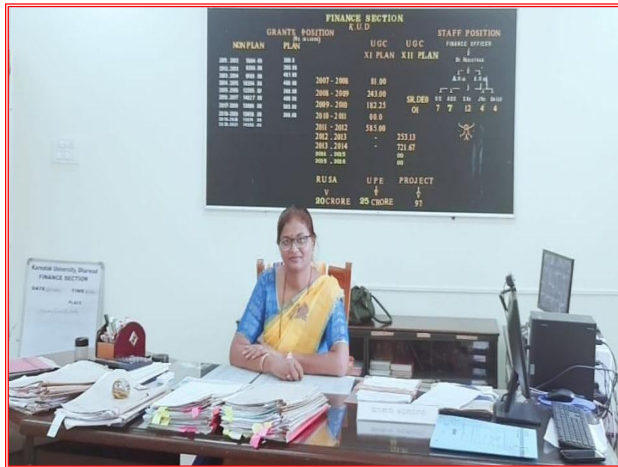


ESTABLISHMENT AND BRIEF HISTORY OF THE FINANCE DEPARTMENT:



The Finance Department is one of the important Departments of Karnatak University, Dharwad being headed by the Finance Officer. At present Dr.(Mrs.) Anjanadevi N. Tamragundi, Professor, Post-Graduate Department of Studies in Commerce, Karnatak University, Dharwad, is holding the post of Finance Officer.

The Finance Officer shall be a whole time officer of the University appointed by the Vice-Chancellor with the approval of the Syndicate from out of a panel of not less than three persons being officers in the cadre of Joint Controller of State Accounts Department or an officer of the Rank of Deputy Accountant General having experience in audit, accounting and financial administration, recommended by the Vice-Chancellor to the Syndicate. If none in the panel is approved by the Syndicate within the time prescribed by the Statutes, the Chancellor may in consultation with the Vice-Chancellor, appoint such other person as he deems fit to be the Finance Officer.

The Finance Officer shall be subject to the control of the Finance Committee, exercise such powers and perform such functions as may be prescribed by the Statutes, the Ordinances and the Regulations or as may be required from time to time by the Vice-Chancellor or the Registrar. He/She shall be an Ex-Officio member of the Academic Council and the Ex-Officio Member Secretary of the Finance Committee. The Finance Officer oversees all the aspects of the financial operations and accounting process of the University.

VISION:

Achieving transparency in the financial transactions for supporting the governance of the University to ensure proper utilization of financial resources in imparting quality higher education.

MISSION:

- To administer an effective, credible, responsive accounting service that allows the University to meet its financial obligations and the objectives of internal financial management.
- To provide accurate, timely and useful financial information, analysis, knowledge to anticipate and respond effectively to the financial challenges of the University.
- To advise on financial planning and decision making, improve transparency with financial data in the light of recent innovations in accounting process.

FINANCIAL CALENDAR YEAR

1ST APRIL TO 31ST MARCH

The Finance Department maintains all financial accounts of the University and its constituent institutions. The principal activity of the Finance Department is obtaining grants from the State/Central Government, U.G.C. and other sponsored funding agencies. Along with this, the Finance Department undertakes the work of utilizing grants received from various agencies under both Plan and Non-Plan heads. The main activities of the Finance Department are:

1. Disbursement of salary and pension to the employees on time.
2. Preparation of Budgets and financial accounts of the University.
3. Compliance with taxation and other statutory requirements.
4. Processing payments for Research Projects and infrastructural development.
5. Utilization of SCP/TSP/Development Grants/Additional Grants.
6. Disbursement of URF/EBL Charges etc.

FUNCTIONS/PURPOSES OF THE FINANCE DEPARTMENT:

The Finance Department is responsible for the overall financial transactions of the University. The Finance Department prepares Establishment Schedule (Appendix “B”) every year. It includes overall budget requirements pertaining to salary and pension of the staff of the University, and also for the managing the day to day affairs of the entire University for the subsequent financial year and the same will be submitted to the State Government in the month of December for consideration during the preparation of the Annual State Government Budget. On the basis of Establishment Schedule (Appendix “B”), the State Government allocates the budget for the University for payment of salary and pension. University prepares the Annual Financial Estimates for the ensuing financial year.

The Finance Department is also responsible for yearly preparation of Annual Accounts, Cash receipts and payments, maintenance of accounts pertaining to Salary/Pension, General & Exam Fund Expenditure (Internal Expenditure), Research and Development under UGC projects, UGC schemes, CSIR, DBT, DST, ICSSR Projects, RUSA, SCP/TSP/Development Grants Endowment Funds etc. It is also providing services pertaining to E-payments, procurement, Income-Tax, Professional Tax and GST payments.

As per the directions of State Government the University has adopted the accounting procedure of Tally ERP-9.0 and E-governance System. To facilitate the students, the Finance Department has adopted online payment system through which students can remit the fees from any part of India and abroad.

FINANCE COMMITTEE:

According to the Section 32 of the Karnataka Universities Act 2000 the Finance Committee is constituted. The members of the finance committee are shown in Table No.1

Table No. 1 Members of the Finance Committee

1	Vice Chancellor	Chairman
2	The Secretary to Government in charge of Finance Department or his nominee not below the rank of Deputy Secretary	Member
3	The Secretary to Government in charge of Higher Education or his nominee not below the rank of Deputy Secretary;	Member
4	The Secretary to Government in charge of Planning Department or his nominee not below the rank of Deputy Secretary;	Member
5	One member nominated by the Syndicate	Member
6	One member nominated in the Academic Council	Member
7	The Registrar	Member
8	The Registrar (Evaluation)	Member
9	The Finance Officer	Member Secretary

The Finance Committee meets 4 times in each financial year (once every quarter).

SECTIONS & FUNCTIONS OF THE FINANCE DEPARTMENT:

The Finance Department consists of the following Sections.

I. Receipts, Annual Accounts, Budget and Reconciliation Section:

This section deals with preparation of financial estimates and annual accounts, reconciliation of various accounts pertaining to general and exam fund and monitoring the receipts of the entire University. There are 2 types of sources of funds (a) Internal Sources and (b) External Sources.

(a) Internal Sources:

Internal sources include General and Exam Fund Receipts. The General Fund Receipts are fees and other charges from students, college affiliation fees. The Exam Fund receipts include students examination fees and various other types of fees like passing certificate fees, convocation fees etc.

(b) External Sources:

The External Sources include Grants received from the Government towards salary, pension and additional grants for making payment of salary arrears.

II. P.G. Miscellaneous Section

The P.G.M. Section is responsible for payments of the University. This branch ensures the timely payments of all authorized expenditure such as TA/DA to all Committee members, University Staff and to others, Statutory payments such as telephone bills, electricity bills and water charges etc, and all payments of P.G. Departments/Constituent Colleges/P.G. Centers coming under the jurisdiction of Karnatak University, Payment of salary to Teaching Assistants/Guest Faculties. All these expenses are incurred under General Fund Account.

III. Examination Accounts Section:

This Section ensures timely payment of University examination expenditures. This branch is also responsible for payment of TA/DA to examiners and expenses such as printing of examination question papers and answer scripts and conduct of Convocations etc.

IV. Pay Bill Section:

This section deals with the payment of salary and Statutory deductions of all the permanent teaching and non-teaching employees through HRMS. Payment of salary is also made to consolidated pay employees and to outsourcing employees/Security Guards through Agency. It is also responsible for making correspondence in respect of release of salary grants from the Government. At present every month salary payment is being made to 615 permanent Teaching and Non-Teaching staff through HRMS and 556 contract/consolidated pay employees are also being paid salary through the Contractor/Agency from the internal sources.

V. Pension Section:

The Pension Section deals with the payment of pension to the pensioners and family pensioners. Pension plan is an arrangement made by an employer to provide retirement benefits like monthly pension, DCRG and Commutation to the retired employees of the University. There are two components in Pension payments; they are the Pension and Family Pension. Presently, there are 1008 pensioners and 721 family pension beneficiaries.

VI. U.G.C./Scholarship Section:

This Section deals with maintenance of accounts relating to various funding agencies viz., University Grants Commission (U.G.C.), Rashtriya Uchcharat Shiksha Abhiyan (RUSA), Council of Scientific and Industrial Research (CSIR), DST, DBT, Research Projects and other Projects sanctioned by State/Central Government. It also deals with the payment of scholarships to SC/ST/OBC/Minority students.

VII. Building Maintenance, Endowment and Donation Section:

A. Building Maintenance

This section deals with the processing of bills relating to maintenance and construction of buildings in the campus/Constituent Colleges/P.G. Centres of the University. The payment will be made out of Development Grants received from Government as well as from other funding agencies. The Section also deals with payments of SCP/TSP Grants and additional grants from Social Welfare Department for purchase and distribution of laptops to SC/ST Post-Graduate students and Research Scholars.

B. Endowment and Donation Section:

This Section deals with the Endowment and Donations of various Chairs/Peethas/Gold Medals/Cash Prizes instituted by the various funding agencies like Government/Private Institutes/Individual donors. As per the provisions of Statute 169 and the respective by-laws, the said amount will be

invested in the form of Fixed Deposits in the Scheduled Banks and the expenditures of respective Chairs & Peethas'/Gold Medals/Cash Prizes will be made out of the interest earned on the deposits. The details of various Chairs & Peethas are shown below:

Sl. No.	Chairs/Peethas	Grant Sanctioned (Rs.)
1.	Shri. Basaveshwar Peeth	15,00,000.00
2.	Mahayogi Veman Peeth	4,10,00,000.00
3.	Jain Peeth	8,00,000.00
4.	Kanakadas Peeth	3,00,00,000.00
5.	Canara Bank Chair	35,00,000.00
6.	Dr.(Smt.) Gangubai Hanagal Peeth	15,00,000.00
7.	SSK Research Centre	25,00,000.00
8.	Dr.Babu Jagjivan Ram Adhyayan Peeth	2,00,00,000.00
9.	Pampa Adhyayan Peeth	1,00,00,000.00
10.	Shri.Chatrapati Sahu Maharaj Adhyayan Peeth	1,00,00,000.00
11.	Konkani Adhyayan Peeth	86,00,000.00
12.	Dr.B.R.Ambedkar Adhyayan Peeth	50,00,000.00
13.	Dr.D.C.Pavate Memorial Foundation	4,00,00,000.00
14.	Shri.S.Nijalingappa Scholarship	35,00,000.00
15.	Dr.D.C.Pavate Diamond Jubilee Celebration Committee Scholarship	15,00,000.00

VIII. Cash Section:

This Section deals with the payments of all the bills as per the vouchers received from the various accounts sections of the University in respect of payments under various budget heads of general fund, examination fund, statutory deductions, Income Tax, Professional Tax, and GST etc. the mode of payment is through RTGS/NEFT. The financial transactions of the University are carried out through Bank accounts are maintained with the State Bank of India and Canara Bank, located in the campus.

IX. Audit Compliance Cell:

By the direction of the Government an Audit Compliance Cell has been instituted in the Finance Section during December 2019. This section deals with preparing compliance reports along with the necessary documents in respect of Comptroller & Accountant General (C & AG) Audit paras and also the paras of State Accounts and Audit Department.

BUDGETING PROCEDURE

As per the provisions of Section 48 of Karnataka State Universities Act 2000 and the Karnataka Budget Manual, the University has been preparing the Annual Financial Estimates for the ensuing financial year. The Annual budgetary estimates are prepared on the basis of block grant sanctioned by the Government and anticipated receipts/income from internal resources, expected grants from other funding agencies for research projects and projected expenditure for the ensuing year.

The Annual Budget is prepared under the scrutiny and directions of the Finance Committee and the same will be placed before the Syndicate and Academic Council for its approval before the end of March every year. Then the approved budget is circulated to all the Departments & Sections of the University. The Budget contains actual status for the previous year, Budget Estimates for the Current Year, Actual status for 9 months of the current year, revised estimates of current year and projected estimates for the ensuing financial year. The expenditure during the financial year is subjected to the approved budgetary provisions/allocations.

REVENUE INFLOW – INTERNAL, GOVERNMENT AND PHILANTHROPICAL CONTRIBUTIONS

The main source of revenue for the University is generated through the admission fees, examination fees and other miscellaneous fees from the students and also through Affiliation/Registration fees from the Affiliated Colleges/Institutions. The Government of Karnataka releases Block and

Development Grant for Non-Plan/ Plan & Development Programs respectively for each Financial Year.

The funds related to various Schemes/Projects are used for the purpose for which they are sanctioned. University also maintains Endowment/ Donations/Prize /Gold Medal funds and utilizes the same for which they are instituted.

Being the second oldest University, the Alumni students of this University have donated/instituted funds for award of Gold Medals, Cash prizes to the PG&UG students for their outstanding performances in their respective Research activities/ Departments/ Subjects.

PLAN

1. Grants released by the University Grants Commission/MHRD/State Government for Development Activities in the University.
2. Internal Resources generated by the University are being used for development of infrastructure and other activities.

NON-PLAN

1. Block Grant amount from the State Government.
2. Admission & other related fees collected from the students of Constituent and Affiliated Colleges of the University and Post Graduate Departments.
3. Examination and other related fees collected from the students.
4. Affiliation & Registration Fees collected from the Institutions/Colleges.
5. Revenue from sale of University Publications, Books and Journals.
6. Fees collected from Consultancy Services related to Research and other Academic Activities of the University.
7. Miscellaneous receipts.

HEAD WISE EXPENDITURE

The University is strictly adhering to the Economy Measures prescribed by the State Government in connection with head-wise expenditure on the basis of anticipated receipts for the ensuing Financial Year.

Finance Department keeps watch over the budgetary provisions and availability of resources regularly. A strict Budgetary Control System is in existence to supervise the spending pattern of the University funds.

TAXES AND DEDUCTIONS, REMITTANCES

Finance Department ensures compliance with the requirements of applicable tax laws viz., Tax Deduction at Source (TDS), remittance under Income Tax/ GST/Professional Tax and filing of returns under Income Tax/ GST Act respectively.

AUDIT PROCEDURE

As per the provisions of Section 47 (3) of K.S.U. Act 2000, the State Accounts and Audit Department will carry out the external audit programme for each financial year. Further, The Accountant General (C & AG) will also conduct the Audit of Accounts of the University periodically.

COMPLIANCE PROCEDURE TO AUDIT OBJECTIONS

As per the provisions of Section 47 (4) of the K.S.U. Act 2000, compliances to the Audit report of State Accounts Department paras will be submitted during the Course of Audit, Audit Review meetings & also Ad-hoc committee meetings conducted periodically as approved by the University authorities.

ACCOUNTS MAINTENANCE PROCEDURE

1. The Annual Accounts of the University are prepared and will be placed before the Finance Committee, Academic Council and Syndicate respectively for consideration as per the provisions of Section 47 (1 & 2) of the K.S.U. Act 2000.
2. As per the provisions of Section 47 (3) of the K.S.U. Act 2000 the Annual Accounts of the University are audited by the Karnataka State Audit and Accounts Department once in a year.
3. As per the provisions of Section 47 (4) of the K.S.U. Act 2000 the compliances to the accounts so audited will be prepared and placed before

the Finance Committee, Academic Council and the Syndicate for its approval and the same will be sent to the Government.

4. University Funds received from various funding agencies are kept in a Scheduled Bank as defined in the Reserve Bank of India Act, 1934.
5. Financial Estimates are prepared as prescribed by the K.S.U. Act 2000 and Karnataka Budget Manual for the ensuing year and get them scrutinized by the Finance Committee and will be placed before the Syndicate and Academic Council for its approval.

REFORMS AND AUTOMATION IN ACCOUNTS

The University has initiated number of reforms to improve the overall accounting and financial management system in accordance with the latest developments and innovations. It has a well developed Computer System for its financial analysis, general Accounting procedures, for conversion of the data to management information and for preparing budget reports.

Following are some of the reforms and automation introduced in the Finance Section of the University.

1. HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

Human Resource Management system (HRMS) has been introduced since November 2021 in the University. HRMS is used to capture the Service particulars of permanent employees of the University from day one of the service till the end of the service. Depending on the service information, the concerned Drawing and Disbursing Officer (DDOs) will generate monthly salary bill of the employees. It has various modules like: Employee basic details, Annual Property returns, Qualification details, Nominee details, Leave details, annual performance, Family and dependent details, Employee service details, Award details, Home town details, Departmental Exams, Training details etc. It also helps to generate arrears bills due for an employee,(viz. DA, Increment, Promotion etc. automatically)

2. PUBLIC FINANCIAL MANAGEMENT SYSTEM

The Public Financial Management System (PFMS) is a web-based online software application developed and implemented by the Controller General of Accounts (CGA), Department of Expenditure, Ministry of Finance, and Government of India is adopted in the University for real time monitoring of utilization of funds across Government. The PFMS is used for tracking funds released under all Plan schemes of Government of India, and real time reporting of expenditure at all levels of Programme implementation.

3. NET BANKING

The Karnatak University has implemented 100% payments through digital mode of transactions such as Real Time Gross Settlement or RTGS system which has minimized the risk of high-value payment settlements.

4. ONLINE FEE PAYMENTS

The Finance Department has adopted the SBI COLLECT online payment system to facilitate the students for payment of admission, examination, convocation and other services fees to the University. Any student can remit the fees from across the country.

5. e-OFFICE

E-Office system has been implemented in Karnatak University, Dharwad, which is a mission mode project within the Government of India's e-Governance programs. The main vision of this e-Office project is to achieve transparency, efficiency and effective governance at the University/Government level by providing an electronic form for office functions. It has helped to improve the efficiency, consistency, effectiveness and reduced processing delays.

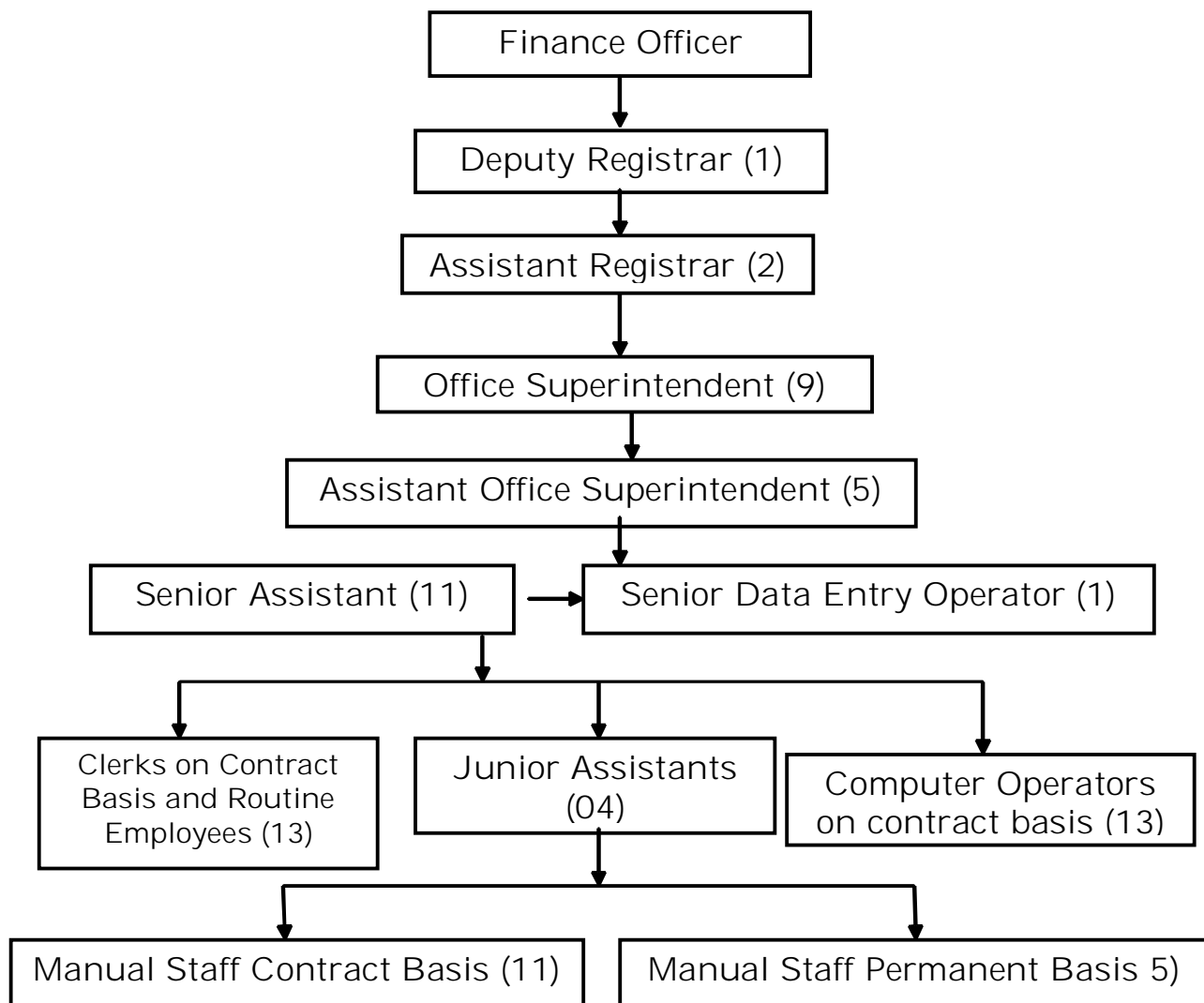
INFRASTRUCTURE

The Finance Department is functioning in newly constructed independent building well equipped with all the facilities. The building is provided with internet facility, separate office rooms to each sections of the Finance Department.

STAFF PROFILE

The Finance Section comprises of Finance Officer, 01 Deputy Registrar, 02 Assistant Registrars and 09 Office Superintendents, and 63 office staff with job descriptions defining the specific roles and responsibilities of each post. There are 38 permanent employees and 37 Contract Basis employees working under the overall supervision of Finance Officer.

ORGANIZATION STRUCTURE



BEST PRACTICES

The Karnatak University has introduced a number of reforms to improve the Financial Administration. Some of the best practices of the Finance Department are as follows:

- Finance Department is fully computerized.
- All the payments are made through digital mode of transactions such as RTGS, NEFT & through PFMS.
- Goods and Services Tax are deducted from all the taxable services as per GST Act 2017.
- SBI COLLECT online payment system to facilitate the students for payment of admission, examination, convocation and other services fees to the University. Any student can remit the fees from across the country.
- Provision for payment of ESI/Provident Fund contribution is made by the University Administration for the welfare of Contract Basis employees, Security Guards and Sanitary workers of the University and their dependents

FUTURE PLANS

- Training programmes for teaching and non-teaching employees of the University in connection with Compliance procedure of accounting and taxation aspects.
- Adoption of Automation Software with regard to fixation and settlement of pension.
- Up-gradation of the existing Accounting System.

