
ENGLISH SECTION

ANNUAL REPORT FOR THE YEAR 2016-2017

About the Institute :

I. Introduction :

The Food Craft Institute which was set up in Meghalaya was registered under Registration No. SR/FCI (m)-44/95 of 1995. The Institute was formally upgraded to an Institute of Hotel Management and Catering Technology and inaugurated on 20.11.2001 by Shri M.P. Bezbaruah IAS, the then Secretary, Ministry of Tourism, Government of India. The Institute was registered under the Society of Meghalaya under the registration of Societies Act vide No. SR/SOTMIOHM-44/95 of 1995 with revised memorandum of Association, Rules and Regulation and Bye Laws.

II. Aims & Objectives :

1. The objects for which the society is established are :

- i) To establish and to carry on the administration and management of the Meghalaya Institute of Hotel Management herein after called for 'Institute' whose functions shall be :
 - a) to provide instruction and training in all the crafts and skills, all the branches of knowledge both theoretical and applied, and all the organisational and management techniques, which are required for the efficient functioning of the catering establishments of all kinds, as well as institutional feeding programmes in Schools, Industrial establishments and similar organisations;
 - b) to undertake and to associate itself with nutritional extension and development work and to propagate economy in the handling and utilisation of food stuff;
 - c) to provide instruction and training in development of skills and techniques for hospitality and industry as development of Tourism;
 - d) to assist in and associate itself with the efforts of the Central and State Government to popularise wholesome non-cereal foods, particularly protective foods, a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional contents;
 - e) to assist in and associate itself with the attempts of food research institutions, food scientists and food technologists to find effective and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus;
 - f) to prescribe courses of instruction, hold examinations and grant certificates, diplomas and other awards to persons;
 - g) to fix and demand such fees and other charges as may be laid down in the bye-laws;
 - h) to establish, maintain and manage halls and hostels for the residence of students and members of the staff;
 - i) to supervise and control the residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life;
 - j) to institute teaching in administrative, technical, ministerial and such other work as may be necessary and to make appointments to the posts created therefore and in accordance with rules and bye-laws;
 - k) to institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws; and
 - l) to seek affiliation with universities or other appropriate academic or Governmental bodies or institutions, and obtain the recognition of its courses of instruction, its examinations, its diplomas, certificates and other awards by the appropriate educational authorities.
- ii) to give pensions, gratuities or charitable aid to the teachers, staff and other employees or ex-employees of the Society or to their wives, children to her or dependents;

- iii) to make payments towards insurance and form and contribution to provident and benefit funds for the benefit of any person employed by the society or of the wives, children or other relatives or dependents of such person;
- iv) to acquire, hold and dispose of property in any manner whatsoever provided that the prior approval of the Central and State Government of Meghalaya is obtained in the case of acquisition or disposal of immovable property;
- v) to deal with any property belonging to or vested in the society in such manner as the society may deem fit for advancing the functions of the Institute;
- vi) to borrow and raise money with or without security or on the security of any mortgage, charge or hypothecation or pledge of and over all or any of the immovable properties belonging to the Society or in any other manner whatsoever;
- vii) to build, construct and maintain houses, hostels, schools or other buildings, and extend, improve, repair, enlarge or modify the same including any existing building and to provide and equip the same with light, water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the use to which such buildings is to be put up or held;
- viii) to construct or otherwise acquire, lay out, repair, extend, alter, enlarge, improve and use any land, recreation or playgrounds, parks and other immovable property belonging to or held by the Society;
- ix) to start, conduct, print, publish and exhibit any magazines, periodicals, newspapers, books, pamphlets or posters that may be considered desirable for the promotion of the objects of the Society;
- x) to create and maintain a fund to which shall be created;
 - a) all money provided by the Central and State Governments;
 - b) all fees and other charges received by the society;
 - c) all money received by the Society by way of grants, gifts, donations, beneficitions bequests or transfers; and
 - d) all money received by the Society in any other manner or from any other sources;
- xi) to deposit all money credited to the Fund created and maintained under Sub-Clause 'x' in such banks or to invest that in such manner as the Society may decide;
- xii) to draw, make, accept endorse and discount cheques, notes or other negotiable instruments, and for these purpose to sign, execute and deliver such assurances and deeds as may be necessary;
- xiii) to put any of the funds belonging to the Society or out of any particular part of such funds the expenses incurred by the society from time to time including all expenses incidental to the formation of the society and management and administration of the foregoing objects including all rents, rates, taxes, outgoing and the salaries of the employees;
- xiv) to do such lawful acts, deeds or things as may be necessary, incidental or conductive to the attainment of all or any of the objects of the society.

III. Facilities :

The Institute is now functioning from its main campus at Mawdiangding, Mawkasiang Shillong 793 018 situated at the New Shillong Township. The Campus includes the Administrative and Academic Building as well as Hostel for both boys and girls. Classes for degree course both theory and practical are conducted from the main campus. Beside classes and practical under Hunar Se Rozgar are also conducted in the main campus.

IV. Managment :

The Board of Governors has been vested with the powers for the general superintendence, direction and control of the IHM.

I Constitution of the Board – incumbents on 31/3

The members of the Board shall be the same as the members of the Society.

MEMBERSHIP : The Society shall consists of the following members :

- (a) A Chairman nominated by the Central Government.
- (b) Three representatives of the State Government of Meghalaya one being the Director of Technical Education and Training, Government of Meghalaya, ex-officio or if there be no such person the officer who is for the time being; the administrative head of the department which is in charge of technical education; whether in addition to other functions or otherwise.
- (c) Four representatives of the Central Government. One of them being FA to the Department of Tourism or his nominee.
- (d) An expert on catering technology to be nominated by the Central Government.
- (e) Two persons from the Hotel Industry to be nominated by the Central Government.
- (f) The Principal of the Institute, ex-officio.
- (g) The Central Government may at any time appoint any other person to be a member of the Society.

The Board in its 10th meeting of the IHM Shillong held on 24th October 2008 has advised to maintain 11 members only as follows :

- 3 (Three) Members from the Ministry of Tourism, Government of India.
- 1 (One) Member from National Council for Hotel Manangement, Noida.
- 4 (Four) Members from the Government of Meghalaya.
- 1 (One) Member as Technical Expert.
- 2 (Two) Members from the Industry.

The Members as of 31.3.2014 are as follows :

1.	Commissioner & Secretary Tourism Government of Meghalaya.	-	Chairman
2.	Additional Director General, Ministry of Tourism, Govt. of India	-	Member
3.	Financial Adviser, Ministry of Tourism, Govt. of India	-	Member
4.	Director (A&F), NCHMCT, New Delhi.	-	Member
5.	The Commissioner & Secretary Government of Meghalaya. Finance Department.	-	Member
6.	The Principal, IHMCTAN, Guwahati.	-	Member
7.	The Director Higher & Technical Education. Government of Meghalaya.	-	Member
8.	Director of Tourism Government of Meghalaya.	-	Member
9.	Regional Director (North East) India Tourism, Govt. of India.	-	Member
10.	Managing Director Hotel Polo Towers, Shillong.	-	Member
11.	Managing Director, Hotel Alpine Continental, Shillong.	-	Member

12. Shri V. Kumar - Member Secretary
Principal,
IHMCTAN, Shillong.

II STRENGTH OF THE INSTITUTE -2016-2017

Permanent Faculties

Principal	- 1
Head of Department	- 1 (on Promotion)
Senior Lecturer	- 0
Lecturer	- 2
Assistant Lecturer	- 5
Contract Faculty	- 1
Guest Faculty	- 5

Administrative Staff

PA to Principal	- 1
Accountant	- 1
UDC	- 2
LDC	- 3
Asstt. Librarian	- 1
Peon	- 2
Driver	- 1
Contract Office Asstt.	- 1
Lab. Attendant	- 6
Helper	- 4
House Keeping Staff	- 11
Hostel Supervisor	- 2
Hostel Helper	- 2
Hostel cook	- 3

III COURSES OFFERED :

1. 3 (three) years B.Sc in Hospitality and Hotel Administration. The total intake strength through JEE is 120.

IV ADMISSION PROCEDURE :

- (a) For 3 (three) years B.Sc in Hospitality and Hotel Administration the admission procedure are as follows :
- through All India Joint Entrance Examination
 - For State Quota seats and North East Council Seats – nomination by the respective State Governments concerned

Sl. No.	Course	Duration	Qualification
1.	3 (three) years B.Sc in Hospitality and Hotel Administration	3 years	10+2 or equivalent

Age-22 years relaxable by 3 years for SC/ST
Reservation-As per Govt. of India policy

Admission in this academic session 2016-2017 in 1st Semester of 3 year BSc in Hospitality and Hotel Administration

Intake	Admn. Taken through JEE Counseling					Admn. Of NEC, Forgn Ntnl & State reserved if any				Total
	Gen	SC	ST	OBC	PH	NEC	STATE QUOTA	RESIDUAL SEATS	FOREIGN NATIONAL	
120	78	1	5	10	--	40	13	1	--	148

R. V. Suchanig

Chairman
IHMCTAN
Shillong

Dipankar

Principal
IHMCTAN
Shillong

DETAILS OF FUNDS RECEIVED AND UNSPENT BALANCE

Under Capacity Building for Providers (HSRT & STC & Any other CBSP Programme)

Sl. No.	Purpose of the grant	Sanction No. and Date	Amount released (₹)	Total funds received (₹)	Whether UC furnished	Unspent balance if any
1.	Funds for training under CBSP Scheme of the MOT – Skill Testing & Certification Programme	NIL	NIL	NIL	N/A	N/A
2.	Funds for training under CBSP Scheme of the MOT – Hunar Se Rozgar Programme	NIL	NIL	NIL	N/A	N/A

Target Assigned :

- i. Hunar Se Rozgar Training Programme : 500
- ii. 6 Days Training Programme : 300

Target Achieved

- Hunar Se Rozgar Training Programme : 137
(Annexure I)
- 6 Days Training Programme : 21
(Annexure II)

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Hunar Se Rozgar Programme

**Details for the Training Program organize by the Institute of Hotel Management,
Shillong for 8 Weeks - Bakery & Patisserie for the Financial Year 2016-17
(Sponsored by the Ministry of Tourism, Government of India)**

Sl. No.	Training Programme	No. of Days	Period	Genders		No. of Trainees
				Male	Female	
1.	Bakery - 8 Weeks (27 th Batch) Mrs. B. Kharshiing	40 Days	23 rd May 2016 – 29 th July 2016	13	17	30
2.	Bakery - 8 Weeks (28 th Batch) Mrs. B. Kharshiing	40 Days	1 st August 2016 – 7 th October 2016	13	12	25
TOTAL				26	29	55

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Hunar Se Rozgar Programme

Details for the Training Program organize by the Institute of Hotel Management, Shillong for 8 Weeks – Food Production for the Financial Year 2016-17

(Sponsored by the Ministry of Tourism, Government of India)

Sl. No.	Training Programme	No. of Days	Period	Genders		No. of Trainees
				Male	Female	
1.	Food Production – 8 Weeks (37 th Batch) Mrs. B. Kharshiing	48 Days	11 th May 2016 - 2 nd July 2016	20	10	30
2.	Food Production – 8 Weeks (38 th Batch) Mrs. B. Kharshiing	48 Days	14 th June 2016 – 19 th August 2016	12	14	26
TOTAL				32	24	56

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Hunar Se Rozgar Programme

Details for the Training Program organize by the Institute of Hotel Management, Shillong for 6 weeks - Housekeeping for the Financial Year 2016-17

(Sponsored by the Ministry of Tourism, Government of India)

Sl. No.	Training Programme	No. of Days	Period	Genders		No. of Trainees
				Male	Female	
1.	Housekeeping – 6 Weeks (5 th Batch) Mrs. B. Kharshiing	30 Days	1 st November 2016 – 12 th December 2016	5	10	15
			TOTAL	5	10	15



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Hunar Se Rozgar Programme

**Details for the Training Program organize by the Institute of Hotel Management, Shillong for
6 weeks – Food & Beverage for the Financial Year 2016-17
(Sponsored by the Ministry of Tourism, Government of India)**

Sl. No.	Training Programme	No. of Days	Period	Genders		No. of Trainees
				Male	Female	
1.	Food & Beverage – (5 th Batch) Mrs. B. Kharshiing	36 Days	1 st November 2016- 12 th December 2016	8	8	16
TOTAL				8	8	16

R. V. Suchanig

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Shillong**

Dijay...

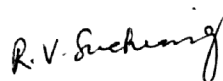
**Principal
IHMCTAN
Shillong**

Hunar Se Rozgar Programme

**Details for the Training Program organized by the Institute of Hotel Management,
Shillong for the Financial Year 2016-17**

(Sponsored by the Ministry of Tourism, Government of India)

Sl. No.	Training Programme	Period	No. of Enrollment	No. of Pass - out
1.	Bakery - 8 Weeks (27 th Batch)	23 rd May 2016 – 29 th July 2016	30	30
2.	Bakery - 8 Weeks (28 th Batch)	1 st August 2016 – 7 th October 2016	25	24
3.	Food Production – 8 Weeks (37 th Batch)	11 th May 2016 – 2 nd July 2016	30	30
4.	Food Production – 8 Weeks (38 th Batch)	14 th June 2016 – 19 th August 2016	26	25
5.	Food & Beverage (5 th Batch)	1 st November 2016 – 12 th December 2016	16	15
6.	Housekeeping (5 th Batch)	1 st November 2016 – 12 th December 2016	15	13
TOTAL			142	137



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Shillong**



**Principal
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Shillong**

Hunar Se Rozgar Tak Training Programme

**Details for the Training Program organize by The Ministry of Tourism,
Government of India for the Financial Year 2016 – 17.**

Sl. No.	Training Programme	No. of trainees who took to higher training course	
		In – line	Out side
1.	Bakery - 8 Weeks (27 th Batch)		13
2.	Bakery - 8 Weeks (28 th Batch)		5
3.	Food Production – 8 Weeks (37 th Batch)		7
4.	Food Production – 8 Weeks (38 th Batch)		7
5.	Food & Beverage– 8 Weeks (38 th Batch)		--
6.	Housekeeping – (5 th Batch)		--
TOTAL		-	32

R. V. Suchanig

**Chairman
IHMCTAN
Shillong**

D. J. Jaisankar

**Principal
IHMCTAN
Shillong**

Hunar Se Rozgar Tak Training Programme

**Details for the Training Program organize by The Ministry of Tourism,
Government of India for the Financial Year 2016 – 17.**

Sl. No.	Training Programme	No. of trainees employed
1.	Bakery - 8 Weeks (27 th Batch)	7
2.	Bakery - 8 Weeks (28 th Batch)	4
3.	Food Production – 8 Weeks (37 th Batch)	9
4.	Food Production – 8 Weeks (38 th Batch)	9
5.	Food & Beverage (5 th Batch)	15
6.	Housekeeping (5 th Batch)	13
TOTAL		57

R. V. Suchanig

**Chairman
IHMCTAN
Shillong**

Vijay Kumar

**Principal
IHMCTAN
Shillong**

Hunar Se Rozgar Programme

Details for the Skill Testing and Certification - 6 Days Training Program organize by the Institute of Hotel Management, Shillong for the Financial Year 2016-17
(Sponsored by the Ministry of Tourism, Government of India)

Sl. No.	Training Programme	No. of Days	Period	No. of Trainees				No. of Trainees
				Cooks	Waiters	Bakers	Housekeeping	
1.	IHM, Shillong Mrs. B. Kharshing (Batch 29)	6 Days	4 th April 2016 – 9 th April 2016	10	-	-	-	10
2.	IHM, Shillong Mrs. B. Kharshing (Batch 30)	6 Days	11 th April 2016 – 16 th April 2016	11	-	-	-	11
TOTAL				21	-	-	-	21

R. V. Surching
Chairman
IHMCTAN
Shillong

Dipankar
Principal
IHMCTAN
Shillong

VIII IMPLEMENTATION OF THE RIGHT TO INFORMATION ACT 2005 :

(a) Particulars of CAPIO, CPIO Appellate Authority

Assistant Public Information Officers :

Sl.No.	Name	Designation	STD Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Smt. Balabynta Kharshiing		0364	2912255		No Fax availability at this area.	ihmctan.shillong@gmail.com	Institute of Hotel Management Catering Technology & Applied Nutrition, Mawkasiang Mawdiangdiang, Shillong 793018

Public Information Officers :

Sl.No.	Name	Designation	STD Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Shri Vijay Kumar	Principal	0364	2912252		No fax availability at this area	ihmctan.shillong@gmail.com	Institute of Hotel Management Catering Technology & Applied Nutrition, Mawkasiang Mawdiangdiang Shillong 793018

Department Appellate Authority :

Sl.No.	Name	Designation	STD Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Smt. R. V. Suchiang	Principal Secretary to the Govt. of Meghalaya, Tourism & Chairperson IHM Shillong	0364	2210132		2210132	rvsaddal@gmail.com	Additional Secretariat Building

R. V. Suchiang

**Chairman
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Shillong**

Vijay Kumar

**Principal
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SUDIP PURKAYASTHA & ASSOCIATES
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Membership No. 067195
Firm Reg. No. 326761E

PP. VISHAL MEGAMART, JAIL ROAD, SHILLONG - I, Ph. No. +91-9402131843, Email : casumitdas.2012@gmail.com

AUDITORS' REPORT

We have audited the attached Annual Financial Statements of **THE INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION:: MAWDIANG-DIANG:: SHILLONG-793018:: MEGHALAYA**, which comprises of the Annual Balance Sheet as at **March 31st, 2017**, the Annual Income and Expenditure Account for the year ended **March 31st, 2017** and the underlying Receipts and Payments Account as on even date.

These Financial Statements are the responsibility of the management. This responsibility includes 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 of material misstatements. Our responsibility is only to express an opinion on these financial statements based on our audit.

We have obtained all the information and explanations which to the best of our knowledge and belief are necessary for the purpose of the audit. Moreover, **the following Audit Report is to be read in congruence with the Audit Report of IHM Training Centre and Audit Report of HSRT Programme submitted on even date.**

In our opinion, on the basis of the relevant records and as per the explanations received, we report the following: -

1. Fixed Assets:

- a. **Physical verification of Fixed Assets** must be undertaken on regular intervals and genuine reports for the same must be obtained.
- b. Such assets must be suitably tagged and unique identification numbers must be **affixed** on movable assets for ease of identification and valuation.
- c. Any disposal, discarding or obsolescence of such assets must be acknowledged and properly recorded in the Fixed Assets Register. Profit or loss arising thereon must also be recognized in the books of accounts.
- d. There should be a **Capital Asset Movement Register** for recording the centralised purchases of assets which are subsequently transferred to the different departments within the Institute.

Due to hefty procurements of capital assets during the period in hand, adherence to these norms has become an immediate necessity. In absence of the same, we are not in a position to establish the accuracy of the value and location of Fixed Assets as appearing in the books of accounts.





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2. Procurements:

- a. **It is firmly advised that all procurements of raw materials, consumables, kitchen equipment and other capital assets be done by making proper calls for tenders along with financial and technical bids, wherever applicable.**
- b. **Also, quotations and authentic expressions of interest, as the case may be, should be obtained thereof.**
- c. We suggest that the **General Financial Rules (GFR)** formulated by the Government for public procurements be strictly adhered to.

In absence of the above, we cannot vouch for the propriety and the competitive rates at which purchases have been made.

3. Capital Work in Progress:

- a. With regards to Capital Work in Progress against Building, we are of the opinion that the management acquires authentic **Completion Certificates** from the building-contractors and civil engineers to help identify the extent of construction of the aforementioned buildings. Moreover, valuation to the same extent must also be done by the Institute.
- b. Depreciation on **fully** constructed buildings should be provided when such Completion Certificates are furnished.
- c. In absence of **Measurement Books** and other details of cost as incurred by CPWD with respect to the above, we are unable to comment on the expediency of the expenditure so incurred.

4. With regards to maintenance of necessary records, books of accounts and enhanced operational feasibility we comment the following: -

- a. **Sanction Orders** with respect to advances and loans forwarded by the Institute, especially to its staff, must be authenticated by proper seals of the sanctioning authority along with genuine note sheets explaining the purpose and need of the same.
- b. It should be ensured that **invoices issued by third parties** with regards to hefty procurements **have official seal, signature, date of invoice and party name mentioned**. Incomplete invoices should not be accepted in case of heavy purchases. **TIN and/or CST** numbers should be mentioned in the invoices of suppliers from whom constant heavy procurements are made.
- c. Acceptance of '**Kaccha**' vouchers **must be avoided as far as possible**.





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- d. It must be taken care that **in all invoices obtained from third parties, the name of the customer should be that of the Institute and not of individuals** employed by the Institute.
- e. It is suggested that procurements from the same dealer against similar requisitions on the same day against **separate lots of bills** be avoided, as this negates the chance of availing benefits of **bulk purchases**. Also the formalities of calling tenders or obtaining quotations must be followed by treating such multiple purchases as a single purchase so as to comply with the Government Financial Rules.
- f. **Money receipts** should be printed on letter heads of the recipients of payments. They should be properly authenticated via signatures, official seals and affixing of revenue stamps, if necessary.
- g. In cases of **direct credit by parties into the bank account** of the Institute, often the trails of such receipts have not been produced before us. The Bills raised by the Institute to such parties should be traced to sort this out.
- h. **Physical verification of 'Cash-in-hand'** must be done at regular intervals.
- i. **Journal Voucher** files should be maintained.
- j. **Bank, Cash and Imprest vouchers** should not be clubbed together. Different voucher files should be preserved for each.
- k. **Cheques** should be debited when they are presented for payment to the parties, and not when they are written. This unnecessarily burdens the Cash Book and often due to shortage of funds, un-presented cheques are cancelled. Due to this baseless reversal entries have to be passed.
- l. The **books of accounts** as maintained by the Institute require considerable improvement as far as distinguishing between capital and revenue items of expenditure is concerned.
- m. * The **Internal Financial Controls** within the Institute are in need of sizeable improvements. Lack of established hierarchy along with a deeply centralized line of authority, for finance related tasks often hinder smooth functioning of the same.

* **Lack of communication** between different departments within the Institute often renders incapacitated the smooth continuation of the auditing process. A proper line of hierarchy and better communication channels must be launched to do away with this bottleneck.





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- n. A **separate section for finance** must be established within the Institute, with trained and qualified professionals operating it. The lack of financial acumen has led to sluggishness in the operations and maintenance of books of accounts.
- o. It must be brought to light that an **Imprest Account** is maintained for immediate cash requirements and not for running the general business of the Institute. So, a **daily withdrawal limit must be established** to keep in check the outflows via petty cash expenses.
- p. With regards to **Caution Money** collected from students towards College and Hostel Fees, we have been made to know that a certain portion of such moneys are **non-refundable**. Proper ascertainment of such portions must be done and accounting treatment be meted out accordingly.
- q. **Correct accounting heads must be accorded in the manual voucher files** and bills prepared. In case of multiple ledger heads being affected vide a single bill, details of all such ledgers should be mentioned clearly. Note-sheets should have cross references with the bill numbers they relate to.
- r. It must be duly noticed that in the **vouchers** prepared, the Dealing Officer and recipient of cheque should not be the same person. Also, signatures of the Duty Officer or Principal should be present in each voucher.
- s. **Supply orders** with respect to a certain kind of item should be given to dealers who trade in that line of item only. It must be guaranteed beforehand whether a supplier has the individual capacity to supply the items demanded from his own establishment. As far as possible, orders should not be placed before intermediaries and agents as this leads to price hike in supplies brought in.
- t. **Information system controls** must be set up along with installation of proper antivirus software to keep in safety the IT resources within the Institute.
- u. Hefty balances lying in the General Savings Bank Account beyond Working Capital Requirements and margins thereof, maybe invested in Term Deposits.
- v. **Proper note-sheets** with regards to transfers of amounts to and from HSRT Programme, Hostel accounts, Training Centre and the likes should be prepared and maintained. The purpose, interest bearing factors, procedures for refund and similar details should be clearly stated and approved thereon.
- w. During the Board Meeting (BOG Meeting) a **budget** for the Financial Year 2016-17 has been presented. There have been major **deviations in actual performances** from the anticipations foreseen in the budget.





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- B. In line with the above comments, based on the sample checks exercised, following **vouching observations** have been made: -

Bill No. & Date	Cheque No.	Third Party Name	Particulars	Amount (₹)	Remarks
49/16-17 (20/5/16)	000045	-	Remuneration for Term End Examination	48,950.00	Cash has been withdrawn for the said purpose from the bank and thereafter disbursements have been made to separate individuals. It is advised that such payments be made vide account payee cheques or direct bank transfers to establish end use of moneys paid.

With respect to payments made to NCHMCT and IGNOU, no bills or invoices are raised by such third parties. In absence of the above, the Institute is advised to obtain proper third party confirmations of bills cleared and payables thereon

It has come to our notice that air tickets are often booked just a few days ahead of the date of departure. The benefits of lower rates should be availed by booking such tickets as many days before hand as officially feasible.

323/16-17 (9/12/16)	000286	M/s Infinity Infomatic (P) Ltd.	Computer & Paripherals	62400.00	Original invoices and vouchers should be maintained. Duplicate vouchers have been produced before us for audit. In cases where original vouchers are kept elsewhere, cross reference to such respective Files should be made.
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SUDIP PURKAYASTHA & ASSOCIATES
CHARTERED ACCOUNTANTS

Membership No. 067195
Firm Reg. No. 326761E

PP. VISHAL MEGAMART, JAIL ROAD, SHILLONG - I, Ph. No. +91-9402131843, Email : casumitdas.2012@gmail.com

5. The status of the **temporary campus** at Bishop Cotton Road must be clearly stated, and proper guidance for the treatment of the same must be illustrated by the management. If the campus is due to be demolished or has been reverted to another party, then proper accounting treatment for the same must be made along with treatment for concerned assets transferred thereon. Permission to do any of the above must be authenticated by proper authorities.
6. The Institute deducts from the salaries of its staffs certain sums of money on account of their retirement benefits, provident fund, etc which are being regularly remitted to **Savings Bank Accounts** held with Vijaya Bank and Bank of Baroda, Shillong. However, it is advisable for the Institute to follow the provisions of the **Provident Fund Act**. Also, provisions should be made for **gratuity, pension and other death-cum-retirement benefits** in accord with the statutes governing the same.
7. **Inventory Control:**
 - a. **A Stock Inspection Committee** must be set up to regularly monitor the allocation of raw materials, consumables and other items by the store-keeper to the general campus, hostel and kitchen.
 - b. Store room should be kept under surveillance as an anti-larceny measure. **Store Room maintenance** also needs to be given due notice.
 - c. Proper requisition slips with due entries for stock taking must be meted out in the **Bin-Cards and Stock Register(s)** as well.
 - d. Besides, **physical verification** of unissued stock via sampling-method must also be carried out at regular intervals.
 - e. **A qualified Purchase Officer must be in charge of approving material requisitions and conducting surveys thereof.** Lecturers and other personnel incognisant of the concept of placing supply orders and stock maintenance should not be in charge of the same.
 - f. Owing to a huge inflow of stock into the Institute over a period of time, it is also recommended that periodical **Stock Audit** be undertaken.
 - g. **Inventories which are not Capital in nature are presumed to have been consumed as per the Books of Accounts at the point of purchase itself.** Thereby, the Books of Accounts are not reflective of Closing Stock of Non-Capital Inventory lying with the Store-room as on 31st of March, 2017.



8. **IGNOU, JEE and NCHMCT :**

- a. Transactions of activities carried out on behalf of **IGNOU, JEE and NCHMCT** need to be separately maintained, giving due bifurcation of expenses pending re-imburements,



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payables/receivables thereon along with direct expenses incurred or direct receipts availed, if any.

- b. It has been made known to us that most dues with respect to IGNOU, JEE and NCHMCT have been settled. However, the final accounts depict a conflicting picture.
 - c. The mismatch must be reconciled with instantaneous effect, after obtaining due Third Party Confirmation of balances thereof.
9. **Fees Receivable** as on 31st March, 2017 has not been arrived at by the Institute. As a consequence, the Current Assets of the Institute have been understated. Furthermore, the Fees amount specified in the Income and Expenditure Account based on accrual system of accounting too is understated.

10. Taxation:

- a. **No Tax is Deducted at Source** during payments made towards Security Charges, Contractors, Professional Fees, etc. **Indirect Tax implications** on all services rendered and received by the Institute viz., Outdoor Catering Services provided, Laundry Services received, Pest Control Services received, Works Contract Services received should be given due notice.
- b. **Indirect Tax regulations** during Food Sales, Outdoor Catering, etc., if applicable, should be complied with properly.
- c. Timely filing of **TDS Returns and Income Tax Returns along with timely clearances of payments due to the Income Tax Department** are absolute requirements.
- d. Interest on Late payment of TDS to the tune of ₹3,015.00 and Late Filing Fee under section 234 E to the tune of ₹6,400.00 have been paid by the Institute vide Bill No. 124/16-17 dated 14/07/2016.
- e. The above has led to loss of revenue. This seems to be a regular feature and has been occurring frequently over periods.

11. Unreconciled Issues:

- a. **Long pending Payables and Receivables** must be settled with immediate effect or a written and endorsed consensus to negate the same must be arrived at. Such delay in recovering receivables has also led to interest loss.
- c. **Negative Balances of certain receivables and payables** must be reconciled immediately (For instance, IGNOU Fee Payable Account depicts a Debit balance of ₹1,16,910.00 as on 31st of March, 2017). Third Party Confirmations against the same should be obtained for reconciliation.





SUDIP PURKAYASTHA & ASSOCIATES
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- d. **Unreconciled opening balance difference** of ₹ 4,46,333.00 of the year 2013-14 in the Bank Reconciliation Statement of Vijaya Bank Account No. 8305 should be sorted out immediately.
12. The Institute must take up **serious and timely measures to clear-up issues pointed out in audit reports** over previous periods. Inadequacy of actions taken to resolve and improve upon performances of yesteryears renders the entire exercise of audit futile.



Dated: Shillong
The 28th of July, 2017

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants


(SUDIP PURKAYASTHA)
(Partner)

Membership No. 067195
FRN NO. 326761E

BALANCE SHEET AS AT 31st MARCH, 2017

		Amount in ₹	Amount in ₹
<u>CORPUS CAPITAL FUND AND LIABILITIES</u>	Schedule	Current Year (2016-17)	Previous Year (2015-2016)
CORPUS/CAPITAL FUND	1	1692957.43	1692957.43
RESERVES AND SURPLUS	2	1156076.32	1156076.32
EARMARKED/ENDOWMENT FUNDS	3	360684285.74	316428178.74
SECURED LOANS AND BORROWINGS	4	3221550.00	0.00
UNSECURED LOANS AND BORROWINGS	5	1000000.00	500000.00
DEFERRED CREDIT LIABILITIES	6	0.00	0.00
CURRENT LIABILITIES AND PROVISIONS	7	9180782.00	3822200.00
		376935651.49	323599412.49
<u>ASSETS</u>			
FIXED ASSETS	8	308469538.51	278732145.51
INVESTMENTS-FROM EARMARKED/ ENDOWMENT FUNDS	9	16970820.00	3854960.00
INVESTMENTS-OTHERS	10	0.00	0.00
CURRENTS ASSETS, LOANS, ADVANCES, ETC	11	17848769.98	26826324.23
MISCELLANEOUS EXPENDITURE		33646523.00	14185982.75
		376935651.49	323599412.49
SIGNIFICANT ACCOUNTING POLICIES	24		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25		

Dated: Shillong
The 28th of July, 2017

R. V. Suchanig
Chairman
IHMCTAN
Shillong



Sudip Purkayastha
Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

Sudip Purkayastha
(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2017

		Amount in ₹	Amount in ₹
	Schedule	Current Year (2016-17)	Previous Year (2015-2016)
INCOME			
INCOME FROM SALES/ SERVICES	12	2257282.00	1644745.00
GRANTS/ SUBSIDIES	13	650000.00	2500000.00
FEES/ SUBSCRIPTIONS	14	27120260.25	17479950.00
INCOME FROM INVESTMENTS (INCOME ON INVESTMENTS, FROM EARMARKED/ ENDOWMENT FUNDS TRANSFERRED TO FUNDS)	15	0.00	0.00
INCOME FROM ROYALTY, PUBLICATION ETC	16	0.00	0.00
INTEREST EARNED	17	417353.00	121891.00
OTHER INCOME	18	89888.00	79365.00
INCREASE/ (DECREASE) IN STOCK OF FINISHED GOODS AN WORK-IN-PROGRESS	19	0.00	0.00
TOTAL (A)		30534783.25	21825951.00
EXPENDITURE			
ESTABLISHMENT EXPENSES	20	25924839.00	17446786.00
OTHER ADMINISTRATIVE EXPENSES ETC	21	4178081.50	1462618.25
EXPENDITURE ON GRANTS, SUBSIDIES ETC	22	0.00	0.00
INTEREST	23	221550.00	0.00
DEPRECIATION (NET TOTAL AT THE YEAR ENDED CORRESPONDING TO SCHEDULE 8)		19670853.00	7778346.00
TOTAL (B)		49995323.50	26687750.25
BALANCE BEING EXCESS OF INCOME OVER EXPENDITURE (A-B)		(19460540.25)	(4861799.25)
TRANSFER TO SPECIAL RESERVE		0.00	0.00
TRANSFER TO/FROM GENERAL RESERVE		0.00	0.00
DEFICIT TRANSFERRED TO MISCELLANEOUS EXPENDITURE		(19460540.25)	(4861799.25)
SIGNIFICANT ACCOUNTING POLICIES	24		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25		



THE INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION :: MAWDIANG-DIANG :: SHILLONG- 793018 :: MEGHALAYA

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
Opening Balances:		Current Liabilities Paid-off:	
<i>Cash In Hand:</i>		Accounting Charges Payable	32000.00
General	6558.00	Audit Fees Payable	94950.00
Petty Cash	<u>130.00</u>	Caution Fees (College)	72500.00
	6688.00	Caution Fees (Hostel)	6000.00
<i>Cash at Bank:</i>		Earnest Money, Security Money	15200.00
SBI A/c No. 1977 (Building Account)	23025732.58	IGNOU Fee Payable	1206000.00
SBI A/c No. 1988 (General Account)	1461363.90	Professional Tax Payable	60475.00
BoB A/c No. 6462 (New General Account)	189193.00	Tax Deducted at Source Payable	<u>371924.00</u>
Vijaya Bank A/c No. 8305 (Provident Fund A/c)	249085.00		1859049
SBI A/c No. 4262 (Hostel Account)	63711.75	Fixed Assets Acquired:	
BoB A/c No. 6367 (New Hostel Account)	1018.00	Building on Freehold Land	846360.00
BoB A/c No. 6479 (New Provident Fund A/c)	797525.00	Construction of Hostel for Teacher's Accommodation	33982300.00
	25787629.23	New Building Project at Mawdiangdiang (CWIP)	9541000.00
Earmarked/ Endowment Funds Generated:		Campus Beautification Equipment	99250.00
Capital Grants received from Ministry of Tourism	43523300.00	Other Equipment	10975.00
Interest Earned on Grants (Building Account)	<u>522232.00</u>	Sports Materials	29274.00
	44045532.00	Electronic & Electrical Equipment	854229.00
Unsecured Loans and Borrowings Rased:		Kitchen Equipment	76401.00
Loan from HSRT raised	3000000.00	Computer and Peripherals	62400.00
Less: Repayment	<u>2500000.00</u>	Furniture, Fixtures and Furnishings	2648949.00
	500000.00	Library Books	7200.00
Secured Loans and Borrowings Rased:		Tubewell And Water Supply	87950.00
Loan (Overdraft)-BoB A/c No. 27670600001598	3000000.00	Vehicles	<u>1161958.00</u>
			49408246.00
Current Liabilities Rased:		Term Deposits:	
Sundry Creditor- M/s Taste	726644.00	BoB A/c No. 302703000015140	1000000.00
Advance College Fees	1500.00	BoB A/c No. 302703000015141	<u>5000000.00</u>
Advance Hostel Fees	750.00		15000000.00
Caution Fees (College)	345000.00		

Cautious Fees (Hostel)	440500.00		
Earnest Money & Security Money	13500.00		
Professional Tax Payable	65349.00		
Tax Deducted at Source Payable	370424.00		
IGNOU Fees	1255500.00		
GPF, NPS, CPF Contributions of Staff	2927407.00		
Pension Fund	550894.00		
Interest Received (On Provident Fund A/c)	<u>505127.00</u>	7202595.00	
Investments from Provident Fund:			
Maturity Proceeds of Term Deposit A/c No. 2358		2000000.00	
Settlement of Advances:			
<u>BOG Advance:</u>			
Cashier	30000.00		
<u>Campus Interview Expense</u>			
R. Chatterjee	7000.00		
<u>Computer Advance:</u>			
W. Khongwar	4500.00		
<u>Examination Advance:</u>			
B Kharshiing	25000.00		
<u>Festival Advance:</u>			
Hari Prasad	3225.00		
L Konghay	3225.00		
N Pyngrope	3225.00		
S Makdoh	2100.00		
<u>GPF Advance:</u>			
S Makdoh	38140.00		
V Kumar	11160.00		
W. Khongwar	27150.00		
<u>House Building Advance:</u>			
Hari Prasad	18000.00		
<u>LTC Advance:</u>			
Vijay Kumar	36000.00		
<u>Medical Advance:</u>			
Hari Prasad	30000.00		
<u>Outdoor Catering Advance:</u>			
Mohan Chandra	25000.00		
Advances Released towards:			
<u>Examination Advance:</u>			
B Kharshiing		25000.00	
<u>Festival Advance:</u>			
Hari Prasad		3750.00	
L Konghay		3750.00	
N Pyngrope		3750.00	
<u>GPF Advance:</u>			
S Makdoh		130000.00	
V Kumar		229000.00	
W. Khongwar		70000.00	
<u>LTC Advance:</u>			
N Pyngrope		4500.00	
R Chatterjee		8640.00	
Vijay Kumar		36000.00	
<u>Outdoor Catering Advance:</u>			
Mohan Chandra		25000.00	
<u>Research and Development Advance:</u>			
B Kharshiing		40000.00	
I Dutta		40000.00	
<u>Student Activity Advance:</u>			
Indrajit Dutta		25000.00	
<u>Travelling Advance:</u>			
B Kharshiing		25000.00	
B Khongngain		6000.00	
B L Warjri		7500.00	
I Dutta		20000.00	
M J Nongkynrih		25000.00	
Rahul Kumar		28000.00	

वार्षिक रिपोर्ट और हिसाब

2016-2017

Annual Report & Accounts

<u>Research and Development Advance:</u>			
B Kharshiing	40000.00	R Chatterjee	11800.00
I Dutta	40000.00	S A Rani	31000.00
<u>Travelling Advance:</u>		S Khonglah	19000.00
B Kharshiing	25000.00	Vijay Kumar	106950.00
B Khongngain	6000.00	W Khongwar	8000.00
D R S Passah	6000.00	<u>Workshop & Seminar Advance:</u>	
I Dutta	40000.00	Cashier	80000.00
M J Nongkynrih	25000.00		1012640.00
Rahul Kumar	40000.00	Establishment Expenses:	
R Chatterjee	11800.00	<i>Academic Expenses:</i>	
		Campus Recruitment and Interview Expenses	113070.00
S A Rani	31000.00	Exam Fee Remittances, Remuneration & other Exam Expenses	909330.00
S Khonglah	19000.00	JEE Expenses (Honorarium, etc)	9100.00
Vijay Kumar	106950.00	Student Activities	676312.00
W Khongwar	8000.00	IGNOU Expenses (Including Honorarium, Etc.)	61193.00
	662475.00	Workshop and Seminar Expenses	820126.00
			2589131.00
Fees and Subscriptions:		<i>General Establishment Expenses:</i>	
Admission Fees	157000.00	Bonus To Employees	
Enrolment Fees- NCHMCT	109500.00	Children Education Allowance	73869.00
Examination & Reappearance Fees	1055700.00	D. A. Arrears	179786.00
Fines and Late Fees	37945.00	Honorarium to Guest Faculty, Co-ordinator, Etc.	474050.00
Hostel Fees (Net of Refund)	6698700.00	LTC Encashment and Expenses	74445.00
Institutional Local Fees	1786500.00	MACP Arrears	201537.00
Issue of Library Cards Certificates and Marksheets	32450.00	Medical Reimbursement	449761.00
JEE Receipts	4500.00	Net Salaries and Wages (College)	13469975.00
Training Programme Receipts	351600.00	Net Salaries and Wages (Hostel)	666441.00
Tuition Fees	16831125.25	Research and Development Expenses	142900.00
IGNOU Receipts	46440.00	Hostel Remuneration	10000.00
	27111460.25	Campus Security Charges	826193.00
			16568957.00
Income From Sales and Services:		<i>Operational Expenses:</i>	
<i>Income From Sales:</i>		House-keeping & Gardening Materials	998911.00
Sale of Food Items	17610.00	Consumables, Raw-Materials, Etc. (Hostel)	3404016.00
Sale of Log Books and Brochures	5850.00	Consumables, Raw-Materials, Etc.	1624889.00
	23460.00	Outdoor Catering Expenses	624682.00
			6652498.00
<i>Income from Services:</i>			
Mid Day Meal	66150.00		

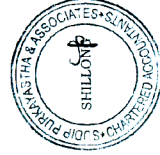
South Asian Games Sale & Accommodation Receipts	713336.00		
Workshop and Seminar Receipts	376050.00		
Outdoor Catering Receipts	<u>941922.00</u>	2097458.00	
Interest Earned:			
On General Savings Accounts	346732.00		
On Hostel Savings Accounts	<u>70621.00</u>	417353.00	
Revenue Grants and Subsidies:			
NRE Grant received from Ministry of Tourism Directorate of Commerce and Industry		400000.00	
		250000.00	
Other Incomes:			
TDS Refunded by Bank	50637.00		
Licence Fee	3600.00		
Miscellaneous Incomes	8205.00		
NIFT(Admission Test)	1300.00		
Other Revenue Deduction from Salaries	20580.00		
Other Revenue Deduction from Salaries (Hostel)	4903.00		
Quotation Fees	11000.00		
Tender Fees	20500.00	120725.00	
Other Administrative Expenses:			
Petty Cash Expenses (As per Annexure I)			138578.00
Advertisement Expenses			137428.00
Board Meeting Expenses			24677.00
Electricity and Power			987624.00
Fines, Late Fees, Penalties and Penal Interest			10480.00
LPG Cylinders and Refilling Charges			241550.00
Office Expenses			6283.00
Other Expenses			12208.00
Membership Fees			0.00
Pest Control Expenses			0.00
Printing and Stationery			340489.00
Printing and Stationery (Hostel)			
Professional and Accounting Charges			30400.00
Repairs and Maintenance- Computers and Peripherals			
			10740.00
Repairs and Maintenance- Building			
			395969.00
Repairs and Maintenance- Furniture and Fixtures			
			79480.00
Repairs and Maintenance- Generator			
			10200.00
Repairs and Maintenance- Hostel Kitchen			
			111400.00
Repairs and Maintenance- Electrical and Electronic Items			
			130943.00
Repairs and Maintenance- Cylinders Hostel			
			39100.00
Repairs and Maintenance- Kitchen Equipment			
			174841.00
Repairs and Maintenance- Cylinders and Gas			
			121255.00
Telephone, Internet & Cable Charges			
			76174.00
Bank and Allied Service Charges			
			7758.00
Bank and Allied Service Charges (Hostel)			
			1877.50



Cleaning Expenses	102000.00	
Training Expenses	34000.00	
Uniform Expenses	236400.00	
Travelling and Conveyance Expenses	491227.00	3953081.50
Closing Balances:		
<i>Cash In Hand:</i>		
General	0.00	
Petty Cash	1573.00	
Petty Cash (Hostel)	0.00	1573.00
<i>Cash at Bank:</i>		
SBI A/c No. 1977 (Building Account)	3418090.58	
SBI A/c No. 1988 (General Account)	11350.40	
BoB A/c No. 6462 (New General Account)	21026.50	
Vijaya Bank A/c No. 8305 (Provident Fund A/c)	4591979.00	
SBI A/c No. 4262 (Hostel Account)	4026.75	
BoB A/c No. 6367 (New Hostel Account)	725436.50	
BoB A/c No. 6479 (New Provident Fund A/c)	2627836.50	
BoB A/c No. 7469 (New Building A/c)	5180453.75	16580199.98
Total (₹)	113625375.48	113625375.48

Dated: Shillong
The 28th of July, 2017

R. V. Suchang
Chairman
IHMCTAN
Shillong



As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

Sudip Purkayastha

(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

Principal
IHMCTAN
Shillong

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

	CURRENT YEAR (2016-17)		PREVIOUS YEAR (2015-16)	
SCHEDULE 1- CORPUS/ CAPITAL FUND				
BALANCE AS AT THE BEGINNING OF THE YEAR	1692957.43		1692957.43	
Add: CONTRIBUTION TOWARDS CORPUS/CAPITAL FUND	0.00		0.00	
Less: TRANSFER FROM MISCELLANEOUS EXPENDITURE	0.00		0.00	
Add: BALANCE OF NET INCOME TRANSFERRED FROM THE INCOME AND EXPENDITURE ACCOUNT	0.00	1692957.43	0.00	1692957.43
BALANCE AT THE YEAR-END		1692957.43		1692957.43

	CURRENT YEAR (2016-17)		PREVIOUS YEAR (2015-16)	
SCHEDULE 2- RESERVES AND SURPLUS:-				
1. CAPITAL RESERVE:				
AS PER LAST ACCOUNT			0.00	
ADDITION DURING THE YEAR			0.00	
LESS: DEDUCTION DURING THE YEAR		0.00	0.00	0.00
2. REVALUATION RESERVE				
AS PER LAST ACCOUNT			0.00	
ADDITION DURING THE YEAR			0.00	
LESS: DEDUCTION DURING THE YEAR		0.00	0.00	0.00
3. SPECIAL RESERVE				
AS PER LAST ACCOUNT			0.00	
ADDITION DURING THE YEAR			0.00	
LESS: DEDUCTION DURING THE YEAR		0.00	0.00	0.00
4. GENERAL RESERVE				
AS PER LAST ACCOUNT	1156076.32		1156076.32	
ADDITION DURING THE YEAR	0.00		0.00	
LESS: DEDUCTION DURING THE YEAR	0.00	1156076.32	0.00	1156076.32
		1156076.32		1156076.32



SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

SCHEDULE 3- EARMARKED / ENDOWMENT FUNDS	FUND-WISE BREAK UP			Total Amount in (₹)	
	Construction of Hostel for Teachers' Accommodation	Construction Of Internal Roads and Retaining Walls	Interest Earned on Grants	Current Year (2015-2016)	Previous Year (2014-2015)
(a) <u>Opening Balance of the Fund</u>				316428178.74	313777056.74
(b) <u>Additions to the Funds</u>					
(i) Donation/grants- Ministry Of Tourism, Govt. Of India	33982300.00	9541000.00	0.00	43523300.00	0.00
(ii) Income from Investments made on account of Funds	0.00	0.00	0.00	0.00	0.00
(iii) Other additions (Bank Interest)	0.00	0.00	1453623.00	1453623.00	2651122.00
TOTAL(a+b)	33982300.00	9541000.00	1453623.00	361405101.74	316428178.74
(c) <u>Utilization/Expenditure towards objectives of funds</u>					
(i) Capital Expenditure					
Fixed Assets					
Others					
Total	0.00	0.00	0.00	0.00	0.00
(ii) Revenue Expenditure					
Salaries, wages and allowances etc					
Rent					
Other Administrative Expenses				720816.00	
(iii) Prior Period Adjustment					
Total	0.00	0.00	0.00	720816.00	0.00
TOTAL (c)	0.00	0.00	0.00	720816.00	0.00
NET BALANCE AS AT YEAR-END (a+b-c)	33982300.00	9541000.00	1453623.00	361405101.74	316428178.74



SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

	CURRENT YEAR (2016-17)		PREVIOUS YEAR (2015-16)	
<u>SCHEDULE 4- SECURED LOANS AND BORROWINGS:</u>				
1	Central Government		0.00	0.00
2	State Government (Specify)		0.00	0.00
3	Financial Institutions			
	(a) Term Loans	0.00	0.00	0.00
	(b) Interest accrued and due	0.00	0.00	0.00
4	Banks:			
	(a) Term Loans	0.00	0.00	0.00
	Interest accrued and due	0.00	0.00	0.00
	(b) Others Loans:	0.00	0.00	0.00
	Overdraft (BoB A/c No. 1598)	3000000.00		
	Interest accrued and due	<u>221550.00</u>	3221550.00	0.00
5	Other Institutions and Agencies		0.00	0.00
6	Debentures and Bonds		0.00	0.00
7	Others		0.00	0.00
	<u>Total</u>		3221550.00	0.00

Dated: Shillong
The 28th of July, 2017

R. V. Suckhany
Chairman
IHMCTAN
Shillong



Sudip Purkayastha
Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

Sudip Purkayastha
(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

	Current Year (2016-2017)	Previous Year (2015-2016)
<u>SCHEDULE 5 - UNSECURED LOANS AND BORROWINGS:</u>		
1 Central Government	0.00	0.00
2 State Government (Specify)	0.00	0.00
3 Financial Institutions	0.00	0.00
4 Banks:		
(a) Term Loans	0.00	0.00
(b) Others Loans	0.00	0.00
5 Other Institutions and Agencies	0.00	0.00
6 Debentures and Bonds	0.00	0.00
7 Fixed Deposits	0.00	0.00
8 Others (Specify)	1000000.00	500000.00
Total	1000000.00	500000.00
Note: Amounts due within one year		

	Current Year (2016-2017)	Previous Year (2015-2016)
<u>SCHEDULE 6- DEFERRED CREDIT LIABILITIES:</u>		
(a) Acceptances secured by Hypothecation of capital equipment and other assets	0.00	0.00
(b) Others	0.00	0.00
Total	0.00	0.00



SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

	Current Year (2016-2017)		Previous Year (2015-2016)	
A. CURRENT LIABILITIES				
1 Acceptance	0.00			0.00
2 Sundry Creditors				
a) M/s Taste	726644.00		0.00	
b) Others	15000.00	741644.00	15000.00	15000.00
3 Advances Received				
a. Hostel Fees	750.00		8000.00	
b. College Fees	1500.00		800.00	
c. Advance received towards Accommodation Charges for South Asian Games	0.00	2250.00	136364.00	145164.00
4 Statutory Liabilities:				
a) Overdue	0.00		0.00	
b) Others	0.00	0.00	0.00	0.00
5 Other Current Liabilities				
a. Deposit from students				
i) College Caution Fees	1188635.00		916135.00	
ii) Hostel Caution Fees	1071384.00		636884.00	
b. Deposit from Others				
i) Earnest Money, Security Deposit	33240.00		34940.00	
c. Tax Deducted At Source Payable	(6920.00)		(5420.00)	
d. Accounting Charges Payable	196000.00		48000.00	
e. CBSP	94151.00		94151.00	
f. IGNOU Fee Payable	(116910.00)		(166410.00)	
g. NCHMCT Fee Payable	148500.00		148500.00	
h. Travelling expenses received pending reimbursement	0.00		0.00	
i. Unexplained Deposits in Vijaya Bank Account	68616.00		68616.00	
j. Audit Fees Payable	20000.00		134750.00	
k. Professional Tax Payable	57737.00	2754433.00	52863.00	1963009.00
Total (A)		3498327.00		2123173.00
B. PROVISIONS				
1 For Taxation	0.00		0.00	
2 Gratuity	0.00		0.00	
3 Superannuation/ Pension	0.00		0.00	
4 Accumulated Leave Encashment	0.00		0.00	
5 Trade Warranties/ Claims	0.00		0.00	
6 Pension Fund	1532467.00		981573.00	
7 GPF/CPF (including Interest)	4149988.00	5682455.00	717454.00	1699027.00
Total (B)		5682455.00		1699027.00
Total (A+B)		9180782.00		3822200.00



SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

SCHEDULE 8- FIXED ASSETS
DESCRIPTION

DESCRIPTION	Rate of Depreciation	GROSS BLOCK					DEPRECIATION					NET BLOCK		
		Cost/Valuation As at beginning of the year	Addition during the year	Deduction during the year	Cost/Valuation As at the Year-end	As at the Beginning of the year	Additions during the Year	Deductions during the year	Total up to the year-end	As at the current year-end	As at the previous year-end			
FIXED ASSETS:														
LAND:														
(a) Freehold	0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(b) Leasehold	0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
BUILDINGS:														
(a) On Freehold Land	10%	119735727.00	6328906.00	0.00	126064633.00	0.00	12543691.00	0.00	12543691.00	113520942.00	119735727.00	113520942.00	119735727.00	
(b) On leasehold Land	10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(c) Ownership Flats/Premises	10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(d) Superstructures on Land not belonging to the entity	10%	6249067.00	0.00	0.00	6249067.00	0.00	327653.00	0.00	3300186.84	2948880.16	3276533.16	2948880.16	3276533.16	
(e) Cafeteria at Mawkdok	10%	36588.00	0.00	0.00	36588.00	0.00	1944.00	0.00	19087.31	17500.69	19444.69	17500.69	19444.69	
(f) Boundary Wall	10%	6990000.00	0.00	0.00	6990000.00	0.00	218323.00	0.00	5025089.70	1964910.30	2183233.30	1964910.30	2183233.30	
PLANT & MACHINERY & EQUIPMENT:														
(a) Electrical and Electronic Equipment	15%	15890933.00	854229.00	0.00	16745162.00	0.00	1723034.00	0.00	6496563.68	10248598.32	11117403.32	10248598.32	11117403.32	
(b) Kitchen Equipments	15%	18623839.00	76401.00	0.00	18700240.00	0.00	1703713.00	0.00	8975831.46	9724408.54	11351720.54	9724408.54	11351720.54	
VEHICLES	15%	939472.48	1161958.00	0.00	2101430.48	0.00	131642.00	0.00	861756.79	1239673.69	209357.69	1239673.69	209357.69	
FURNITURE, FIXTURES & FURNISHINGS	10%	32476291.25	2648949.00	0.00	35125240.25	0.00	2312915.00	0.00	12654260.62	22470979.64	22134945.63	22470979.64	22134945.63	
OFFICE EQUIPMENTS	15%	1196665.00	0.00	0.00	1196665.00	0.00	57279.00	0.00	872081.36	324583.64	381862.64	324583.64	381862.64	
COMPUTER & PERIPHERALS	60%	4597920.80	62400.00	0.00	4660320.80	0.00	168816.00	0.00	4500976.88	159343.92	265759.92	159343.92	265759.92	
LIBRARY BOOKS	60%	2762747.00	7200.00	0.00	2769947.00	0.00	72327.00	0.00	2714629.63	55317.37	120444.37	2714629.63	120444.37	
(a) Books & Periodicals	60%	2762747.00	7200.00	0.00	2769947.00	0.00	72327.00	0.00	2714629.63	55317.37	120444.37	2714629.63	120444.37	
TUBEWELLS & WATER SUPPLY	15%	957422.00	87950.00	0.00	1045372.00	0.00	81721.00	0.00	551466.48	493905.52	487676.52	493905.52	487676.52	
OTHER FIXED ASSETS:														
(a) Sports Material	10%	53714.00	29274.00	0.00	82988.00	0.00	3938.00	0.00	29251.28	53736.72	28400.72	29251.28	28400.72	
(b) Campus Beautification Equipment	15%	368267.00	99250.00	0.00	467517.00	0.00	48933.00	0.00	132335.00	335182.00	284865.00	132335.00	284865.00	
(c) Mobile Phone	15%	19950.00	0.00	0.00	19950.00	0.00	2258.00	0.00	7158.00	12792.00	15050.00	7158.00	15050.00	
(d) Other Equipment	15%	2317168.00	10975.00	0.00	2328143.00	0.00	272666.00	0.00	772059.00	1556084.00	1817775.00	772059.00	1817775.00	
TOTAL OF CURRENT YEAR (A)		213215771.53	11367492.00	0.00	224583263.53	0.00	19670853.00	0.00	59456425.03	165126838.51	173430199.50	165126838.51	173430199.50	

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2016-2017

Annual Report & Accounts

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

SCHEDULE 8- FIXED ASSETS
DESCRIPTION

DESCRIPTION	Rate of Depreciation	GROSS BLOCK				DEPRECIATION				NET BLOCK	
		Cost/Valuation As at beginning of the year	Addition during the year	Deduction during the year	Cost/Valuation As at the Year-end	As at the Beginning of the year	Additions during the Year	Deductions during the year	Total up to the year-end	As at the current year-end	As at the previous year-end
CAPITAL WORK-IN-PROGRESS											
Construction of Hostel for Teachers' Accommodation	0%	10000000.00	33982300.00	0.00	43982300.00	0.00	0.00	0.00	0.00	43982300.00	10000000.00
New Building Project at Mawdiangdiang	0%	89958231.00	9541000.00	319231.00	99180000.00	0.00	0.00	0.00	0.00	99180000.00	89958231.00
IHM Campus Training Centre	0%	5163315.00	0.00	5163315.00	0.00	0.00	0.00	0.00	0.00	0.00	5163315.00
Construction of Platform in New Campus	0%	75000.00	0.00	0.00	75000.00	0.00	0.00	0.00	0.00	75000.00	75000.00
Hydraulic Excavation for levelling of Playground	0%	105400.00	0.00	0.00	105400.00	0.00	0.00	0.00	0.00	105400.00	105400.00
TOTAL OF CURRENT YEAR (B)		105301946.00	43523300.00	5482546.00	143342700.00	0.00	0.00	0.00	0.00	143342700.00	105301946.00
GRAND TOTAL (A+B)		318517717.53	54890792.00	5482546.00	367925963.53	39785572.03	19670853.00	0.00	59456425.03	308469538.51	278732145.51

Dated: Shillong
The 28th of July, 2017

R. V. Sanching
Chairman
IHMCTAN
Shillong



As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

Sudip Purkayastha
Principal
IHMCTAN
Shillong

Sudip Purkayastha
(Partner)
Membership No. 067195
FRN NO. 326761E

Total Depreciation ON ADDITIONS During The Year 2016-17

<u>Fixed Asset</u>	<u>Carrying Amount</u>	<u>No. of Months</u>	<u>Rate of Depreciation</u>	<u>Amount of Depreciation (₹)</u>
Building on Freehold Land:				
	319231.00	12	10%	31923.00
	5163315.00	12	10%	516332.00
	231800.00	5	10%	9658.00
	335450.00	3	10%	8386.00
	79450.00	2	10%	1324.00
	99940.00	1	10%	833.00
	99720.00	2	10%	1662.00
	6328906.00			570118.00
Campus Beautification Equipment:				
	99250.00	5	15%	6203.00
	99250.00			6203.00
Other Equipment				
	10975.00	0	15%	0.00
	10975.00			0.00
Sports Materials:				
	29274.00	3	15%	1098.00
	29274.00			1098.00
Electronic and Electrical Equipment:				
	158261.00	10	15%	19783.00
	54952.00	11	15%	7556.00
	8500.00	6	15%	638.00
	157720.00	6	15%	11829.00
	40005.00	5	15%	2500.00
	99500.00	5	15%	6219.00
	76168.00	3	15%	2856.00
	23400.00	2	15%	585.00
	39241.00	2	15%	981.00
	79630.00	2	15%	1991.00
	18892.00	1	15%	236.00
	20000.00	1	15%	250.00
	77960.00	0	15%	0.00
	854229.00			55424.00
Kitchen Equipment:				
	76401.00	1	15%	955.00
	76401.00			955.00
Computers and Peripherals:				
	62400.00	3	60%	9360.00
	62400.00			9360.00



Furniture, Fixtures and Furnishings:

82500.00	9	10%	6188.00
153000.00	9	10%	11475.00
32000.00	8	10%	2133.00
24000.00	8	10%	1600.00
100000.00	8	10%	6667.00
32656.00	7	10%	1905.00
24000.00	7	10%	1400.00
342000.00	7	10%	19950.00
14400.00	7	10%	840.00
49600.00	6	10%	2480.00
50000.00	5	10%	2083.00
74400.00	5	10%	3100.00
48000.00	4	10%	1600.00
1453289.00	3	10%	36332.00
100000.00	2	10%	1667.00
42854.00	0	10%	0.00
26250.00	0	10%	0.00
2648949.00			99420.00

Library Books:

1200.00	1	60%	60.00
6000.00	0	60%	0.00
7200.00			60.00

Tubewell and Water Supply:

78960.00	8	15%	7896.00
8990.00	6	15%	674.00
87950.00			8570.00

Vehicles:

1047254.00	7	15%	91635.00
65104.00	6	15%	4883.00
49600.00	6	15%	3720.00
1161958.00			100238.00

Construction of Hostel for Teacher's Accommodation (Capital Work-in-Progress):

33982300.00	7	0%	0.00
33982300.00			0.00

New Building Project at Mawdiang-diang (Capital Work-in-Progress):

9541000.00	8	0%	0.00
9541000.00			0.00

Total ADDITIONS During The Year

Total Depreciation ON ADDITIONS During The Year

54890792.00
851446.00



SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 9- INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS		
1 In Government Securities	0.00	0.00
2 Other approved Securities	0.00	0.00
3 Shares	0.00	0.00
4 Debentures and Bonds	0.00	0.00
5 Subsidiaries and Joint Ventures	0.00	0.00
6 Others: -	0.00	0.00
Balance with banks in Term Deposits-		
a. State Bank of India Polo Bazar Branch-		
Brought Forward	720816.00	720816.00
Add:- Invested during the year (including interest)	0.00	0.00
Less:- Adjustment (Prior period)	720816.00	0.00
Closing Balance	0.00	720816.00
b. SBI, Polo Bazar Branch (A/c No. 34816132972)		
Brought Forward	1134144.00	1042653.00
Add:- Invested during the year (including interest)	58983.00	91491.00
Less:- Matured During the year	0.00	0.00
Closing Balance	1193127.00	1134144.00
c. SBI, Polo Bazar Branch (A/c No. 34139200499)		
Brought Forward	0.00	26268807.00
Add:- Invested during the year (including interest)	0.00	0.00
Less:- Matured During the year	0.00	26268807.00
Closing Balance	0.00	0.00
d. Vijaya Bank, Jail Road Branch (A/c No. 850103311002358) Brought Forward	2000000.00	2000000.00
Add:- Invested during the year (including interest)	0.00	0.00
Less:- Matured During the year	2000000.00	0.00
Closing Balance	0.00	2000000.00
e. Bank of Baroda, Mawdiang-diang (30270300015140)		
Brought Forward	0.00	0.00
Add:- Invested during the year (including interest)	10495734.00	0.00
Less:- Matured During the year	0.00	0.00
Closing Balance	10495734.00	0.00
f. Bank of Baroda, Mawdiang-diang (30270300015141)		
Brought Forward	0.00	0.00
Add:- Invested during the year (including interest)	5281959.00	0.00
Less:- Matured During the year	0.00	0.00
Closing Balance	5281959.00	0.00
TOTAL	16970820.00	3854960.00



SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 10- INVESTMENTS OTHERS		
1 In Government Securities	0.00	0.00
2 Other approved Securities	0.00	0.00
3 Shares	0.00	0.00
4 Debentures and Bonds	0.00	0.00
5 Subsidiaries and Joint Ventures	0.00	0.00
6 Others (to be specified)	0.00	0.00
TOTAL	0.00	0.00

Dated: Shillong
The 28th of July, 2017

R. V. Suchanig
Chairman
IHMCTAN
Shillong



[Signature]
Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

[Signature]
(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

	Current Year (2016-2017)		Previous Year (2015-2016)	
SCHEDULE 11- CURRENT ASSETS, LOANS, ADVANCES, ETC.				
A.CURRENT ASSETS:				
1.Inventories				
(a) Stores and Spares	0.00		0.00	
(b) Loose Tools	0.00		0.00	
(c) Stock-in-Trade				
Finished Goods	0.00		0.00	
Work-in-progress	0.00		0.00	
Raw Materials	0.00	0.00	0.00	0.00
2. Sundry Debtors:				
(a) Debts Outstanding for a period exceeding six months	0.00		0.00	
(b) Others	0.00	0.00	0.00	0.00
3.Cash Balances in Hand (including cheques/drafts and imprest)				
		1573.00		6688.00
4.Bank Balances:				
(a) With Scheduled Banks				
i) On Current Accounts	0.00		0.00	
ii) On Deposit Accounts	0.00		0.00	
iii) On savings Accounts: -				
1. SBI A/c No. 1977 (Building Account)	3418090.58		23025732.58	
2. SBI A/c No. 1988 (General Account)	11350.40		1461363.90	
3. BoB A/c No. 6462 (New General Account)	21026.50		189193.00	
4. Vijaya Bank A/c No. 8305 (Provident Fund A/c)	4591979.00		249085.00	
5. SBI A/c No. 4262 (Hostel Account)	4026.75		63711.75	
6. BoB A/c No. 6367 (New Hostel Account)	725436.50		1018.00	
7. BoB A/c No. 6479 (New Provident Fund A/c)	2627836.50		797525.00	
8. BoB A/c No. 7469 (New Building A/c)	5180453.75	16580199.98	0.00	25787629.23
(b) With non-Scheduled Banks:				
On Current Accounts	0.00		0.00	
On Deposit Accounts	0.00		0.00	
On savings Accounts	0.00	0.00	0.00	0.00
5.Post Office- Savings Accounts				
		0.00		0.00
TOTAL (A)		16581772.98		25794317.23



SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31st MARCH, 2017

	Current Year (2016-2017)		Previous Year (2015-2016)	
SCHEDULE 11- CURRENT ASSETS, LOANS, ADVANCES, ETC.				
<u>B.LOANS,ADVANCES AND OTHER ASSETS:</u>				
1.Loans				
(a) Staff	0.00		0.00	
(b) Other Entities engaged in activities/ objectives similar in that of the entity	0.00		0.00	
(c) Other Specify	0.00	0.00	0.00	0.00
2. Advances and other amounts recoverable in cash or in kind or for value to be received				
(a) On Capital Account	0.00		0.00	
(b) Prepayments	0.00		0.00	
(c) Others:				
<u>Advance for Office Expenses</u>				
Mohan Chandra	0.00		10000.00	
<u>BOG Advance</u>				
Cashier	0.00		30000.00	
<u>Campus Interview Advance</u>				
R Chatterjee	0.00		7000.00	
<u>Computer Advance</u>				
W. Khongwar	0.00		4500.00	
<u>Festival Advance</u>				
Hari Prasad	2625.00		2100.00	
L Konghay	2625.00		2100.00	
N Pyngrope	2625.00		2100.00	
S Makdok	0.00		2100.00	
<u>GPF Advance</u>				
N Pyngrope	(12.00)		(12.00)	
S.Makdoh	139040.00		47180.00	
V. Kumar	404353.00		186513.00	
W. Khogwar	55250.00		12400.00	
<u>House Building Advance</u>				
Hari Prasad	49000.00		67000.00	
<u>LTC Advance</u>				
N Pynrope	4500.00		0.00	
R Chatterjee	8640.00		0.00	
Ashok Kumar	0.00		30088.00	
D.R.S. Passah	0.00		19165.00	



<u>Medical Advance</u>				
Hari Prasad	0.00		30000.00	
<u>Research & Development advance</u>				
B Kharshiing	0.00		40000.00	
<u>Student Activity Advance</u>				
Baggio Pakynten	3000.00		3000.00	
Prasant Singh Chand Student	3000.00		3000.00	
Sailo & N. Lyngdoh	4500.00		4500.00	
S. Khoglah	15000.00		15000.00	
<u>Training Advance</u>				
Cashier	0.00		30000.00	
<u>Transportation Advance</u>				
Hari Prasad	3000.00		3000.00	
<u>Travelling Advance</u>				
B Kharshiing	30000.00		30000.00	
B L Warjri	2500.00		0.00	
D.R.S Passah	0.00		6000.00	
I Dutta	0.00		20000.00	
Rahul Kumar	0.00		12000.00	
<u>Workshop & Seminar Advance</u>				
Cashier (Workshop & Seminar Advance)	80000.00		0.00	
		809646.00		618734.00
<u>3. Income Accured</u>				
(a) On investments from Earmarked/ Endowment Funds	0.00		0.00	
(b) On Investments-Others	0.00		0.00	
(c) On Loans and Advances	0.00		0.00	
(d) Others	0.00	0.00	0.00	0.00
<u>4. Claims Receivable</u>				
(a) TDS Receivable	51988.00		7910.00	
(b) Deposits (Telephone, Lease Rent, etc)	22600.00		22600.00	
(c) IGNOU Remuneration	(19903.00)		(19903.00)	
(d) IHMCTAN Training Centre	402031.00		402031.00	
(e) Others	635.00	457351.00	635.00	413273.00
TOTAL (B)		1266997.00		1032007.00
TOTAL (A+B)		17848769.98		26826324.23



SCHEDULES FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 31st MARCH, 2017

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 12- INCOME FROM SALES/SERVICES		
1 <u>Income from sales</u>		
(a) Sale of finished goods	0.00	0.00
(b) Sale of Raw Material	0.00	0.00
(c) Sale of Scraps	0.00	0.00
(d) Sale of Brochure & Journals	5850.00	450.00
(e) Sale of Log Books	0.00	7050.00
(f) Meghalaya Day Celebration Sale Proceeds	0.00	5130.00
(g) Republic Day Sale Proceeds	0.00	12970.00
(h) South Asian Games Sale Proceeds	0.00	300180.00
(i) Sale of Food Items	17610.00	4830.00
2 <u>Income from Services</u>		
(a) Labour and Processing Charges	0.00	0.00
(b) Professional/Consultancy Services	0.00	0.00
(c) Agency Commission and Brokerage	0.00	0.00
(d) Maintenance Services (Equipment/Property)	0.00	0.00
(e) Others: -	0.00	0.00
Meal charges from staff	0.00	17635.00
Outdoor Catering	941922.00	1240750.00
MTDC Exmation Charges	0.00	29000.00
Workshops and Seminars	376050.00	20000.00
Receipts from Conducting Skill Tests	0.00	6750.00
South Asian Games Sale & Accommodation Receipts	849700.00	0.00
Mid Day Meal	66150.00	0.00
TOTAL	2257282.00	1644745.00

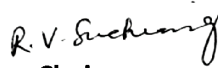
	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 13- GRANTS/SUBSIDIES		
(Irrevocable Grants & subsidies Received)		
1 Central Government :		
Ministry of Tourism	400000.00	2500000.00
2 State Government		
Directorate of Commerce & Industry	250000.00	0.00
3 Government Agencies	0.00	0.00
4 Institutional/Welfare Bodies	0.00	0.00
5 International Organisations	0.00	0.00
TOTAL	650000.00	2500000.00




SCHEDULES FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 31st MARCH, 2017

SCHEDULE 14- FEES/ SUBSCRIPTIONS		Current Year (2016-2017)	Previous Year (2015-2016)
1	Entrance Fees	0.00	0.00
2	Annual Fees/ Subscriptions	0.00	0.00
3	Seminar/ Program Fees	0.00	0.00
4	Consultancy Fees	0.00	0.00
5	Others: -	0.00	0.00
Academic Receipts during the year:-			
	a. Admission Fees	157000.00	97000.00
	b. Examination Fees & Reappearance Fees	1055700.00	776700.00
	c. Fines & Late Fees	37945.00	2910.00
	d. Institutional Local Fees	1786500.00	1277500.00
	e. Other Fees (including Issue of ID Cards, Library Cards, Marksheets and Certificates)	32450.00	17000.00
	f. Tuition Fees	16831925.25	12106800.00
	g. Enrolment Fees (NCHMCT)	109500.00	96000.00
	Hostel Fees	6706700.00	2664500.00
	Short Term Training Receipts	0.00	6000.00
	Training Programme Receipts	351600.00	306880.00
	IGNOU receipts, JEE receipts and other allied revenue receipts	50940.00	128660.00
		27120260.25	17479950.00
	Less: - Refunds and remittances		
		Adjusted against the corresponding fees	
TOTAL		27120260.25	17479950.00

Dated: Shillong
The 28th of July, 2017


Chairman
IHMCTAN
Shillong




Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants


(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

SCHEDULE 15- INCOME FROM INVESTMENTS

	Investment from Earmarked Funds		Investment Others	
	Current Year (2016-2017)	Previous Year (2015-2016)	Current Year (2016-2017)	Previous Year (2015-2016)
1 Interest				
a) On Govt. Securities		0.00	0.00	0.00
b) Other Bonds/ Debentures		0.00	0.00	0.00
2 Dividends:				
a) On Shares		0.00	0.00	0.00
b) On Mutual Fund Securities		0.00	0.00	0.00
3 Rents		0.00	0.00	0.00
4 Others(Specify)		0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

TRANSFERRED TO EARMARKED/ENDOWMENT FUNDS

Dated: Shillong
The 28th of July, 2017

R. V. Suchanig
Chairman
IHMCTAN
Shillong



Sudip Purkayastha
Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

Sudip Purkayastha
(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

SCHEDULES FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 31st MARCH, 2017

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 16- INCOME FROM ROYALTY, PUBLICATION ETC		
1 Income from Royalty	0.00	0.00
2 Income from Publications	0.00	0.00
3 Others	0.00	0.00
TOTAL	0.00	0.00

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 17- INTEREST EARNED		
1 On Term Deposits:		
(a) With Scheduled Banks	0.00	0.00
(b) With Non-Scheduled Banks	0.00	0.00
(c) with Institutions	0.00	0.00
(d) Others	0.00	0.00
2 On Savings Accounts		
(a) With Scheduled Banks	417353.00	119393.00
(b) With Non-Scheduled Banks	0.00	0.00
(c) with Institutions	0.00	0.00
(d) Others	0.00	0.00
3 On Loans:		
(a) Employees/Staff (On Motor Advance)	0.00	2498.00
(b) Others	0.00	0.00
4 Interest on Debtors and Other Receivables	0.00	0.00
TOTAL	417353.00	121891.00



As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

Dated: Shillong
The 28th of July, 2017

R. V. Suchanig
Chairman
IHMCTAN
Shillong

Sudip Purkayastha
Principal
IHMCTAN
Shillong

Sudip Purkayastha
(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

SCHEDULES FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 31st MARCH, 2017

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 18- OTHER INCOME		
1 Profit on Sale/Disposal of Assets		
(a) Owned Assets	0.00	0.00
(b) Assets acquired out of grants, or received free of cost	0.00	0.00
2 Export Incentives realized	0.00	0.00
3 Fees for Miscellaneous Services	0.00	0.00
4 Deferred Income	0.00	0.00
5 Orientation Programme Receipts	0.00	7500.00
6 Miscellaneous Receipts	8205.00	20496.00
7 License Fees	3600.00	12970.00
8 Other revenue deductions form Staff Salaries	25483.00	3599.00
9 Quotation Fees	11000.00	28800.00
10 Tender Fees	20500.00	6000.00
11 Inter Unit Adjustment	19800.00	0.00
12 NIFT(Admission Test)	1300.00	0.00
TOTAL	89888.00	79365.00

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 19- INCREASE/DECREASE IN STOCK OF FINISHED GOODS & WORK IN PROGRESS		
(a) Closing Stock		
Finished Goods	0.00	0.00
Work-in-progress	0.00	0.00
(b) Less: Opening Stock		
Finished Goods	0.00	0.00
Work-in-progress	0.00	0.00
NET INCREASE/(DECREASE) [a-b]	0.00	0.00



	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE-20 ESTABLISHMENT EXPENSES		
General Establishment Expenses: -		
Campus Salaries and wages	13469975.00	11645637.00
Hostel Salaries and wages	666441.00	449399.00
Allowances and Bonus: -		
Children Education Allowances	73869.00	124094.00
Bonus to Employees	0.00	70558.00
D A Arrears	179786.00	0.00
MACP Arrears	201537.00	0.00
Leave Travel Consession (Expenses and Encashment)	123698.00	0.00
Research and Development Expenses	182900.00	0.00
Honorarium to Guest Faculty, Co-ordinators etc	474050.00	323950.00
Honorarium to Guest Faculty, Co-ordinators etc (Hostel)	0.00	14250.00
Medical Reimbursements	449761.00	218724.00
Campus Security Charges	826193.00	802906.00
Remuneration (Hostel Warden, etc)	10000.00	21446.00
	16658210.00	13670964.00
Academic Expenses: -		
Campus Interview and Recruitment Expenses	113070.00	47300.00
Exam Fee Remittances, Remuneration & other Exam Expenses	909330.00	237137.00
IGNOU Expenses (Including honorarium, etc.)	61193.00	74890.00
Papers and Periodicals	0.00	5650.00
Student Activities	701312.00	273069.00
Joint Entrance Examination Expenses(Honorarium etc)	9100.00	18375.00
Workshops and Seminars	820126.00	280121.00
	2614131.00	936542.00
Less:- Receipts on account	0.00	0.00
	2614131.00	936542.00
Operational Expenses: -		
Consumables & raw-materials for Campus	1624889.00	875671.00
Consumables & raw-materials for Hostel	3404016.00	1033064.00
House-keeping and Gardening materials	998911.00	409482.00
Outdoor Catering Charges	624682.00	521063.00
	6652498.00	2839280.00
Less:- Receipts on account	0.00	0.00
	6652498.00	2839280.00
TOTAL	25924839.00	17446786.00

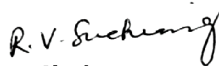


	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 21- OTHERS ADMINISTRATIVE EXPENSES ETC		
Purchases	0.00	0.00
Labour and Processing Expenses	0.00	0.00
Cartage and Carriage Expenses	0.00	0.00
Electricity and Power		
i) Campus & Hostel	987624.00	511213.00
Water Charges	0.00	0.00
Insurance	0.00	0.00
Repairs and Maintenance-		
i) Gas Bank, Cylinders and Gas Range	121255.00	67116.00
ii) Computers and Peripherals	10740.00	8880.00
iii) Furniture and Fixtures	79480.00	0.00
iv) Electrical and Electronic Equipments	130943.00	0.00
v) Kitchen	174841.00	6200.00
vi) Building	395969.00	0.00
vii) Generator	10200.00	0.00
viii) kitchen (Hostel)	111400.00	0.00
ix) Cylinders etc (Hostel)	39100.00	0.00
Excise Duty	0.00	0.00
Rent,Rates and Taxes	0.00	0.00
Vehicles Running and Maintenance	0.00	0.00
Postage, Telephone and Communication Charges	76174.00	86065.00
Printing and Stationery (General Campus)	340489.00	112549.00
Printing and Stationery (Hostel)	0.00	25000.00
Travelling and Conveyance Expenses	496227.00	298665.00
Transportation Charges	0.00	0.00
Subscription Expenses (including Membership Fee)	0.00	0.00
Expenses on Fees	0.00	0.00
Auditors Remuneration	0.00	89800.00
Hospitality Expenses	0.00	0.00
Professional Charges	210400.00	76850.00
Provisions for Bad and Doubtful debts / Advances	0.00	0.00
Irrecoverable Balances Written Off	0.00	0.00
Packing Charges	0.00	0.00
Freight and Forwarding Expenses	0.00	0.00
Distribution Expenses	0.00	0.00
Advertisement and Publicity	137428.00	53246.00
Training Expenses	43504.00	0.00
Uniforms	236400.00	0.00



	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 21- OTHERS ADMINISTRATIVE EXPENSES ETC		
Others: -		
Bank Charges	9635.50	7120.25
Board Meeting Expenses	24677.00	27944.00
Office Expenses	16283.00	0.00
Cleaning Expenses	102000.00	0.00
LPG Cylinders and Refilling	241550.00	89400.00
Pest Control	0.00	1800.00
Membership Fees	0.00	3708.00
Fines, Late Fees, Penalties and Penal Interest	10480.00	9420.00
Other Expenses	12208.00	0.00
Petty Expenses and Sundries as per Annexure I	138578.00	137250.00
Prior Period Adjustments: -		
Training Expenses	20496.00	0.00
Other Expenses	0.00	(149608.00)
TOTAL	4178081.50	1462618.25

Dated: Shillong
The 28th of July, 2017


Chairman
IHMCTAN
Shillong




Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

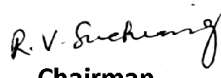

(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

SCHEDULES FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 31st MARCH, 2017

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 22- EXPENDITURE ON GRANTS, SUBSIDIES ETC		
(a) Grants given to Institutions/Organisations	0.00	0.00
(b) Subsidies given to Institutions/Organisations	0.00	0.00
Total	0.00	0.00

	Current Year (2016-2017)	Previous Year (2015-2016)
SCHEDULE 23- INTEREST		
(a) On fixed Loans	0.00	0.00
(b) On other Loans (including Bank Charges)	221550.00	0.00
(c) Others (specify)	0.00	0.00
Total	221550.00	0.00

Dated: Shillong
The 28th of July, 2017


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Shillong




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Chartered Accountants


(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

SCHEDULE 24- SIGNIFICANT ACCOUNTING POLICIES**1. ACCOUNTING CONVENTION:**

The financial statements of Institute of Hotel Management, Catering Technology and Applied Nutrition (hereafter referred to as Institute) are prepared on the basis of historical cost convention and on accrual method of accounting.

2. RETIREMENT BENEFITS:

The Institute makes provisions for retirement benefits by transferring a part of its employees' salaries to savings bank accounts held with Vijaya Bank and Bank of Baroda.

The deductions for retirement benefits of the employees on deputation are remitted to the respective employees' stations-of-origin.

3. DEPRECIATION:

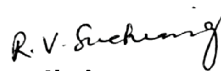
The Institute follows the provisions of Accounting Standard 6- Depreciation Accounting and has the following to disclose-

- Depreciation for the year is calculated on the written down value of the asset.
- Depreciation on assets is charged as with reference to the rates specified for such assets in the Income-tax Act, 1961.

4. FIXED ASSETS:

Schedule 8 has been prepared keeping in mind the disclosure requirements of Accounting Standard 10- Accounting for Fixed Assets.

Dated: Shillong
The 28th of July, 2017


Chairman
IHMCTAN
Shillong



28


Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants


(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E


Schedule 25- CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS

1. No contingent liabilities exist as on 31st March 2017.
2. The Institute is exempt from paying Income Tax under section 10(23C)(iiiab)
3. Previous year's figures, wherever necessary, have been re-grouped.
4. Following Prior Period Adjustments have been made during the year to bring into the books previously un-reconciled balances of certain items : -

Particulars	Amount(₹)
Training Advance (Hostel)	20,496.00
Adjustment of Maturity Value of Term Deposit remitted against unspent Grant	720816.00

5. Opening advances of fees pertaining to both college and hostel, have been recognized in the Income and Expenditure Account of the current year, as such advances were received in the previous year, for the current year's period.
6. No transfer to General Reserve has been made during the year, as the Institute has been running in deficits.

Dated: Shillong
The 28th of July, 2017


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Shillong





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Chartered Accountants

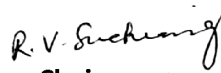

(SUDIP PURKAYASTHA)
(Partner)

Membership No. 067195
FRN NO. 326761E

ANNEXURE I
PETTY CASH EXPENSES FOR THE YEAR ENDED 31ST MARCH, 2017

<u>Particulars</u>	<u>Amount in ₹</u>		
	<u>General Campus</u>	<u>Hostel</u>	<u>Total</u>
Postage & Telegram	26210.00	0.00	26210.00
Petrol, Oil and Lubricants	14400.00	0.00	14400.00
Operational Expenses	13316.00	0.00	13316.00
Conveyance	54325.00	0.00	54325.00
Hostel Expenses	0.00	10300.00	10300.00
Advertisement & Publicity	882.00	0.00	882.00
Books and Periodicals	1000.00	0.00	1000.00
Office Expenses	15410.00	0.00	15410.00
Outdoor Catering	400.00	0.00	400.00
Vehicle Expenses	2335.00	0.00	2335.00
Total (₹)	128278.00	10300.00	138578.00

Dated: Shillong
The 28th of July, 2017


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As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants


(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

Bank Reconciliation Statement as on March 31st 2017			
Vijaya Bank Account No. 8305 (Provident Fund)			
			₹
Closing Balance as per Cash Book			4591979.00
<u>Opening Balance as per Audited Accounts of 2013-14</u>		1349106.00	
Add: -Unrecognised Investment in Fixed Deposit			
<u>Date</u>	<u>FDR No.</u>	₹	
21-05-2012	850103311000882	1000000.00	
Add: - Clearance of cheque deposited last year (w.r.t. 2013-14)			
<u>Date</u>	<u>Cheque No.</u>	₹	
-	712701	33925.00	
Add: -Opening Balance as per Bank Statement of 2013-14		<u>761514.00</u>	
<u>Unreconciled Opening Balance Difference of 2013-14</u>			446333.00
Closing Balance as per Pass Book			5038312.00

Bank Reconciliation Statement as on March 31st 2017			
SBI Account No. 4262 (Hostel)			
			₹
Closing Balance as per Cash Book			4026.75
Closing Balance as per Pass Book			4026.75

Bank Reconciliation Statement as on March 31st 2017			
Bank of Baroda Account No. 6479 (New Provident Fund A/c)			
			₹
Closing Balance as per Cash Book			2627836.50
Closing Balance as per Pass Book			2627836.50



Bank Reconciliation Statement as on March 31st 2017			
Bank of Baroda Account No. 6462 (New General Account)			
Closing Balance as per Cash Book			₹ 21026.50
Add: Cheques issued but not presented for payment			
<u>Date</u>	<u>Cheque No.</u>		₹
42786	391	10740.00	
42801	409	252600.00	
42810	423	8840.00	
42818	468	26196.00	
42822	472	91600.00	
42822	473	1079.00	
42822	474	3520.00	
42823	475	33945.00	
42823	476	3821.00	
42823	477	91600.00	
42823	479	2000.00	
42823	480	2000.00	
42823	481	2000.00	
42825	483	100000.00	
42825	484	57424.00	
42825	485	81400.00	
42825	-	43700.00	
42825	-	180000.00	
			992465.00
Closing Balance as per Bank Statement			1013491.50

Bank Reconciliation Statement as on March 31st 2017	
Bank of Baroda Account No. 6367 (New Hostel Account)	
Closing Balance as per Cash Book	₹ 725436.50
Closing Balance as per Pass Book	725436.50

Bank Reconciliation Statement as on March 31st 2017	
SBI Account No. 1988 (General Account)	
Closing Balance as per Cash Book	₹ 11350.40
Closing Balance as per Bank Statement	11350.40

Bank Reconciliation Statement as on March 31st 2017	
SBI Account No. 1977 (Building Account)	
Closing Balance as per Cash Book	₹ 3418090.58
Closing Balance as per Bank Statement	3418090.58



**Bank Reconciliation Statement as on March 31st 2017
BoB A/c No. 7469 (New Building A/c)**

Closing Balance as per Cash Book	₹ 5180453.75
Closing Balance as per Bank Statement	<u>5180453.75</u>

**Dated: Shillong
The 28th of July, 2017**

R. V. Suchanig
**Chairman
IHMCTAN
Shillong**



Sudip Purkayastha
**Principal
IHMCTAN
Shillong**

**As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants**

Sudip Purkayastha
**(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E**



SUDIP PURKAYASTHA & ASSOCIATES
CHARTERED ACCOUNTANTS

Membership No. 067195
Firm Reg. No. 326761E

PP. VISHAL MEGAMART, JAIL ROAD, SHILLONG - I, Ph. No. +91-9402131843, Email : casumitdas.2012@gmail.com

AUDITORS' REPORT

We have audited the attached Financial Statements of **HUNAR SE ROZGAR TAK (HSRT)**, conducted by **INSTITUTE of HOTEL MANAGEMENT, CATERING TECHNOLOGY and APPLIED NUTRITION (IHMCTAN)**, which comprises of the Balance Sheet as at **31st March 2017**; and the Income and Expenditure Account for the year ended 31st March 2017 and the underlying Receipts and Payments Account as on that date.

These Financial Statements are the responsibility of the management. This responsibility includes 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 of material misstatements. Our responsibility is only to express an opinion on these financial statements based on our audit.

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit. In our opinion, proper books of account have been maintained by the entity so far as it appears from our examination of the books.

In our opinion, on the basis of the relevant records and as per the explanations received, we report the following: -

1. It has come to our notice that often **procurements** of raw materials, perishables and consumables are being made **from the same suppliers**. It is suggested that on periodic basis, quotations be taken and if need be updated as well. Also, for hefty purchases tenders should be called in tandem with the guidelines of General Financial Rules (GFR).
2. We recommend that **Miscellaneous Expenditure be bifurcated into broader heads** as substantial amounts under various programmes have been clubbed under this head.
3. We recommend that written documentation be maintained with respect to **Administrative Charges** that are being retained from the grants.



Dated: Shillong
The 28th of July, 2017

For Sudip Purkayastha & Associates
Chartered Accountants

(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

HUNAR SE ROZGAR TAK
INSTITUTE OF HOTEL MANAGEMENT :: MAWDIANG DIANG
BALANCE SHEET AS AT 31ST MARCH 2017

LIABILITIES

Corpus Fund:

As per last account	388671.25	
Add: Surplus during the Year	<u>1649532.75</u>	2038204.00

Current Liabilities:

Audit Fees Payable	15000.00	
Accounting Charges Payable	<u>60000.00</u>	75000.00

ASSETS

Loans & Advances:

Per Last Account	310908.00	
Add: Loans/ Advances given during the period	<u>3038170.00</u>	
	3349078.00	
Less: Adjusted during the period	<u>2349078.00</u>	1000000.00

Current Assets:

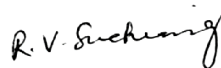
Imprest Cash	0.00	
Cash at Bank with:		
SBI (A/c No. 51999)	1059582.00	
BoB (A/c no. 7467)	32022.00	
Cash in Hand	<u>5000.00</u>	1096604.00

Difference in Opening Balance between Audited Statement and Cash Book (2009-2010) 16600.00

Total ₹ 2113204.00

Total ₹ 2113204.00

Dated: Shillong
The 28th of July, 2017


Chairman
IHMCTAN
Shillong




Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date For Sudip Purkayastha & Associates Chartered Accountants


(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

HUNAR SE ROZGAR TAK
INSTITUTE OF HOTEL MANAGEMENT :: MAWDIANG DIANG
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017

EXPENDITURE

INCOME

8-Weeks Food Production Programme:

Training Fee	256100.00	
Course Material	42990.00	
Certification Fee	55000.00	
Uniforms	222302.00	
Tool Kits	44000.00	
Lunch Charges	259746.00	
Stipend	88000.00	
Miscellaneous Expenditure	<u>32875.00</u>	1001013.00

Grant received from

Ministry of Tourism	3346679.00	
Bank Interest	48426.00	
Stale Cheque written back	19790.00	
Fund transferred from IHM	<u>500000.00</u>	3914895.00

(B) 8-Weeks Bakery Programme:

Training Fee	115200.00	
Course Material	65400.00	
Certification Fee	50000.00	
Uniforms	51300.00	
Tool Kits	20000.00	
Lunch Charges	162267.00	
Stipend	4000.00	
Miscellaneous Expenditure	<u>50548.00</u>	518715.00

(C) 6 Weeks-House Keeping Utility Programme :

Training Fee	2480.00	
Course Material	4590.00	
Certification Fee	0.00	
Uniforms	47501.00	
Tool Kits	0.00	
Lunch Charges	70000.00	
Stipend	0.00	
Miscellaneous Expenditure	<u>0.00</u>	124571.00

Carried Forward

1644299.00

Carried Forward

3914895.00



(D) 6-Days Skill Certification Programme:

Training Fee	114599.00	
Course Material	22743.00	
Meal Charges	36690.00	
Miscellaneous Expenditure	22104.00	
Testing Expenditure	64050.00	
Stipend	122400.00	
Certification Fee	<u>38732.00</u>	421318.00

Others:

Administrative Charges	175651.00	
Advertisement Charges	23001.00	
Bank Charges	<u>1093.25</u>	199745.25

Excess of Income over
Expenditure transferred
to Capital Account

1649532.75

Total ₹

3914895.00

Total ₹

3914895.00

Dated: Shillong
The 28th of July, 2017

R. V. Suchanig
Chairman
IHMCTAN
Shillong



Sudip Purkayastha
Principal
IHMCTAN
Shillong

As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

Sudip Purkayastha
(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

**HUNAR SE ROZGAR TAK
INSTITUTE OF HOTEL MANAGEMENT :: MAWDIANG DIANG
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017**

RECEIPTS

Opening Balance:

Imprest	17860.00	
Cash at Bank	38303.25	
Cash in Hand	<u>5000.00</u>	61163.25
Grant received from Ministry of Tourism	3346679.00	
Bank Interest	48426.00	
Stale Cheque written back	19790.00	
Fund transferred from IHM	<u>500000.00</u>	3914895.00
Refund Of Advance		341.00

PAYMENTS

(A) 8-Weeks Food Production Programme:

Training Fee	226400.00	
Course Material	42990.00	
Certification Fee	55000.00	
Uniforms	222302.00	
Tool Kits	44000.00	
Lunch Charges	259746.00	
Stipend	88000.00	
Advertisement	0.00	
Administrative Charges	0.00	
Miscellaneous Expenditure	<u>32875.00</u>	971313.00

(B) 8-Weeks Bakery Programme:

Training Fee	115200.00	
Course Material	65400.00	
Certification Fee	50000.00	
Uniforms	51300.00	
Tool Kits	20000.00	
Lunch Charges	162267.00	
Stipend	4000.00	
Advertisement	0.00	
Miscellaneous Expenditure	<u>50548.00</u>	518715.00

(C) 6 Weeks-House Keeping Utility Programme :

Training Fee	2480.00	
Course Material	4590.00	
Certification Fee	0.00	
Uniforms	47501.00	
Tool Kits	0.00	
Lunch Charges	70000.00	
Stipend	0.00	
Miscellaneous Expenditure	<u>0.00</u>	124571.00

Carried Forward

3976399.25

Carried Forward

1614599.00



Brought Forward	3976399.25	Brought Forward	1614599.00
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(D) 6-Days Skill Certification Programme:

Training Fee	17504.00	
Course Material	2490.00	
Meal Charges	4200.00	
Miscellaneous Expenditure	2505.00	
Testing Fee	3000.00	
Testing Materials	5000.00	
Stipend	0.00	
Certification Fee	0.00	
Excess Expenditure on Advances	<u>67582.00</u>	102281.00

Others:

Advance given to 6 Days Skill Certification	38170.00	
Administrative Charges	100651.00	
Advertisement Charges	23001.00	
Bank Charges	<u>1093.25</u>	162915.25

Loan given to IHM (Main Account)	3000000.00	
Less: Loan Refunded by IHM (Main Account)	<u>2000000.00</u>	1000000.00

Closing Balance:

Imprest Cash	0.00	
Cash at Bank with:		
SBI (A/c No. 51999)	1059582.00	
BoB (A/c no. 7467)	32022.00	
Cash in Hand	<u>5000.00</u>	1096604.00

Total ₹**3976399.25****Total ₹****3976399.25**

HUNAR SE ROZGAR TAK
INSTITUTE OF HOTEL MANAGEMENT :: MAWDIANG DIANG
ANNEXURE FOR INCOME & EXPENDITURE ACCOUNT ON VARIOUS TRAINING PROGRAMMES CONDUCTED DURING THE YEAR 2016-17

(A) 8-Weeks Food Production Programme:

	Training Fee	Course Material	Certification Fee	Uniforms	Tool Kits	Lunch Charges	Stipend	Administrative	Miscellaneous	TOTAL
32nd Batch	0.00	0.00	0.00	0.00	0.00	0.00	4000.00	0.00	0.00	4000.00
34th Batch	41420.00	14264.00	12500.00	0.00	0.00	36920.00	84000.00	0.00	0.00	189104.00
35th Batch	48843.00	18197.00	0.00	60801.00	10000.00	49814.00	0.00	0.00	0.00	187655.00
36th Batch	45183.00	10529.00	15000.00	57001.00	22000.00	56325.00	0.00	0.00	11250.00	217288.00
37th Batch	51579.00	0.00	15000.00	57000.00	12000.00	68450.00	0.00	0.00	12250.00	216279.00
38th Batch	69075.00	0.00	12500.00	47500.00	0.00	48237.00	0.00	0.00	9375.00	186687.00
TOTAL	256100.00	42990.00	55000.00	222302.00	44000.00	259746.00	88000.00	0.00	32875.00	1001013.00

(B) 8-Weeks Bakery Programme:

	Training Fee	Course Material	Certification Fee	Uniforms	Tool Kits	Lunch Charges	Stipend	Miscellaneous	TOTAL
20th Batch	0.00	0.00	0.00	0.00	0.00	0.00	2000.00	0.00	2000.00
21st Batch	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22nd Batch	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23rd Batch	0.00	0.00	0.00	0.00	0.00	0.00	2000.00	0.00	2000.00
24th Batch	3871.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3871.00
25th Batch	0.00	12450.00	15000.00	0.00	0.00	0.00	0.00	37058.00	64508.00
26th Batch	15065.00	19510.00	12500.00	0.00	10000.00	26460.00	0.00	0.00	83535.00
27th Batch	54510.00	19296.00	10000.00	51300.00	0.00	69916.00	0.00	3490.00	208512.00
28th Batch	41754.00	14144.00	12500.00	0.00	10000.00	65891.00	0.00	10000.00	154289.00
TOTAL	115200.00	65400.00	50000.00	51300.00	20000.00	162267.00	4000.00	50548.00	518715.00



(C) 6 Weeks House Keeping Utility Programme:

	Training Fee	Course Material	Certification Fee	Uniform	Tool Kite	Meal Charges	Stipend	Miscellaneous	TOTAL
4th Batch	2480.00	4590.00	0.00	47501.00	0.00	70000.00	0.00	0.00	124571.00
TOTAL	2480.00	4590.00	0.00	47501.00	0.00	70000.00	0.00	0.00	124571.00

(D) 6 -Days Skill Certification Programme:

	Training Fee	Course Material	Meal Charges	Miscellaneous	Testing Fee	Stipend	Testing Material	TOTAL
	114599.00	22743.00	36690.00	22104.00	64050.00	122400.00	38732.00	421318.00
Total	114599.00	22743.00	36690.00	22104.00	64050.00	122400.00	38732.00	421318.00

Dated: Shillong
The 28th of July, 2017

R. V. Suchanig
Chairman
IHMCTAN
Shillong



As per Audit Report Annexed as on Even Date
For Sudip Purkayastha & Associates
Chartered Accountants

[Signature]
(SUDIP PURKAYASTHA)
(Partner)
Membership No. 067195
FRN NO. 326761E

[Signature]
Principal
IHMCTAN
Shillong