

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF COLLEGIATE EDUCATION

From
Dr. P. Kalavathi, M.Sc., Ph.D.,
Regional Joint Director of
Collegiate Education(FAC)
Kadapa.

To
The Special Commissioner of Collegiate
Education-Andhra Pradesh
Vijayawada.

Rc.No.1Spl/A2 /2020 Dated:13/01/2021

Respected Sir,

Sub: RJDCE, Kadapa-Depth Inspections of GDCs-Submission of Detailed Inspection Report of Dr.B.R.Sailaja, Rtd, Principal Rayachoty, Kadapa District for the period from 29-01-2019 to 30-11-2020, along with enclosures-Request to issue no allegation certificate-Regarding.

Ref: 1. Dr.B.R.Sailaja, Principal, worked from 14.01.2020 to 30.06.2020.(for six months).
2. Procgs.Rc.No.Spl/A2/2020 dated: -11-2020 of the Special Commissioner of Collegiate Education, A.P, Vijayawada.
3. Rc.No.1Spl/A2/2020, Dated: 23-11-2020 of the RJDCE, Kadapa.
4. Dates of depth inspection period: 26-11-2020 to 29-11-2020.

In obedience of the Proceedings cited, the undersigned submits that, Depth Inspection of Government Degree College, Rayachoty of Kadapa District, has been completed for the period from 29-01-2019 to 30-11-2020. The following staff of the office of RJDCE, Kadapa have attended to the inspection work.

1. Sri. G. Ravi Kanth, Administrative Officer,
2. Sri. A. Sankaraiah, Senior Assistant,
3. Kum. K. Swarnakala, Junior Assistant.

In this Connection, the undersigned submits,Depth Inspection Report in detail along with the major and minor irregularities noticed during the inspection.the details are as follows:

1. Major Irregularities: NIL

2. Minor Irregularities:

1. Procedural lapses were observed in the maintenance of records.

2. On verification of UGC records, it was found that, under XII plan an amount of Rs.21,00,166/- (Rupees twenty one lakh one hundred and sixty six only) was released. Out of the total budget released college has utilized only Rs.8,43,536/- (Rupees eight lakh forty three thousand five hundred and thirty six only). And the

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remaining balance of Rs.12,56,630/- (Rupees twelve lakh fifty six thousand six hundred and thirty only) remitted back to UGC SERO, Hyderabad for the years 2018 & 2019. Budget released for college development and to provide infrastructural facilities to the students was not utilized for the purpose. The then principal has not utilized the funds. (Sri. K. Sivarami Reddy, Principal worked from 24.09.2012 to 30.09.2018)


3. It is noticed that a separate bank account is opened for special fees of the students for the period from 2018 to till date. It is irregular. The special fee account must be opened in PD account only. The closing balance was not shown in the present special fee cash book and was shown as Rs.NIL.in old register.

4. Dr.B.R.Sailaja, Principal, worked from 14.01.2020 to 30.06.2020.(for six months only).She retired on 30.06.2020 on attaining superannuation. During her tenure no misappropriation of college funds or Administrative lapses were observed. **Hence she may kindly be issued "No Allegation Certificate" at an early date.**

The undersigned is herewith submitting the detailed report (16 pages) for perusal, for favor of information and kind consideration.

Thanking you Sir,

Yours faithfully,


Regional Joint Director of
Collegiate Education,[FAC],
Kadapa.

Encl:

1. Detailed report, 16 pages.

✓ 2. Copy to the Principal, Government Degree College, Rayachoty, Kadapa District with a request to submit replies to the objections raised in the report within 07 days.

3. Copy to the A2 Section in this office.

**DEPTH INSPECTION REPORT ON THE ACCOUNTS AND FINANCIAL MATTERS OF THE OFFICE
OF THE PRINCIPAL GOVERNMENT DEGREE COLLEGE, RAYACHOTY, KADAPA DISTRICT
FROM 29-01-2019 TO 30-11-2020.**

SCOPE OF INSPECTION:

The Scope of inspection is twofold, one is Administrative and another one is Academic. The administrative relates to maintenance of office records, administration of Government and Non-Government funds, protection of college property, service conditions of staff working in the college such as their appointment, probation, sanction of increments, leaves, pay fixations and disciplinary cases etc.,

As per the Proc.RC. No.01/sar.1/2020, dated:26-01-2020 of the Special Commissioner of Collegiate Education, A.P, Vijayawada. We have conducted the Depth Inspection for the period from 29-01-2019 to 30-11-2020. The aim of the internal inspection is to ascertain a general way as per the prescribed rules in force. The college was last inspected up to 29-01-2019 by the ^{then} Regional Joint Director of Collegiate Education, Kadapa. The present team has attended the inspection work **from 29-01-2019** and **completed till date i.e. 30-11-2020.**

Working timings of the College is from 10.00 A.M to 4.00 P.M with a lunch break of 1.00 hour. (1.p.m to 2. 00p.m) The College was started as per G.O.Ms.No.1029 Education (J) Department dated 27-10-1978. In the year 1979 the college was started in the academic year as co-education. The following courses are sanctioned to the college. The details are furnished hereunder procs.Rc.No.2944/78/FSP,Dated:08-09-1978 of the CCE .A.P. Hyderabad.

1.	1978-79	B. A	H.E.P History/Political Science/Urdu	-
2.	1978-79	B.Sc	M.P.C B.Z.C	-
3.	1978-79	B. Com	General	-
4.	2001-2002	B.A	H.E.P History/Political Science/Urdu	History/Urdu/Computer Applications
5.	2001-2002	B. Sc	M.P.C B.Z.C	M.P. Computer Science
6.	2001-02	B. Com	General	Computer Applications

The following Principals worked at Government Degree College, Rayachoty from 2019 to till to date.

s.No.	Name of the Principal	From	To
1.	Sri B. Rama Chandariah (FAC)	29-01-2019	28-02-2019
2.	Dr B. Sivamma, Principal (FAC)	01-03-2019	13-01-2020
3.	Dr.B. R. Sailaja Principal	14-01-2020	30-06-2020
4.	Smt L. Nagakoteswari, Principal (FAC)	01-07-2020	31-10-2020
5	Dr G. Krishniah, Principal (FAC)	01-11-2020	Till to Date

CASH BOOK:

1) General Cash Book: General cash book is maintained in the college and it should be form No.5 of APTC Vol.II. But the admission fee, Registration fee, tuition fee collected from the students of the college as per Daily Fee collection Register. The amounts are not noted in the General Cash Book. The

admission fee and registration fee were not collected from the students. It is totally irregular and also it is observed that the balance amount in the Scholarship cash book amount, C.M.D cash book amount, Restructure Course Cash Book amount and UGC Cash book amounts are not shown in the General Cash book. The Principal of the College is requested to rectify the defects, under intimation. The Principal of the college is requested to produce cash chest as per rules to the college for safe custody of the amounts.

2) U.D. PAY REGISTER The Register is maintained properly in the college in the prescribed format and undisbursed Contingent Budget Register is maintained in the college.

3) PAY BILL REGISTER: The pay bill register should be maintained in the format No. 47 APTC Vol. II as per the instructions issued in G.O.Ms.No.184 Finance and planning (FW TER) Dept dated 10-05-2009 separately for, 1) Principal 2) permanent posts 3) Temporary posts as per the cadre strength.

4) DDO ACCOUNT: The Principal of the college was having DDO account in the State Bank of India, Rayachoty with account No.32642187253 in the name of the principal of the college. Separate Cash book is not maintained to this account. The Principal of the college is requested to maintain cashbook in the following proforma and as per the procedure laid down in the G.O.Ms.No.90 Finance (TER) Dept, dated 31-01-2002.

Date of Receipt	Particulars	Amount	Date of Disposal	Particulars of payment	Amount
1	2	3	4	5	6

As per the D.DO account the balance amount of Rs.11,560=50 as on 30-11-2020.

5. P.D.ACCOUNT: The cash book is not maintained properly in the college in a prescribed format and properly as per procedure. A separate Bank Account is maintained. Special fee amounts are not credited into the bank account. It is irregular. The Special fee collected from student is as per Government/University rules. The balances in the cash book are not tallied with the figures in the fee collection registers and P.D pass book. As per the verification of Special fee vouchers as amount of Rs.15,000 (Rupees Fifteen thousand only) was drawn and utilized for the purpose of Fresher's Day celebrations for the academic year 2019-20. As per Cash Book it is Rs.3,42,379=00 and as per P.D Pass Book it is Rs.3,12,957=00. There is a Difference of Rs. 30,422=00

The Principal of the College is requested to rectify the defect under intimation.

6. DAILY FEE COLLECTION REGISTER: Daily fee collection is maintained in the college. But the register is not being maintained properly as per rules, the amount collected from the students should be sent to the concerned agency on the next working day promptly and it should be reflected in the DFC. And Fee collections are not as per the rates prescribed by the Government and University also. The Principal of the college is hereby requested to collect the fee as per the guidelines given by the University and Government also from the academic year 2019-20.

DAILY FEE COLLECTION REGISTER :

Daily Fee Collection Register is maintained separately for the year 2019-20 only. In the daily fee collection the term fee, Restructure amount, CMD amount and special Fee relevant Heads not mentioned in the DFC. They

have shown only special fee amount and University fee amount only. The Fee collected from the students and the fee particulars are given below

Course	Group	Tuition Fee	Special Fee	University Fee	Restructure fee
I B.A	HEP	600	700	1314	00
IB.A	HUP	600	700	1314	00
IB.Com	Comp. Applications	600	700	1314	4660
IB.Com	General	600	700	1314	00
I B.Sc	MPCs	600	700	1314	4660
I B. Sc	BZC	600	700	1314	00
I B.A	HEP	600	700	1314	00

The following lapses are noticed while collection of fee from the students at the time of admissions every year.

- 1) No fee concession register is maintained in the college
- 2) No orders of the Principal were given for according sanction of fee concession
- 3) No proper watch/check whether the fee concession is reimbursed by the social welfare department concerned.
- 4) DCB statements are not being prepared in the college.

RESTRUCTURED SPECIAL FEE CASH BOOK: The following restructured courses were sanctioned to the college during 2019-20 and 2020-21 and fee structure is furnished hereunder.

S.No.	Course	Group	Fee Amount	Year
1	B.Sc.	M.P. Cs	Rs.3000/-	2001-2002
2.	B. Com	Comp	Rs.3000/-	2001-2002
3.	B. A	H. U. C	Rs.3000/-	2001-2002

The B.A (H.U.C) restructured is winded up as students are not admitted into the B.A (H.U.C) group. The Restructure amount was not collected from the students at the time of admission in the college. The Restructure fee was collected from the students when they complete the course (.i.e leave the college (i.e., at the time of taking T.C from the college) and also when the student leave college i.e., on course completion. The Principal is requested to collect the Restructure amount from the students at the time of issue Hall Tickets to write the yearly examinations. Without restructure amount the course will not be running smoothly. The restructure amount was not shown in the DFC Register. The Principal of the college is requested to rectify the defect under intimation.

As per Cash Book Rs.17,46,421=00

As per Bank Pass Book Rs.17,46,421=00

Difference Rs. NIL

Payment of remuneration to the guest faculty other than the restructured courses is not admissible and hence the principal of the college is requested to obtain ratification from the Commissioner of Collegiate Education, A.P, Vijayawada.

COLLEGE PLANNING AND DEVELOPMENT COUNCIL:

The College has no college planning and Development council. The Principal is requested to constitute the College Planning and Development Council for the student's welfare.

POSTS SANCTIONED AND PERSONS WORKING IN THE COLLEGE:

The College has been sanctioned following posts vide G.O.Ms.No.1029EDN Education(J) Department dated 27-10-1978 communicated in the procs.Rc.No.966/admn. I/08, dated 20-11-2009 of the Commissioner of Collegiate Education, A.P, Hyderabad.

S.No.	Category of post	Sanctioned	Working	Vacant
1.	Principal	1	NIL	1
2.	English	1	1	0
3.	Hindi	1	0	1
4.	Urdu	2	2	0
5.	History	2	0	2
6.	Economics	1	0	1
7.	Political Science	2	0	2
8.	Commerce	3	0	3
9.	Mathematics	2	1	1
10.	Physics	2	0	2
11.	Chemistry	1	0	1

12.	Botany	1	1	0
13.	Zoology	1	0	1
14.	Computer Science	1	0	1
15.	Telugu	1	1	0
16.	Librarian	1	0	1
17.	Physical Director	1	0	1
18.	Senior Assistant	1	1	0
19.	Assistant Librarian	1	0	1
20.	Typist	1	0	1
21.	Junior Assistant2	2	2	0
22.	Store Keeper	2	2	0
23.	Record Assistant	4	1	3
24.	Herbarium Keeper	1	1	0
25.	Museum Keeper	1	1	0
26.	Attenders	5	1	4
27.	Scavenger	1	0	1
28.	Waterman	1	0	1
29.	Watchman	1	0	1
30.	Gardner	1	0	1
TOTAL		46	15	31

COURSES SANCTIONED AND STRENGTH OF THE COLLEGE:

The College was started during 1979-80 with conventional B.A,B.Com and B.Sc courses and during 2002-2003 Restructured Courses B.Sc(MPCs),B.A(HUP)and B.Com Computer Applications were introduced.

COURSE	GROUP	2019-20	2020-21
IB.A	HEP	10	No Admissions in the Academic year 2020-21 for this group.
IB.A	HUP	30	
IB. Com(comp)	Computer Application	49	
I B. Com	General	14	
IB. Sc	MPCs	18	
I B. Sc	BZC	14	
IIB.A	HEP	00	
IIB.A	HUP	11	
IIB.Com	Computer Application	21	
IIB.Com	General	00	
II B. Sc	MPCS	11	
IIB. Sc	BZC	05	
IIIB.A	HEP	01	
IIIB.A	HUP	10	
IIIB.Com	Computer Applications	12	
IIIB.Com	General	00	
IIIB. Sc	MPCs	09	
IIIB.Sc	BZC	05	

ADVANCE REGISTER: No advance register is maintained in the College. The Principal of the college is requested to maintain advances in the format for all types of advances sanctioned to the staff of the college i.e., APGLI, Advance Register, Festival Advance Register, Additional Festival Register, Educational Concession Register etc., Only GPF Advance register is maintained in the College.

Sl.No.	Name and Designation	Description of the advance	Amount	Signature/a quittance
1.	2	3	4	5

RECONCILIATION OF RECEIPTS & EXPENDITURE:

The receipts and expenditures are not reconciled with treasury figures properly. Separate register is not maintained and expenditure statements reconciled with treasury figures may be submitted to the Commissioner of Collegiate Education, A.P, Vijayawada promptly every month in the prescribed proforma. The Principal of the College is requested to take necessary action accordingly under intimation.

AG AUDIT OBJECTIONS:

The AG Audit party conducted test audit on the Accounts of the Principal, Government Degree College Rayachoty during 2006-07&2008-09 and report has been communicated to the Principal of the college vide letter No.ICH/LA, III/Edn,11/08-09/137 dated 23-10-2008 of the Accountant General, A.P, Hyderabad. Total No. of pending paragraphs are 10 (i.e., 2006-

07(I, II, V) and 2008-09 (I, IV, VI, VIII, IX, XIII) only. The Principal of the College is requested to submit detailed replies to the Commissioner of Collegiate Education, A.P, Vijayawada for dropping of Para's under intimation.

NAAC EXPENDITURE: - In the Procs. Rc.No.91/GDC&CS/2018 Dated:06-02-2019. Special Commissioner of Collegiate Education, A.P., Vijayawada hereby permitted the Principal of Government Degree College, Rayachoty, Kadapa District to utilize an amount Rs.14,24,800/- (Rupees Fourteen lakhs twenty four thousand and eight hundred only) i.e., (Rs.4,24,800/- for NAAC expenditure and Rs.10,00,000/- for minor repairs) from the Accumulated Special Fee Funds account of the college. NAAC Expenditure amounts are Rs.3,95,320/- i.e., (Rs.1,09,160/- on the dated:20-02-2019, Rs.1,09,160/- on dated:04-04-2019 and Rs.1,77,000/- on dated:04-04-2019). For Minor Repairs utilized amount is Rs.1,13,280/- (i.e., 2 batteries U.P.S repairs amount Rs.8,000/- Liza agencies Rs.65,700/-, workers for painting amount Rs.31,500/-(5 persons) and college gate &stickers labels amount Rs.7,080/- [4,700/- +2,380/-]. Separate book also maintained.

UNIVERSITY GRANTS COMMISSION GRANTS (UGC): -The amount received during XII Plan Period from the UGC, SERO Hyderabad deposited in Saving Bank at Punjab National Bank, Cuddapah, Cuddapah District with Account No.1079002100009931.While utilizing the amounts the Principal of the college did not obtain administrative sanction from the Commissionerate nor even prepared proposals for obtaining administrative sanction. The cash book is maintained properly.

Sl.No.	Item	Released	Utilized	Balance
1	XII th Plan Grants	12,46,416/-	7,60,036/-	4,86,380/-
2	Equal Opportunity centre in colleges	41,250/-	NILL	41,250/-
3	Remedial Coaching	2,37,500/-	83,500/-	1,54,000/-
4	Non-Creamy Layer	2,75,000/-	NILL	2,75,000/-
5	IQAC	3,00,000/-	NILL	3,00,000/-
Total Amount		21,00,166/-	8,43,536/-	12,56,630/-

Closing Balance for an amount Rs.14,546.66/- on dated: 30-11-2020.

NATIONAL SERVICE SCHEME: - The Yogi Vemana University, Vemanapuram sanctioned one NSS unit to the college co-education.

Name of the Programme Officer: - Sri. N. Raja Sekhar Reddy, Lecturer in Botany. NSS Account No.111522010002743 at Cuddapah District Central co-operative Bank Limited, D.No.46/92-A, Chittoor Road, Rayachoty. Cash Book from 2015-16 (No transaction), 2017-2018 (No Transaction) 2019-20 (Transactions occurred). Cash book Balance Rs.1,576/- **No. of students enrolled during the academic year 2019-20: 100 only** . Special Camp: Rs.22,500/- was received from the university and camp was conducted.

Observation: Cash Book, Special Camp and expenditure particulars are maintained properly in the academic year 2019-2020.

JAWAHAR KNOWLEDGE CENTRE (JKC): - Budget sanctioned is of Rs.1,80,000/- out of this amount of Rs.81,900/- was drawn and paid to the JKC Mentor for the academic year 2019-20 and Rs.1,84,000/- was sanctioned for the academic year 2020-21 out of this amount Rs.1,01,032/- was drawn and paid to the JKC Mentor. Sri. T. Venkata Ramana, Lecturer in English was JKC Co-Ordinator and Smt. S. Shamim Taj, is JKC Mentor. She was appointed as JKC Mentor from 17-06-2016.

GENERAL LIBRARY: - The Librarian post is vacant. Total number of books 11,291 is available in the college library as on date.

SCHOLARSHIPS: On verification of the Scholarship records of 2018-19 and 2019-20 including Procs, acquaintances, Cash Books, Challans etc., the following details are shown: -

2018-19										
Category	Fresh /Renewal	Total Strength	Sanctioned amount	Total	Disbursed	Amount adjusted to Government account	Challan /Cheque No	Amount remitted to social welfare dept	Challan	Balance
SC	Fresh	03	14547	36327	26680					9647
	Renewal	06	21780							
ST	Fresh	00	0	7260	4980					2280
	Renewal	02	7260							
BC	Fresh	10	53017	136997	91120					45877
	Renewal	18	83980							
EBC	Fresh	01	5455	5455	3990					1465
Kapu	Fresh	04	24473	40673	29040					11633
	Renewal	04	16200							
Minority	Fresh	22	93359	229019	145519					83500
	Renewal	47	135660							
Total				455731	305319					154402

2019-20										
Category	Fresh /Rene wal	Total Stren-gth	Sancti-oned amount	Total	Disburse d	Amount adjusted to Governme nt account	Challan /Chequ e No	Amount remitte d to social welfare dept	Challan	Balanc e
SC	Fresh	11	42904	64874	55570					9304
	Rene	05	21970							
ST	Fresh	01	2614	8574	7260					1314
	Rene	01	5960							
BC	Fresh	35	150450	231180	195650					35530
	Rene	17	80730							
EBC	Rene	01	5960	5960	5960					0
Kapu	Fresh	01	5960	157414	157414					0
	Rene wal	01	19370							
Mino rity	Fresh	53	187646	282786	229304					53482
	Rene		32							95140
Total				744828	645198					99630

It is observed that, the Scholarships amounts **are not fully disbursed to the students**, Principal is instructed to disburse the remaining balance amount to the students and submit the compliance report send to this office immediately.

SERVICE REGISTERS: On verification of the service registers of the Teaching and Non-Teaching staff of the college it is noticed that, entries are done with updated entries. The Service Registers of the regular staff of the college are maintained properly .Few observations of SR'S are:

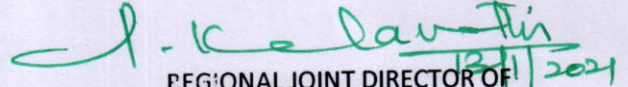
1. The entries regarding movable and immovable properties have been recorded in the Service Registers.
2. Re-attestation of the entries should be done by the Principal in the first page of the Service Registers for every 5 years, but is it not done.

STATIONARY STOCK REGISTER: Annual Stock verification of all departments was done by 31-March of every Academic Year.

Special Remarks:

1. Compound wall is only partial. The principal has requested for compound wall to entire campus for the safety of the students.
2. Sanctioned posts are 46 and only 15 are working. Vacant posts are 31. Computer Application lecturer post is not sanctioned.
3. Librarian post is sanctioned but vacant.
4. Watch man post is vacant and is very essential to fill as the college is located in town outskirts
5. Physical Director post is sanctioned but vacant.
6. Student strength is very meager, and it is very necessary to improve the strength.
7. Documentation of the records, particularly DFC is not maintained in a proper manner.

8. It is appreciable that 'Principal FAC' has taken the college for NAAC and obtained "B" Grade by utilizing the available minimum resources.
9. Parents and students of Rayachoty have requested for URDU medium courses.


REGIONAL JOINT DIRECTOR OF
COLLEGIATE EDUCATION (FAC),
KADAPA