute of Chartered Accountants of India . It is the responsibility of the institute to maintain accounting system, fair and proper documentation, generation of books and records and the various Interim financial report and statements and to implement proper Internal control system with the size of the institution. Our responsibility is to verify the books and accounts commensurate with the standards procedures and guideline followed by institute and to see there is proper documentation and internal control in existence during the period of audit and to report if any deficiency exist .



*Kinjalini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

1	<b>Audit of ERP Systems</b>	
	ERP systems should produce accurate, complete, and authorized information that is supportable and timely. In a computing environment, this is accomplished by a combination of controls in the ERP System, and controls in the environment in which the ERP system operates, including its operating system.	This need to verify because while we conducting audit we faced adverse circumstances that produce audit risks.
2	<b>Regarding some old advances</b>	
	i) Advance of NSS ₹83250 ii) Other advances of ₹42200 (10000+11200+9000+12000) iii) MGC Platinum Jubilee ₹200000	All three advances should have been recovered as early as possible.
3.	<b>Depreciation is not charged on fixed Asstes</b>	
	i) Depreciation on Building Account. ii) Depreciation on Journal Account.	These need to be done to give proper effect on income & expenditure Account and Balance sheet as on 31.03 2022
4.	<b>Non Cash Receipts and payments shown in Cash Book</b>	
	While conducting Audit we have come through many cash receipts and expenditure of same amount which could have been avoided in the cash book.	These has to made through Voucher Type-Journal mode instead of Voucher Type-Payment and Receipt mode.
5.	<b>Correct ledger has to be made for entry</b>	
	It has been noticed that some parties who claimed dishonoured cheque charges and the amount has been booked as bank charges.	It is recommended that it should charged as miscellaneous chages instead of bank charges.
6.	<b>No Entries has been made regarding interest on fixed deposit and Tds receivable on interest on fixed deposit</b>	
	No Entries has been made regarding interest on fixed deposit and Tds receivable on interest on fixed deposit in the accounting system.	Interest on fixed deposit must be entered in accounting system and reconcile with 26 AS
7.	<b>FIXED ASSET REGISTER</b>	
	The Fixed Asset Register is maintained by the college but the Same is not updated for all Department.	It should be updated with location and identification for all fixed assets .

Apart from the above observation, performance of all other discipline is standard. In conclusion, we convey our sincere thanks to the respective persons for extending their cooperation to conduct the said Internal Audit.

For R Sarkar & Associates  
Chartered Accountants  
FRN No-327130E

TS. Chakraborty  
CA Biswajit Chakraborty-Partner  
Mem No-312425  
UDIN: 23312425BGVHFQ6505.  
Date :31.05.2023



Kinjalkini Biswas  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

## INDEPENDENT AUDITOR'S REPORT

### Opinion

We have Audited the Financial Statements of MURALIDHAR GIRLS COLLEGE a College registered with UGC, which comprise the Balance Sheet as at March 31<sup>st</sup> 2021, Receipts and Payments Account together with Income and Expenditure Account for the year then ended, and notes to the Financial Statements, including a summary of significant Accounting Policies.

In our opinion, the accompanying Financial Statements give a true and fair view of the Financial position of the entity as at March 31, 2021, and of its Financial performance for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

### Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the Financial Statements section of our report. We are independent of the entity in accordance with the Code of Ethics issued by ICAI and we have fulfilled our other ethical responsibilities in accordance with the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation of these Financial Statements that give a true and fair view of the state of affairs, results of operation and Cash Flows of the entity in accordance with the Accounting Principles generally accepted in India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the Financial Statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the Financial Statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

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*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

# 2 #

Those charged with governance are responsible for overseeing the entity's Financial Reporting Process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an Audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements

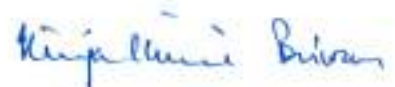
PLACE: KOLKATA

DATE :22/02/2022

For B.N.SEN & CO  
CHARTERED ACCOUNTANTS  
Firm's Registration Number 305107E



(CA RAJARSHISEN)  
PROPRIETOR  
Membership No.062761  
UDIN : 22062761ADIKJX6702



DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029



We report the following observations:-

1. **PROVIDEND FUND BALANCE AS PER BALANCE SHEET AS ON 31/03/2018.**

The Provident Fund amounts of the incumbent are invested in Treasury. The aggregate amount of such investment as on 31<sup>st</sup> March , 2021 stands at Rs. 5,28,29,533.00 /- against the Provident Fund Balance of Rs. 5,28,29,533.00 /- which is appearing in the Balance Sheet of the institution .( Refer Annexure – I)

2. **GRANTS :**

Claim Pay Packet received and distributed during the year are checked and those utilized for the purpose for which Govt. Grants were sanctioned . Details enclosed in Annexure – IIA & II B.

3. **FUNDS ( OTHER GRANTS):**

Different Funds were created by the College out of General Fund and/or Collection from students , UGC and other grants in different years details whereof are given by the College management and the difference if any due to the acquisition of Fixed assets and Utilization of Funds for the purpose for which they were created and /or received over the years without making necessary adjustments in the respective fund accounts as per Balance Sheet.

4. **SYSTEM OF PURCHASES :**

The College has a separate Purchase and Finance Committee. We have been informed by the college management that it is the normal practice of the college to obtain prior approval of the said committee for any amount of purchase exceeding Rs. 20,000/- as per decision of the Governing Body. It would not be out of place to mention that if a separate Requisition Register is maintained for any type of Purchase then there would be a better documentation of the requisition made for the purpose of Better control and internal check.

5. **FIXED ASSET REGISTER :**

The Fixed Asset Register is maintained by the College but the same is not updated for all the Departments. The updating process has been done upto 31/08/2016 . Locational Details and Identification has also been done for all Fixed Assets purchased but upto 31/08/2016. It is suggested that the same to be done till date .

6. **FIXED ASSETS :**

Fixed Assets has been shown in the Balance Sheet at Written Down Value that is Cost Price of the same and less Depreciation till date.



*Ben*

*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

7. **DEPRECIATION :**

Depreciation of Fixed Assets amounting to Rs. 11,94,432/- has been charged to the Income Expenditure Account. The rate of Depreciation charged is at par with the Income Tax Act in India. The only exception to this rate charged is for Depreciation on Building ; which is charged at 1% in the accounts .

8. **CASH IN HAND :**

We have verified the cash balance of the institution during the course of our Audit and found the same to be in accordance therewith. It is the practice of the institution to keep an imprest cash of Rs. 15,000/- maximum for petty expenses as per management committee resolution .

9. **CASH AT BANK :**

All the Bank Balance were verified by us with the respective Bank Pass Books or Bank Statements wherever and whatever available. Bank Reconciliation Statements wherever prepared has also been verified . It would not be out of place to mention that an amount of Rs. 1,84,381.83 lying at Standard Chartered Bank Rashbehari Avenue Branch , A/c- CA- 33305000278 has since been inoperative for a substantial period of time. The same amount belongs to the Library and Laboratory deposit Fund . As this is a substantial amount lying idle and can be used for the betterment of the institution. So, the management should look into the mater to try and regularize the account and utilize the idle funds.

10. **STOCK OF CHEMICALS :**

While verifying the Stock Register ( Chemicals and Equipment's) of various Departments and its laboratories we have come across cases where the stock inflow is being recorded in the register and the outflow of the same is not taken into record. It has been suggested by us that both Stock in and Stock Out to be recorded in the Register so that the actual position of the stock in hand can be ascertained as on date and requisition can be placed while going through the Register.

11. **BUDGET COMPLIANCE :**

The College has a system of Budgeting for Income and Expenditure. During the year the College has incurred different expenditure as against the relevant budget provisions for the same.

12. **MAINENENCE OF SERVICE BOOK :**

Entries in the Service Book were test checked and were found to be order and in accordance therewith.



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*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

**13. INSURANCE COVERAGE :**

No Insurance Policy as such on assets of the college has been taken by the Management and College Authority . It is our suggestion that a Comprehensive fire and Burglary policy Insurance if possible may be taken in the near future .

**14. TUITION FEES :**

Tuition Fees and Other fees are collected , recorded and Deposited properly in the respective Govt. and university Heads as per rate fixed by the Government time to time. In the year under Audit an amount of Rs.NIL ( NIL ) has been written off as Tuition Fees receivable as the defaulting students have already left the College.

**15. LIBRARY BOOKS :**

The Library Register , Issue and Return Register maintained by the College is Computerized System and is regularly updated .The system of manual stock record of Books held is test checked during Audit and has been found in accordance with. As certified by the College Management the Depreciated Value of Stock of Books stands at Rs. 11,15,091/- and physical number stands at 42,965 only.

**16. TDS ( TAX DEDUCTED AT SOURCE) :**

During the year under Audit TDS collected from Salary as well as from various Contractors and suppliers have been deposited with the due date of deposit ( ie. 7<sup>th</sup> of the following month ) . TDS returns have been regularly filed on Quarterly basis and the college is regular in submission of the same.

**17. METHOD OF ACCOUNTING :**

We have observed that the College follows a Hybrid System of Accounting ie. It follows Cash System of Accounting for Pay Packets and Allowances and Mercantile System of Accounting for the rest.

**18. ADVANCES :**

Detailed list for unadjusted advances balance for long period are given below:

a) MGC Special Sub- vention Fund ( for Platinum Jubilee)	2,00,000.00
b) Indrani Raha	11,200.00

The matter should be looked into and action should be taken to adjust the long pending advances . It is noticed that these pending issues are of persisting nature as the both appears in the audit report of 2016-2017.



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*Handwritten signature of Dr. Kinjalini Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

## 19. MISCELLANEOUS INCOME :

Sales of various damaged News Paper and Examination paper etc. are shown under this head and the disposal is done after the recommendation of sale is approved and sanctioned by Principal.

## 20. PROFESSION TAX :

The College has a Profession Tax Registration Number 191004067119 in its name. During the year under Audit the return for the return for 2020-2021 was submitted within due date . The College should take due diligence of the Returns to be submitted as NIL return for Profession Tax is required to be submitted even if there is no tax deducted and paid. Otherwise the return submitted late would attract penalty. It is suggested that either the number should be surrendered or required returns should be annually filed in time to avoid penalty.

## 21. TAXES ON INCOME :


During the year under Audit it has been observed that an amount of Rs. 57,627 has been deducted by various Banks as Tax Deducted at Source (TDS) from Fixed Deposits. The same has been accounted for in the year under Audit and Interest has been shown as Interest Receivable from FD. No, provision for Income Tax on the Income of the College has been provided as we are of the opinion that the income is exempted from Income Tax u/s 10(23)(iiiad)

Place: Kolkata  
Date: 22/02/2022

For B.N.Sen & Co  
Chartered Accountants  
Firm Registration No. 305107E



RAJARSHI SEN  
Proprietor  
Membership No. 062761  
UDIN: 22062761ADIKJX6702



DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

## SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS :

### a) ACCOUNTING POLICIES AND NOTES TO ACCOUNTS :

#### 1) Basis of Accounting :-

The College follows the Hybrid system of Accounting ie. Both Cash and Mercantile System of Accounting that recognizes Income and Expenditure on the basis of Accounting Policies followed consistently. The accounts have been prepared on Historical Cost basis as a going concern and are in consistent and in consonance with the Generally Accepted Accounting Principals.

#### 2) Fixed Assets and Depreciation :

Fixed Assets are stated at Cost less Depreciation and acquisition / construction and subsequent improvements to the assets and freight, duties, taxes and other incidental expenses and including installation / commissioning of the Assets.

#### 3) Investments :

The College has invested in Fixed Deposits shown in Annexure- III.



*Ben*



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS

*Principal*

Muralidhar Girls' College

Kolkata-700029

2020

**INDEPENDENT AUDITOR'S REPORT**

**Opinion**

We have Audited the Financial Statements of **MURALIDHAR GIRLS COLLEGE**, an Institution / College registered with The Education Directorate, Government of West Bengal, which comprise the Balance Sheet as at March 31<sup>st</sup> 2020, and the Income and Expenditure Account, and the Receipts and Payments Account for the year then ended, and notes to the Financial Statements, including a summary of significant Accounting Policies.

In our opinion, the accompanying Financial Statements give a true and fair view of the Financial position of the entity as at March 31, 2020, and of its Financial performance for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

**Basis for Opinion**

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the Financial Statements section of our report. We are independent of the entity in accordance with the Code of Ethics issued by ICAI and we have fulfilled our other ethical responsibilities in accordance with the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation of these Financial Statements that give a true and fair view of the state of affairs, results of operations and Cash Flows of the entity in accordance with the Accounting Principles generally accepted in India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the Financial Statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the Financial Statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Contd....P/2



*Kinjalkini Biswas*  
**DR. KINJALKINI BISWAS**  
Principal  
Muralidhar Girls' College  
Kolkata-700029

# 2 #

Those charged with governance are responsible for overseeing the entity's Financial Reporting Process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an Audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements.

For B.N.Sen & Co  
Chartered Accountants  
Firm Registration No. 305107E



RAJARSHI SEN  
Proprietor  
Membership No. 062761.  
UDIN: 21062761AAAACJ3835

Place: Kolkata  
Date: 22/07/2021



DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

We report the following observations:-

1. **PROVIDEND FUND BALANCE AS PER BALANCE SHEET AS ON 31/03/2020.**

The Provident Fund amounts of the incumbent are invested in Treasury. The aggregate amount of such investment as on 31<sup>st</sup> March , 2020 stands at Rs. 4,29,32,570.00 /- against the Provident Fund Balance of Rs. 4,29,32,570.00 /- which is appearing in the Balance Sheet of the institution .( Refer Annexure – I)

2. **GRANTS :**

Claim Pay Packet received and distributed during the year are checked and those utilized for the purpose for which Govt. Grants were sanctioned . Details enclosed in Annexure – IIA & II B.

3. **FUNDS ( OTHER GRANTS):**

Different Funds were created by the College out of General Fund and/or Collection from students , UGC and other grants in different years details whereof are given by the College management and the difference if any due to the acquisition of Fixed assets and Utilization of Funds for the purpose for which they were created and /or received over the years without making necessary adjustments in the respective fund accounts as per Balance Sheet.

4. **SYSTEM OF PURCHASES :**

The College has a separate Purchase and Finance Committee. We have been informed by the college management that it is the normal practice of the college to obtain prior approval of the said committee for any amount of purchase exceeding Rs. 20,000/- as per decision of the Governing Body. It would not be out of place to mention that if a separate Requisition Register is maintained for any type of Purchase then there would be a better documentation of the requisition made for the purpose of Better control and internal check.

5. **FIXED ASSET REGISTER :**

The Fixed Asset Register is maintained by the College but the same is not updated for all the Departments. The updating process has been done upto 31/08/2016 . Locational Details and Identification has also been done for all Fixed Assets purchased but upto 31/08/2016. It is suggested that the same to be done till date .

6. **FIXED ASSETS :**

Fixed Assets has been shown in the Balance Sheet at Written Down Value that is Cost Price of the same and less Depreciation till date.



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029



7. DEPRECIATION :

Depreciation of Fixed Assets amounting to Rs. 11,14,001/- has been charged to the Income Expenditure Account. The rate of Depreciation charged is at par with the Income Tax Act in India. The only exception to this rate charged is for Depreciation on Building ; which is charged at 1% in the accounts .

8. CASH IN HAND :

We have verified the cash balance of the institution during the course of our Audit and found the same to be in accordance therewith. It is the practice of the institution to keep an imprest cash of Rs. 15,000/- maximum for petty expenses as per management committee resolution .

9. CASH AT BANK :

All the Bank Balance were verified by us with the respective Bank Pass Books or Bank Statements wherever and whatever available. Bank Reconciliation Statements wherever prepared has also been verified . It would not be out of place to mention that an amount of Rs. 1,84,381.83 lying at Standard Chartered Bank Rashbehari Avenue Branch , A/c- CA- 33305000278 has since been inoperative for a substantial period of time. The same amount belongs to the Library and Laboratory deposit Fund . As this is a substantial amount lying idle and can be used for the betterment of the institution. So, the management should look into the matter to try and regularize the account and utilize the idle funds.

10. STOCK OF CHEMICALS :

While verifying the Stock Register ( Chemicals and Equipment's) of various Departments and its laboratories we have come across cases where the stock inflow is being recorded in the register and the outflow of the same is not taken into record. It has been suggested by us that both Stock in and Stock Out to be recorded in the Register so that the actual position of the stock in hand can be ascertained as on date and requisition can be placed while going through the Register.

11. BUDGET COMPLIANCE :

The College has a system of Budgeting for Income and Expenditure. During the year the College has incurred different expenditure as against the relevant budget provisions for the same.

12. MAINTENANCE OF SERVICE BOOK :

Entries in the Service Book were test checked and were found to be order and in accordance therewith.



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS

Principal

Muralidhar Girls' College

Kolkata - 700 029

**13. INSURANCE COVERAGE :**

No Insurance Policy as such on assets of the college has been taken by the Management and College Authority . It is our suggestion that a Comprehensive fire and Burglary policy Insurance if possible may be taken in the near future .

**14. TUITION FEES :**

Tuition Fees and Other fees are collected , recorded and Deposited properly in the respective Govt. and university Heads as per rate fixed by the Government time to time. In the year under Audit an amount of Rs. 1,935/- ( Rupees One Thousand Nine Hundred and Thirty Five Only ) has been written off as Tuition Fees receivable as the defaulting students have already left the College.

**15. LIBRARY BOOKS :**

The Library Register , Issue and Return Register maintained by the College is Computerized System and is regularly updated .The system of manual stock record of Books held is test checked during Audit and has been found in accordance with. As certified by the College Management the Depreciated Value of Stock of Books stands at Rs. 11,71,082/- and physical number stands at 42,965 only.

**16. TDS ( TAX DEDUCTED AT SOURCE) :**

During the year under Audit TDS collected from Salary as well as from various Contractors and suppliers have been deposited with the due date of deposit ( ie. 7<sup>th</sup> of the following month ) . TDS returns have been regularly filed on Quarterly basis and the college is regular in submission of the same.

**17. METHOD OF ACCOUNTING :**

We have observed that the College follows a Hybrid System of Accounting ie. It follows Cash System of Accounting for Pay Packets and Allowances and Mercantile System of Accounting for the rest.

**18. ADVANCES :**

Detailed list for unadjusted advances balance for long period are given below:

a) MGC Special Sub-vention Fund ( for Platinum Jubilee)	2,00,000.00
b) Indrani Raha	11,200.00

The matter should be looked into and action should be taken to adjust the long pending advances . It is noticed that these pending issues are of persisting nature as the both appears in the audit report of 2016-2017.



*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

**19. MISCELLANEOUS INCOME :**

Sales of various damaged News Paper and Examination paper etc. are shown under this head and the disposal is done after the recommendation of sale is approved and sanctioned by Principal.

**20. PROFESSION TAX :**

The College has a Profession Tax Registration Number 191004067119 in its name. During the year under Audit the return for the return for 2019-2020 was submitted on 18/07/2020 . The College should take due diligence of the Returns to be submitted as NIL return for Profession Tax is required to be submitted even if there is no tax deducted and paid. Otherwise the return submitted late would attract penalty. It is suggested that either the number should be surrendered or required returns should be annually filed in time to avoid penalty.

**21. TAXES ON INCOME :**

During the year under Audit it has been observed that an amount of Rs. 57,627 has been deducted by various Banks as Tax Deducted at Source (TDS) from Fixed Deposits. The same has been accounted for in the year under Audit and Interest has been shown as Interest Receivable from FD. No provision for Income Tax on the Income of the College has been provided as we are of the opinion that the income is exempted from Income Tax u/s 10(23C)(iiiad).

**22. REGARDING ADMISSION ACCOUNT OF COLLEGE WITH SBI:**

During the year under Audit it is seen that the Closing Balance as per Bank Statement of SBI admission account is in excess of an amount of Rs. 3,12,108/- in relation to the Cash Book balance . The same should be reconciled if possible.

For B.N.Sen & Co  
Chartered Accountants  
Firm Registration No. 305107E

RAJARSHI SEN  
Proprietor  
Membership No. 062761  
UDIN: 21062761AAAACJ3835

Place Kolkata  
Date 22/07/2021



*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

## SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS :

### a) ACCOUNTING POLICIES AND NOTES TO ACCOUNTS :

#### 1) Basis of Accounting :-

The College follows the Hybrid system of Accounting i.e. Both Cash and Mercantile System of Accounting that recognizes Income and Expenditure on the basis of Accounting Policies followed consistently. The accounts have been prepared on Historical Cost basis as a going concern and are in consistent and in consonance with the Generally Accepted Accounting Principals.

#### 2) Fixed Assets and Depreciation :

Fixed Assets are stated at Cost less Depreciation and acquisition / construction and subsequent improvements to the assets and freight, duties, taxes and other incidental expenses and including installation / commissioning of the Assets.

#### 3) Investments :

The College has invested in Fixed Deposits shown in Annexure- III.



*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

INDEPENDENT AUDITOR'S REPORT

Opinion

We have Audited the Financial Statements of MURALIDHAR GIRLS COLLEGE, an Institution / College registered with The Education Directorate, Government of West Bengal, which comprise the Balance Sheet as at March 31<sup>st</sup> 2019, and the Income and Expenditure Account, and the Receipts and Payments Account for the year then ended, and notes to the Financial Statements, including a summary of significant Accounting Policies.

In our opinion, the accompanying Financial Statements give a true and fair view of the Financial position of the entity as at March 31, 2019, and of its Financial performance for the year then ended, in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the Financial Statements section of our report. We are independent of the entity in accordance with the Code of Ethics issued by ICAI and we have fulfilled our other ethical responsibilities in accordance with the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation of these Financial Statements that give a true and fair view of the state of affairs, results of operations and Cash Flows of the entity in accordance with the Accounting Principles generally accepted in India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the Financial Statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the Financial Statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

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*Kinjalkini Biswas*  
**DR. KINJALKINI BISWAS**  
Principal  
Muralidhar Girls' College  
Kolkata - 700 029

# 2 #

Those charged with governance are responsible for overseeing the entity's Financial Reporting Process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an Audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements.

Place: Kolkata  
Date: 17/02/2020

For B.N.Sen & Co  
Chartered Accountants  
Firm Registration No. 305107E



RAJARSHI SEN  
Proprietor  
Membership No. 062761.  
UDIN: 20062761AAAAAE3694



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

→ We report the following observations:-

**21. PROVIDEND FUND BALANCE AS PER BALANCE SHEET AS ON 31/03/2019.**

The Provident Fund amounts of the incumbent are invested in Treasury. The aggregate amount of such investment as on 31<sup>st</sup> March , 2019 stands at Rs. 3,85,80,763.00 /- against the Provident Fund Balance of Rs. 3,85,80,763.00 /- which is appearing in the Balance Sheet of the institution .( Refer Annexure – I)

**22. GRANTS :**

Claim Pay Packet received and distributed during the year are checked and those utilized for the purpose for which Govt. Grants were sanctioned . Details enclosed in Annexure – IIA & II B.

**23. FUNDS ( OTHER GRANTS):**

Different Funds were created by the College out of General Fund and/or Collection from students , UGC and other grants in different years details whereof are given by the College management and the difference if any due to the acquisition of Fixed assets and Utilization of Funds for the purpose for which they were created and /or received over the years without making necessary adjustments in the respective fund accounts as per Balance Sheet.

**24. SYSTEM OF PURCHASES :**

The College has a separate Purchase and Finance Committee. We have been informed by the college management that it is the normal practice of the college to obtain prior approval of the said committee for any amount of purchase exceeding Rs. 20,000/- as per decision of the Governing Body. It would not be out of place to mention that if a separate Requisition Register is maintained for any type of Purchase then there would be a better documentation of the requisition made for the purpose of Better control and internal check.

**25. FIXED ASSET REGISTER :**

The Fixed Asset Register is maintained by the College but the same is not updated for all the Departments. The updating process has been done upto 31/08/2016 . Locational Details and Identification has also been done for all Fixed Assets purchased but upto 31/08/2016. It is suggested that the same to be done till date .

**26. FIXED ASSETS :**

Fixed Assets has been shown in the Balance Sheet at Written Down Value that is Cost Price of the same and less Depreciation till date.



*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

27. DEPRECIATION :

Depreciation of Fixed Assets amounting to Rs. 5,92,646/- has been charged to the Income Expenditure Account. The rate of Depreciation charged is at par with the Income Tax Act in India. The only exception to this rate charged is for Depreciation on Building ; which is charged at 1% in the accounts .

28. CASH IN HAND :

We have verified the cash balance of the institution during the course of our Audit and found the same to be in accordance therewith. It is the practice of the institution to keep an imprest cash of Rs. 15,000/- maximum for petty expenses as per management committee resolution .

29. CASH AT BANK :

All the Bank Balance were verified by us with the respective Bank Pass Books or Bank Statements wherever and whatever available. Bank Reconciliation Statements wherever prepared has also been verified . It would not be out of place to mention that an amount of Rs. 1,84,381.83 lying at Standard Chartered Bank Rashbehari Avenue Branch , A/c- CA- 33305000278 has since been inoperative for a substantial period of time. The same amount belongs to the Library and Laboratory deposit Fund . As this is a substantial amount lying idle and can be used for the betterment of the institution. So, the management should look into the mater to try and regularize the account and utilize the idle funds.

30. STOCK OF CHEMICALS :

While verifying the Stock Register ( Chemicals and Equipment's) of various Departments and its laboratories we have come across cases where the stock inflow is being recorded in the register and the outflow of the same is not taken into record. It has been suggested by us that both Stock in and Stock Out to be recorded in the Register so that the actual position of the stock in hand can be ascertained as on date and requisition can be placed while going through the Register.

31. BUDGET COMPLIANCE :

The College has a system of Budgeting for Income and Expenditure. During the year the College has incurred different expenditure as against the relevant budget provisions for the same.

32. MAINENENCE OF SERVICE BOOK :

Entries in the Service Book were test checked and were found to be order and in accordance therewith.



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029



33. **INSURANCE COVERAGE :**

No Insurance Policy as such on assets of the college has been taken by the Management and College Authority . It is our suggestion that a Comprehensive fire and Burglary policy Insurance if possible may be taken in the near future .

34. **TUITION FEES :**

Tuition Fees and Other fees are collected , recorded and Deposited properly in the respective Govt. and university Heads as per rate fixed by the Government time to time. In the year under Audit an amount of Rs. 900/- ( Rupees Nine Hundred Only for 2015-2016) has been written off as Tuition Fees receivable as the defaulting students have already left the College.

35. **LIBRARY BOOKS :**

The Library Register , Issue and Return Register maintained by the College is Computerized System and is regularly updated .The system of manual stock record of Books held is test checked during Audit and has been found in accordance with. As certified by the College Management the Depreciated Value of Stock of Books stands at Rs. 7,50,302/- and physical number stands at 42,499 only.

36. **TDS ( TAX DEDUCTED AT SOURCE) :**

During the year under Audit TDS collected from Salary as well as from various Contractors and suppliers have been deposited with the due date of deposit ( ie. 7<sup>th</sup> of the following month ) . TDS returns have been regularly filed on Quarterly basis and the college is regular in submission of the same. In course of our checking we have come across instances where payments made to Maintenance Contract for LIFT to KONE ELEVATORS INDIA PVT LTD Rs. 41,871/- has been done without deduction of TDS. It has been pointed out during the course of our Audit and the same is taken for rectification in future

37. **METHOD OF ACCOUNTING :**

We have observed that the College follows a Hybrid System of Accounting ie. It follows Cash System of Accounting for Pay Packets and Allowances and Mercantile System of Accounting for the rest.

38. **ADVANCES :**

Detailed list for unadjusted advances balance for long period are given below:

c) MGC Special Sub- vention Fund	2,00,000.00
d) Indrani Raha	11,200.00



*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

The matter should be looked into and action should be taken to adjust the long pending advances . It is noticed that these pending issues are of persisting nature as the both appears in the audit report of 2016-2017.

39. MISCELLANEOUS INCOME :

Sales of various damaged News Paper and Examination paper etc. are shown under this head and the disposal is done after the recommendation of sale is approved and sanctioned by Principal.

40. PROFESSION TAX :

The College has a Profession Tax Registration Number 191004067119 in its name. During the year under Audit the return for the return for 2018-2019 was submitted electronically on 11/09/2019 ( and submitted to the appropriate authority manually on 13/09/2019) and a penalty of Rs. 500 has been paid by challan on 11/09/2019. The College should take due diligence of the Returns to be submitted as NIL return for Profession Tax is required to be submitted even if there is no tax deducted and paid. Otherwise the return submitted late would attract penalty ( as the due date of submission is 30<sup>th</sup> April of the subsequent year in question ). It is suggested that either the number should be surrendered or required returns should be annually filed-in time to avoid penalty.

Place: Kolkata  
Date: 17/02/2020

For B.N.Sen & Co  
Chartered Accountants  
Firm Registration No. 305107E



RAJARSHI SEN  
Proprietor  
Membership No. 062761.  
UDIN: 20062761AAAAAE3694



DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

**SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS :**

b) **ACCOUNTING POLICIES AND NOTES TO ACCOUNTS:**

4) **Basis of Accounting :-**

The College follows the Hybrid system of Accounting ie. Both Cash and Mercantile System of Accounting that recognizes Income and Expenditure on the basis of Accounting Policies followed consistently. The accounts have been prepared on Historical Cost basis as a going concern and are in consistent and in consonance with the Generally Accepted Accounting Principles.

5) **Fixed Assets and Depreciation :**

Fixed Assets are stated at Cost less Depreciation and acquisition / construction and subsequent improvements to the assets and freight, duties, taxes and other incidental expenses and including installation/ commissioning of the Assets.

6) **Investments :**

The College has invested in Fixed Deposits shown in Annexure -III.



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS

Principal

Muralidhar Girls' College  
Kolkata-700029

INDEPENDENT AUDITOR'S REPORT

Opinion

We have Audited the Financial Statements of MURALIDHAR GIRLS COLLEGE, an Institution / College registered with The Education Directorate, Government of West Bengal, which comprise the Balance Sheet as at March 31<sup>st</sup> 2018, and the Income and Expenditure Account, and the Receipts and Payments Account for the year then ended, and notes to the Financial Statements, including a summary of significant Accounting Policies.

In our opinion, the accompanying Financial Statements give a true and fair view of the Financial position of the entity as at March 31, 2018, and of its Financial performance for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the Financial Statements section of our report. We are independent of the entity in accordance with the Code of Ethics issued by ICAI and we have fulfilled our other ethical responsibilities in accordance with the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation of these Financial Statements that give a true and fair view of the state of affairs, results of operations and Cash Flows of the entity in accordance with the Accounting Principles generally accepted in India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the Financial Statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the Financial Statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

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*Kinjalkini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

Those charged with governance are responsible for overseeing the entity's Financial Reporting Process

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an Audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements.

Place: Kolkata  
Date: 30/07/2019

For B.N.Sen & Co  
Chartered Accountants  
Firm Registration No. 305107E



RAJARSHI SEN  
Proprietor  
Membership No. 062761.  
UDIN: 19062761AAAAA09962



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

We report the following observations:-

1. PROVIDENT FUND BALANCE AS PER BALANCE SHEET AS ON 31/03/2018.

The Provident Fund amounts of the incumbent are invested in Treasury. The aggregate amount of such investment as on 31<sup>st</sup> March, 2018 stands at Rs. 3,32,53,335.00/- against the Provident Fund Balance of Rs. 3,32,53,338.00/- which is appearing in the Balance Sheet of the institution. (Refer Annexure - I)



2. GRANTS :



Claim Pay Packet received and distributed during the year are checked and those utilized for the purpose for which Govt. Grants were sanctioned, Details enclosed in Annexure - IIA & II B.

3. FUNDS ( OTHER GRANTS):

Different Funds were created by the College out of General Fund and/or Collection from students, UGC and other grants in different years details whereof are given by the College management and the difference if any due to the acquisition of Fixed assets and Utilization of Funds for the purpose for which they were created and /or received over the years without making necessary adjustments in the respective fund accounts as per Balance Sheet.

4. SYSTEM OF PURCHASES :

The College has a separate Purchase and Finance Committee. We have been informed by the college management that it is the normal practice of the college to obtain prior approval of the said committee for any amount of purchase exceeding Rs. 20,000/- as per decision of the Governing Body. It would not be out of place to mention that if a separate Requisition Register is maintained for any type of Purchase then there would be a better documentation of the requisition made for the purpose of Better control and internal check.

5. FIXED ASSET REGISTER :

The Fixed Asset Register is maintained by the College but the same is not updated for all the Departments. The updating process has been done upto 31/08/2016. Locational Details and Identification has also been done for all Fixed Assets purchased but upto 31/08/2016. It is suggested that the same to be done till date.

6. FIXED ASSETS :

Fixed Assets has been shown in the Balance Sheet at Written Down Value that is Cost Price of the same and less Depreciation till date.



*Kinjal Kuni Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

7. DEPRECIATION :

Depreciation of Fixed Assets amounting to Rs. 7,57,111/- has been charged to the Income Expenditure Account. The rate of Depreciation charged is at par with the Income Tax Act in India. The only exception to this rate charged is for Depreciation on Building ; which is charged at 1% in the accounts .

8. CASH IN HAND :

We have verified the cash balance of the institution during the course of our Audit and found the same to be in accordance therewith. It is the practice of the institution to keep an imprest cash of Rs. 15,000/- maximum for petty expenses as per management committee resolution .

9. CASH AT BANK :

All the Bank Balance were verified by us with the respective Bank Pass Books or Bank Statements wherever and whatever available. Bank Reconciliation Statements wherever prepared has also been verified . It would not be out of place to mention that an amount of Rs. 1,84,381.83 lying at Standard Chartered Bank Rashbehari Avenue Branch , A/c- CA- 33305000278 has since been inoperative for a substantial period of time. The same amount belongs to the Library and Laboratory deposit Fund . As this is a substantial amount lying idle and can be used for the betterment of the institution. So, the management should look into the matter to try and regularize the account and utilize the idle funds.

10. STOCK OF CHEMICALS :

While verifying the Stock Register ( Chemicals and Equipment's) of various Departments and its laboratories we have come across cases where the stock inflow is being recorded in the register and the outflow of the same is not taken into record. It has been suggested by us that both Stock in and Stock Out to be recorded in the Register so that the actual position of the stock in hand can be ascertained as on date and requisition can be placed while going through the Register.

11. BUDGET COMPLIANCE :

The College has a system of Budgeting for Income and Expenditure. During the year the College has incurred different expenditure as against the relevant budget provisions for the same.

12. MAINTENANCE OF SERVICE BOOK :

Entries in the Service Book were test checked and were found to be order and in accordance therewith.



*Kinjalini Biswas*  
DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029

### 13. INSURANCE COVERAGE :

No Insurance Policy as such on assets of the college has been taken by the Management and College Authority . It is our suggestion that a Comprehensive fire and Burglary policy Insurance if possible may be taken in the near future .

### 14. TUITION FEES :

Tuition Fees and Other fees are collected , recorded and Deposited properly in the respective Govt. and university Heads as per rate fixed by the Government time to time. In the year under Audit an amount of Rs. 12,525/- has been written off as Tuition Fees receivable as the defaulting students have already left the College.

### 15. LIBRARY BOOKS :

The Library Register , Issue and Return Register maintained by the College is Computerized System and is regularly updated .The system of manual stock record of Books held is test checked during Audit and has been found in accordance with. As certified by the College Management the Depreciated Value of Stock of Books stands at Rs. 8,19,520/- and physical number stands at 42,219 only.

### 16. TDS ( TAX DEDUCTED AT SOURCE ) :

During the year under Audit TDS collected from Salary as well as from various Contractors and suppliers have been deposited with the due date of deposit ( ie. 7<sup>th</sup> of the following month ) . TDS returns have been regularly filed on Quarterly basis and the college is regular in submission of the same. In course of our checking we have come across instances where payments made to Maintenance Contract for LIFT to KONE ELEVATORS INDIA PVT LTD Rs. 36,678/- has been done without deduction of TDS. It has been pointed out during the course of our Audit and the same is taken for rectification in future. In another instance payment made to BNET TECHNOLOGIES for software development Rs.65,000/- and debited to Profit and Loss Account and TDS has also not been deducted.

### 17. METHOD OF ACCOUNTING :

We have observed that the College follows a Hybrid System of Accounting ie. It follows Cash System of Accounting for Pay Packets and Allowances and Mercantile System of Accounting for the rest.

### 18. ADVANCES :

Detailed list for unadjusted advances balance for long period are given below:

a) MGC Special Sub-vention Fund	2,00,000.00
b) Indrani Raha	14,250.00



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
Kolkata-700029



The matter should be looked into and action should be taken to adjust the long pending advances . It is noticed that these pending issues are of persisting nature as the both appears in the audit report of 2016-2017.

19. MISCELLANEOUS INCOME :

Sales of various damaged News Paper and Examination paper etc. are shown under this head and the disposal is done after the recommendation of sale is approved and sanctioned by Principal.

20. PROFESSION TAX :

The College has a Profession Tax Registration Number 191004067119 in its name. During the year under Audit the return for the return for 2017-2018 was submitted on 08/08/2018 and a penalty of Rs. 500 has been paid. The College should take due diligence of the Returns to be submitted as NIL return for Profession Tax is required to be submitted even if there is no tax deducted and paid. Otherwise the return submitted late would attract penalty. It is suggested that either the number should be surrendered or required returns should be annually filed in time to avoid penalty.

Place: Kolkata  
Date: 30/07/2019

For B.N.Sen & Co  
Chartered Accountants  
Firm Registration No. 305107E



RAJARSHI SEN  
Proprietor  
Membership No. 062761.  
UDIN: 19062761AAAAAO9962



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS  
Principal

Muralidhar Girls' College  
Kolkata - 700 029

## SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO ACCOUNTS :

### a) ACCOUNTING POLICIES AND NOTES TO ACCOUNTS:

#### 1) Basis of Accounting :-

The College follows the Hybrid system of Accounting ie. Both Cash and Mercantile System of Accounting that recognizes **Income** and Expenditure on the basis of Accounting Policies followed consistently. The accounts have been prepared on Historical Cost basis as a going concern and are in consistent and in consonance with the Generally Accepted Accounting Principles.

#### 2) Fixed Assets and Depreciation :

Fixed Assets are stated at Cost less **Depreciation** and acquisition / construction and subsequent improvements to the assets and freight, duties, taxes and other incidental expenses and including installation/ commissioning of the Assets.

#### 3) Investments :

The College has invested in Fixed Deposits shown under various sub fund heads and shown in a consolidated statement in the **annexure** to the annual accounts.



*Kinjalkini Biswas*

DR. KINJALKINI BISWAS

Principal

Muralidhar Girls' College  
Kolkata-700029