



# ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ UNIVERSITY OF MYSORE

Manasagangothri, Mysuru-570 006

## FINANCE BRANCH



### **Foundation:**

The University of Mysore was established in 1916 by the Maharaja of Mysuru, His Highness Shri Nalwadi Krishnaraja Wodeyar and Sir M. Visvesvaraya, the Dewan of Mysuru, at Mysuru, Karnataka, India. The University of Mysore started functioning in 1916. The Finance Branch is part and parcel of the University since its inception.

### **Establishment of Finance Branch:**

The Finance of the University of Mysore is managed and administered under the broad guidelines laid down in the Karnataka State Universities (KSU) Act 2000. Along with this, the University has adopted Civil Service Rules, Budgetary Rules, Transparency Rules, Finance Codes and so forth of the Government of Karnataka to facilitate day-to-day transactions of the University affairs and funds.

As per section 46 of the KSU Act 2000, the University has a separate fund of its own. All the financial transactions need to pass through this fund. Initially, all the money received by the University is to be credited into this fund and the application of the fund will be in accordance with the Act and allied rules. Grants received from the sponsoring agencies like UGC, ICSR, etc., and other aided projects/schemes are administered in accordance with the guidelines, terms, and conditions of the sponsoring agency. Wherever the sponsoring agency has not issued detailed direction or guidelines regarding the utilization of grants, University rules and procedures are followed.

**Vision:**

The 105 years old university, full of youthful enthusiasm, intends to adopt some new approaches in Finance Branch.

**Mission:**

Imparting and facilitating training to its workforce.

1. Group A & B- in the ATI, Mysuru, [Administrative Training Institute in the State], Fiscal Policy Institute, Bangalore, NIFM, Faridabad, Haryana National Institute of Financial Management].
2. Group C & D – in the DTI. District Training Institute

**NOTICE**

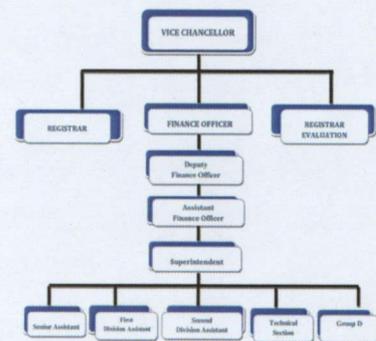
PLEASE USE HAND SANITIZER AND WEAR A FACE MASK IF YOU ARE EXPERIENCING FLU LIKE SYMPTOMS BEFORE PROCEEDING

**Future Plans:**

1. Up-gradation of Existing Software used for accounting and saving the data in 'cloud' being maintained by National Informatics Center (NIC), Government Of India (GOI).
2. Digitization of the financial data.
3. Adaptation of the software to serialize the work bill which uses the GPS parameters viz., latitude-longitude parameter and uploading of 3stage photos wise the work bills.
4. Development and Adaptation of a software that gives a real time picture based on its Bank Transaction and the Account books in Finance Branch.

**Structure of the Finance Branch**

The flowchart below shows the structure and hierarchy of the Finance Branch University of Mysore. The Finance Branch comprises a Finance Officer, two Deputy Finance Officers, two Assistant Finance Officers, Three technical officials and Office Staff with job descriptions in place defining the specific roles and responsibilities of each post. The Finance Officer oversees all the aspects of the financial operations and process of the University. Official language of the State, Kannada is used from the last decade and the accounting database is updated simultaneously as and when necessary.

**Genesis:**

Being a State University, Mysore University has the responsibility of extending higher education and creating avenues for all the sections of the Society by keeping the fee structure to the minimum affordable level. Besides, several benefits are extended to economically weaker sections in accordance with the State and National policies. As a result, the major portion of the revenue is in the form of a Block Grant from the State Government.

For the purpose of convenience, separate cash books and accounts are being maintained for various types of grants received.

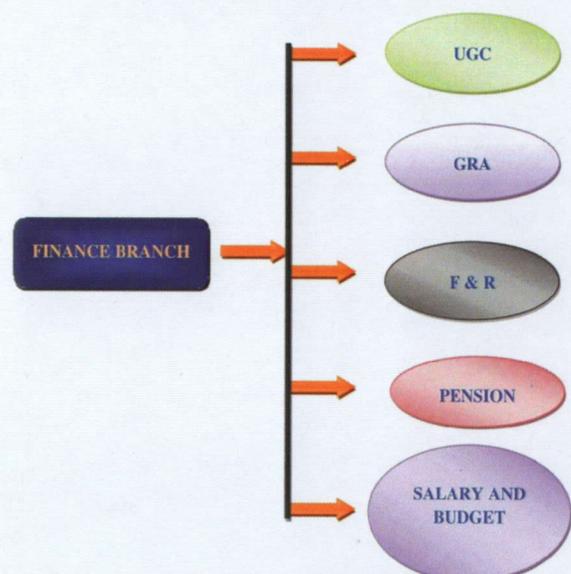
**The Main Sources of Income****NON-PLAN:**

Fee from students of constituent Colleges and P.G. Departments in the University.

1. Examination Fee.
2. Affiliation & Registration Fee.
4. Sale of publications.
5. Block Grant from the State Government.
6. Consultancy Services.
7. Miscellaneous.
8. Development Fees.

**PLAN:**

1. Grants released by UGC/State Government for Development activities
2. Internal resources generated by University for creation of infrastructure.

**The Main Sections of Finance Branch**

## SECTIONS UNDER FINANCE OFFICE AND WORKFLOW:

**UNIVERSITY GRANTS COMMISSION SECTION:** Faculty members of the University of Mysore undertake Research Projects from various funding agencies such as DBT, DST, ICSR, MHRD, UGC of various National and International Agencies. Maintenance grant of university like UGC/CSIR/ICAR etc., Utilisation certificate & correct expenditure to the concerned agencies are carried out.

**GENERAL REVENUE ACCOUNT SECTION:** Receives fees and other receipts pertaining to the University Deposit Cheques / DD's into the accredited bank, Makes payment of various fellowships & scholarships to the fellow, scholars, and students. Refund fee to the students if excess paid. Completes and prepares the account in conformity with accounting principles that exhibit a true and fair view of the affairs. Compiles Annual accounts of the university. Submits unaudited annual accounts before Finance Committee to the executive council for its approval. Reconciles bank statements with the cashbooks in respect of bank accounts of the university.

**FEE AND REMUNERATION SECTION:** Various types of expenditure in connection with Examination is incurred by the University of Mysore (Travel Allowances, Remuneration Bill, Sitting Fees, Evaluation Work conduct of Examination)

**PENSION SECTION:** The pension section is entrusted to fix the Pension, Family Pension, Commutation of person, revision of pension, additional pension, gratuity, etc., both teaching and Non- teaching employee of the University. Maintains of NPS New Pension Scheme in respect of New recruits to the University service from 1-4-2006.

**SALARY AND BUDGET SECTION:** Pays salary and other due as per entitlement, ensures payments and checking of claims with deduction, prepares financial estimates (Budget Estimates) of Receipts and Expenditure of the University.

## CALENDAR OF EVENTS FOR EACH MONTH

DATE	ACTIVITIES
1st to 10th	<ol style="list-style-type: none"><li>1. Preparation of Cash Books and Monthly Accounts in respect of all the Accounts maintained in the Finance Branch.</li><li>2. Payment of Fellowship Bills.</li><li>3. Payments of Bills relating to reimbursement of Medical Expenses incurred by the employees.</li><li>4. Remittance of all types Deductions such as LIC Premium, KGID, Professional Tax, Income Tax Housing Loans, etc., made from out of the salary of the employees of the previous month to the concerned Departments / Head of Account.</li><li>5. GSTR 7 filing of returns.</li></ol>
11th to 20th	<ol style="list-style-type: none"><li>1. Submitting details of Receipts &amp; Expenditure to the Government for claiming monthly grants and submitting Grant-in-aid Bills.</li><li>2. GSTR 3b filing of returns.</li></ol>
21st to 30/31st	<ol style="list-style-type: none"><li>1. Payment of Monthly Salary to the employees on the Last working day of the Month.</li><li>2. Honoring the pensioners retiring in the particular month in the presence of the Hon'ble Vice-Chancellor.</li></ol>

\* Apart from the above works, scrutiny of bills like Electricity, Telephone, Supplementary, Work bills, AC & DC Bills, Spot payment of Examination remuneration and TA Preparation of UC's Sanctioning of HBA, and other Advances related to all other works are done throughout the Month.

## FINANCE BRANCH TELEPHONE DIRECTORY:

PS: 0821-2419 329  
UGC: 0821-2419 591/201  
GRA: 0821-2419 218/535

F & R: 0821-2419 217  
PENSION: 0821-2419 520  
SALARY : 0821-2419 498

## CALENDAR OF EVENTS FOR YEAR

### MONTH

April to June

### ACTIVITIES

1. Preparation of Annual Accounts in respect of all accounts and submitting the same to Annual Audit.
2. Filing of Quarterly Income Tax Returns & Filing of Annual Income Tax Returns in respect of Self Drawing Officers Annual Stock Verification.

July to December

1. Collection of details from various Institutions and preparing Budget proposals for the ensuing Financial Year and submitting same to the Government in the prescribed Performa.
2. Compilation of Annual Audit report and Compliance Report and placing the same before competent authorities of the University and submitting the same to Government after getting the approval of said authorities.
3. Issue of circular to all the Heads of the Departments. The Institutions furnishing the details regarding the rules and procedures to be followed for calculations and recovery of GST and Filing Returns. etc.,

January to March

4. Placing Budget proposals before the competent authorities of the University such as Finance Committee, Syndicate, and Academic Council for getting their approval.

### GALLERY



**Dr. Sangeetha Gajanan Bhat**  
**FINANCE OFFICER**



**Contact:**

**The Finance Officer**

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