

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം

ഉദ്യോഗസ്ഥ-ഭരണപരിഷ്കാര വകുപ്പ് - ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് മാനേജ്മെന്റ് ഇൻ ഗവൺമെന്റ് (ഐ.എം.ജി.) - 2020-2021 വർഷത്തെ വാർഷിക ഭരണറിപ്പോർട്ട് അംഗീകരിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

ഉദ്യോഗസ്ഥ-ഭരണപരിഷ്കാര(എ.ആർ-13) വകുപ്പ്

സ.ഉ.(അച്ഛടി) നം.2/2024/P&ARD തീയതി, തിരുവനന്തപുരം, 09-08-2024

പരാമർശം:- 1. ഐ.എം.ജി.യുടെ 20.02.2024 തീയതിയിലെ 2553/എ2/2021/ഐഎംജി. നമ്പർ കത്ത്.

ഉത്തരവ്

ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് മാനേജ്മെന്റ് ഇൻ ഗവൺമെന്റ് (ഐ.എം.ജി.) 2020-2021 വർഷത്തെ വാർഷിക ഭരണറിപ്പോർട്ടിന്റെ കരട്, സർക്കാരിന്റെ അംഗീകാരത്തിനായി പരാമർശപ്രകാരം ലഭ്യമാക്കിയിരുന്നു.

2) സർക്കാർ പ്രസ്തുത വാർഷിക ഭരണറിപ്പോർട്ട് പരിശോധിക്കുകയും ആയത് അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുകയും ചെയ്യുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

സിനി സാബു

ജോയിന്റ് സെക്രട്ടറി

ഡയറക്ടർ, ഐ.എം.ജി., തിരുവനന്തപുരം.

ഇന്ത്യൻ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് പബ്ലിക് അഡ്മിനിസ്ട്രേഷൻ, ന്യൂ ഡൽഹി.

പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ഓഡിറ്റ്), കേരള, തിരുവനന്തപുരം.

അക്കൗണ്ടന്റ് ജനറൽ(എ&ഇ), കേരള, തിരുവനന്തപുരം.

പൊതുഭരണ(എ.ആർ) വകുപ്പ്.

ധനകാര്യ വകുപ്പ്.

വിവര പൊതുജനസമ്പർക്ക(വെബ് & ന്യൂ മീഡിയ) വകുപ്പ്.

കരുതൽ ഫയൽ/ഓഫീസ് കോപ്പി.

ഉത്തരവിൻ പ്രകാരം

Signed by

Saira Banu Buhari

സെക്ഷൻ ഓഫീസർ

Date: 12-08-2024 10:47:21



INSTITUTE OF MANAGEMENT IN GOVERNMENT

# **ANNUAL REPORT 2020-'21**



# **Our Patron**

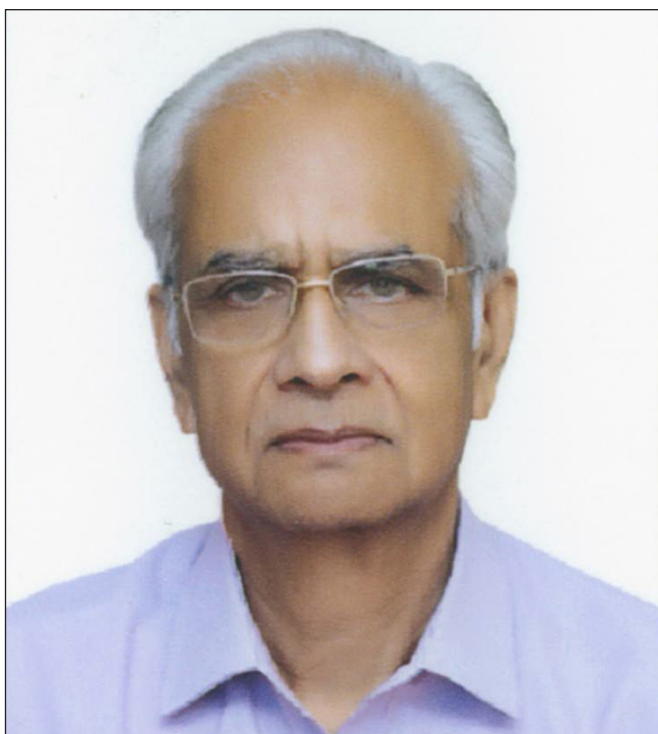


**Shri Pinarayi Vijayan**

Hon. Chief Minister of Kerala



# **Our Director**



**K. Jayakumar IAS (Rtd.)**



ANNUAL  
REPORT  
2020-'21

## Our President



Dr. Vishwas Mehta IAS



ANNUAL  
REPORT  
2020-'21

## *About IMG*

The Institute of Management in Government (IMG) is an autonomous body constituted under the auspices of the Government of Kerala to develop managerial skills, organizational ability, leadership qualities and decision-making skills among different categories of employees of Government and Public Sector. Designated as the Apex Training Institute (ATI) for the State of Kerala, IMG is entrusted with the responsibility of training the Government Officials. This responsibility necessitates the development of detailed training plans for various Government Departments, networking of training institutions, pooling of faculty resources, upgradation of facilities available at these institutions, etc. The Institute, located at the State Capital-Thiruvananthapuram, has two Regional Centres, at Kochi and Kozhikode, to cater to the regional training requirements.

## *Mission*

To be a Centre of Excellence in Capacity Building for providing an efficient, transparent, equitable and citizen centric public service delivery system in a knowledge society.

## *Vision*

To facilitate the pursuit of Excellence in Governance.

IMG is designated as the Apex Training Institute (ATI) for the State of Kerala, IMG is entrusted with the responsibility of training the Government Officials.

## *Aims of the Institute*

IMG, being designated as the Apex Training Institute for the State, strives to equip the civil and public workforce of Kerala with the skills required for their functional effectiveness and efficiency. To this end, IMG works closely with various Government departments, identifies and caters to their training needs through customized courses essential to capacity building. Besides, IMG also creates awareness of the potentialities of modern management science as a major instrument for the development of the economic and social activities of the Government; develop managerial skills, organizational capability, leadership and decision making ability; development planning and efficient implementation; undertake operational and policy research to evolve ideas and concepts appropriate to the nation and formulate policy alternatives; foster, assist and support individuals, organizations and institutions indirectly for the use of management science; enhance the knowledge of management science's scope and use among the public thereby building it as a valuable instrument for economic development and social change in the State as well as in the region.

## ***Functions***

- Apex Training Institute for the State of Kerala and implement the State Training Policy.
- Convener of the State Training Council with a mandate to coordinate, network and standardize training functions.
- Monitor and supervise the delivery of various training Institutes under the State Government.
- Offer a variety of quality and need based training programmes for Civil Service Personnel at the State and National Level.
- Undertake research and consultancy assignments with social orientation and commitment.
- Establish linkages with national and international organizations including the World Health Organization, United Nations Children's Fund, United States Agency for International Development, United National Development Programme, Asian Development Bank and major Universities in research, training and consultancy.
- Provide advisory functions for streamlining administration by undertaking policy research and studies.
- Offer quality management and functional programmes for middle level and senior level functionaries (including All India Services).
- Offer various training programmes targeted at different levels and for an array of Departments, Public Sector Undertakings and Local Self Governments on Information Technology enable governance.
- Nodal agency in the preparation of citizen charter for all departments except Local Self Government.

- Nodal agency for capacity building in Right to Information Act, 2005.

For over the last years, IMG has been engaging in activities for realization of these objectives through training programmes, research, consultancy, publications, seminars, workshops and lectures by eminent persons from India and abroad. Has a reputed track record for client orientation in providing hand holding support for Government Departments in post training and post consultancy scenario.

## ***Training in IMG***

Training is an obligation of the employer towards its employees. The objective of fulfilling this obligation would be to develop and maintain their efficiency and effectiveness. This is not a one-time responsibility but a permanent and continuing one that extends through the career of the employee. For the employees of the Government, other Government agencies and organizations, training is equivalent to a natural right. This stems from the recognition that training is a pre-requisite for enabling them to demonstrate the required degree of efficiency, effectiveness and behavioural propriety expected of them both towards the public and to others in their own work organizations.

Before realizing this concept, since its inception from 1981, IMG was offering training programmes in different areas for different levels of functionaries in Government. This was mostly based on the Training Needs perceived by IMG and its discussion with the Heads of the Departments. The total number of programmes offered ranged from 200 to 400.

## *State Training Policy and Programmes*

The mission of the training enterprise of the Kerala State Government is the transformation of each and every employee in Government Departments and Government agencies and organizations into fully developed, duty conscious, development oriented, well-behaved, competent and motivated member of work teams who are committed to the promotion of public welfare. The expected outcome is a Public Service System for the State, the edifice of which will be built on people (customer)-focused

management that allows the greatest room for their participation in decision-making, and one that is geared toward promoting continuous innovations towards the relentless pursuit of total quality in governance.

From 2004 onwards, IMG has conducted comprehensive Training Needs Analysis for the Government departments and has been addressing the training needs, which emanated in the process.

The advent of Covid pandemic literally changed the mode of training at IMG. IMG was compelled to try online training programmes despite our high

## *Status Of Training Programmes For me Year 2020-2021*

Category	Mode of Conduct		Total conducted	No. of Participants	No. of days
	Online	Offline			
STP	138	93	231	5595	813
GOI	2	9	11	219	60
OSP	3	28	31	746	262
Webinar			3		
<b>Total</b>	<b>143</b>	<b>130</b>	<b>276</b>	<b>6560</b>	<b>1135</b>
Category	Mode of Conduct		Total conducted	No. of Participants	No. of days
	Online	Offline			
STP	272	402	674	18184	10192
GOI	1	22	23	530	81
OSP	13	15	28	653	196
RTI	10		10	249	10
<b>Total</b>	<b>296</b>	<b>439</b>	<b>735</b>	<b>19616</b>	<b>10479</b>

STP - State Training Policy Programmes

GOI - Government of India Sponsored Programmes

OSP - Other Sponsored Programmes

RTI - Right to Information Act

ITP - Intensive Training Programme

This year, 25649 participants were trained in 948 training programmes in 3748 course days.



dependency on classroom training, lack of proper IT infrastructure to enable online training, lack of course materials to facilitate online training m, including systems and bandwidth, ill-prepared classroom trainers, budgetary constraints, lack of experience with remote learning, lack of familiarity with learning through digital platforms, etc. To overcome the limitation, faculty members of the institute, facilitated by the computer division utilized the Google meet platforms for online teaching, monitoring of training programmers and conducted online evaluation . And the institute succeeded in conducting training programmes in online mode with no compromise in quality.

In comparison with the previous years, the total number of programmes conducted was less than 25 percent. This was because of the fact that the governance machinery was forced to shift its attention from capacity building to execution of measures to keep the citizens safe from the pandemic. IMG's hostel at head quarters and Kozhikode were converted to CFLTC by the department of Health. Covid patients were quarantined and treated there.

## ***Recording Studio***

IMG is equipped with a recording studio and Movavi editing software. Sessions for the online depart-mental test coaching (paid coaching as well as free coaching conducted for employees from SC/ST communities) were conducted from January to April 2021 by utilizing the facilities available at the studio including live sessions, audio files of the sessions for the participants' later use.

## ***Training programmes of repute***

1. Master Trainer/Recognized Trainer Development Programme on Experiential Learning (8th February to 28 th February 2021).
2. 20 days long special training programme on Accounting for the personnel of Housing Board (Online programme) – 6 th to 30 th January 2021

## ***Doctoral research at IMG***

IMG is a recognized Research Center for Management studies and Social Sciences. Two of our faculty members, Dr S Sajeew and Dr Anishia Jayadev are reaserch guides. Under the guideship of Dr S Sajeew Ph.D was awarded to Mr. Subymon S.S on **Sustainable Development of Tourism in Kerala** and Ms. Sreeji S.L on **Role of Government Agencies and Financial Institutions in the operation of women enterprises in Kerala.**

## ***Consultancy Assignments undertaken***

### **Career Promotion Rules for Kerala Agro Machinery Corporation LTD. (KAMCO)**

The report was prepared to conduct a realistic and futuristic assessment of Human resource requirement of the organization. For this, Special Rules for Recruitment and Promotion of Managerial and supervisory employees of KAMCO was examined to see whether it was in conformity with existing Government Orders, Circulars and Rules prevailing in similar organizations. The study was undertaken by Dr R Jayasree and Dr S Sajeew.

### **Work Study in Kerala State Ware Housing Corporation**

The objective of the study was to assess the manpower requirement of the Corporation The

study was conducted in Warehouses, Regional Offices, Zonal Offices and Headquarters of the Corporation and was based on scientific assessment of existing work load of various positions in the Corporation. The study was undertaken by Dr R Jayasree and Dr S Sajeev.

### **Assessment Study for rationalization of Projects: Homeopathy Department**

The work presented in this report is funded by Homeopathy Department government of Kerala. It is present for the first time on evaluation of five primer projects run by the department. It also brings out the Key performance indicators which has the potential, addressed to will phenomenally improve the service delivery by raising the bench marks which is practically upset.

The study was undertaken by Dr Anishia Jayadev and Ms. Amala Boney.

### ***Research Papers by faculty members***

#### **Dr S Sajeev, Professor, IMG**

Impact of Covid Pandemic on the Hospitality industry in Kerala – IMG News (Sajeev S and Reji John)

e-waste cycling – A challenging Business Model (Athira and Sajeev S)

Infrastructure Development Our Heritage – UGC Care journal January 2020, Yojana, March 2021

Budget Suggestions on Direct Taxes, March 2020, Yojana

#### **Dr Anishia Jayadev, Associate Professor IMG**

- Mustafa, Sabeena & Jayadev, Anishia & Madhavan, Maya. (2020). COVID-19: Need for Equitable and Inclusive Pandemic Response Framework. International Journal of Health Services. 51.

- Mustafa, Sabeena & Jayadev, Anishia & Madhavan, Maya. (2020). Dealing With COVID-19 Pandemic: Key Learnings From Kerala. Asia Pacific Journal of Public Health. 32.

## ***Administration and management***

### **Management of the Institute**

IMG is governed by a Body consisting of eminent persons drawn from State/Central Government, academia and public management system with the Chief Secretary as the President. An Executive Committee supervises the functions of the Institute, of which the Director, IMG is the Chairperson

### **Board of Governors**

The Secretary of the Institute is the Ex-officio Secretary of the Board of Governors and the Executive Committee. During the year the following members were there in our board of Governors:

#### **President**

- The Chief Secretary  
Government Secretariat,  
Thiruvananthapuram

#### **Members**

- The Director, IMG
- The Additional Chief Secretary to Government Personnel & Administrative Reforms Department Government Secretariat, Thiruvananthapuram
- The Principal Secretary to Government Finance (Expenditure) Department Government Secretariat, Thiruvananthapuram
- The Principal Secretary to Government Planning & Economic Affairs Department Government Secretariat, Thiruvananthapuram

- The Secretary to Government  
Personnel & Administrative Reforms Department  
Government Secretariat, Thiruvananthapuram
- The Secretary to Government  
IT Department, Government Secretariat,  
Thiruvananthapuram
- The Principal Secretary to Government  
Animal Husbandry Department  
Government Secretariat, Thiruvananthapuram
- The Vice-Chancellor  
Kerala Agricultural University,  
Mannuthy, Thrissur
- The Joint Secretary  
Department of Personnel & Training  
Ministry of Personnel Public  
Grievances and Pensions, New Delhi
- The Joint Secretary  
Department of Administrative Reforms &  
Public Grievances, Sardar Patel Bhavan,  
Parliament Street, New Delhi
- The Director  
KILA, Mulamkunnathukavu PO, Thrissur
- The Director,  
LBSNAA, Mussorie, Uttarakhand
- The Director,  
NIRD, Rajendranagar Mandal,  
Hyderabad, Telegana
- The Director  
IIITMK, Technopark, Thiruvananthapuram
- The Director  
IIM, Kozhikode
- Dr. S Sajeew  
Professor, IMG, Thiruvananthapuram

## ***Executive Committee-2020-21***

### **Details of EC held**

1. 144th EC held on 04/06/2020
2. 145th EC held on 13/10/2020
3. 146th EC held on 30/03/2021

### **Members of EC**

1. The Director IMG
2. Additional Chief Secretary P&ARD
3. The Secretary to Government (Finance Exp Dept)
4. The Secretary to Government (IT Dept)
5. The Director (KILA)
6. Dr S Sajeew, Faculty IMG

No GB meeting was held during 2020-2021

### **Director, IMG**

Shri. K. Jayakumar, IAS (Rtd.) (former Chief Secretary, Kerala & former VC, Thunchath Ezhuthachan Malayalam University) is the present Director of IMG.

## **Members of faculty**

Particulars	Designation
Dr Jaya S Anand	Professor
Dr S Sajeew	Professor
Dr R Jayasree	Professor
Dr R Ram Mohan	Professor
Dr Anishia Jayadev	Assistant Professor
Dr Mini B Nair	Assistant Professor
Dr N Krishnakumar	Associate Fellow
KK Rajagopalan Nair	Associate Fellow
K. Venu	Associate Fellow
Xavier Sebastian	Associate Fellow

## Section Officers

Hemalatha M S	Section Officer
Sreedevi SS	Section Officer
Jayasree K	Section Officer
Nabeesath A	Section Officer
Shelly PO	
K Sasidharan Nair	

## *Academic and Development Activities*

There are two committees constituted for the smooth conduct of training programmes and development activities viz. Programme Committee and Planning an Chairman (Faculty member)

- Convener (Faculty member)
- Three Faculty members (Members)
- A representative from administration division (Member)
- A representative from finance division (Member) Development Committee.

### **Programme Committee**

Dr. R. Jayasree is the Chairman of the Programme Committee & Dr. Mini B Nair, the Convener of the Programme Committee. The main activities of this Committee are:

- a. Standardizing course materials
- b. Prescribing facilities to be available in Class rooms
- c. Monitoring of projects and programmes/ schedules items
- d. Finalization of training calendar, taking up of new programmes/ recommend for deletion of scheduled programmes.

### **Planning And Development Committee**

Dr. S. Sajeev is the Chairman of the Planning and Development Committee. Dr. Anishia Jaydev is the Convener of the Planning and Development Committee.

### **Records Management System Streamlined**

Based on the recommendation of an internal committee, a new system of file disposal and records management has been approved at IMG. According to the new system, categories of files and their retention periods have been clearly stipulated. Records kept unnecessarily for long years (for want of retention policy) will now be sorted and cleared on the basis of the new policy. This initiative is the first part of a series of administrative changes leading towards effective e-governance in IMG offices

### **Our Infrastructure – Head Quarters**

IMG, has an AC auditorium at its headquarters, Thiruvananthapuram which can house 70 persons. We conduct high-level workshops in this auditorium. The Government of Kerala also makes use of this resource for the conduct of important meetings. We have 2 mini-conference halls one, for the conduct of meetings chaired by the director and the other for workshops. Both have a seating capacity of 15 persons. For training, we have 8 lecture halls, all are air- conditioned, all of them having a seating

capacity for 30. We have four Air Conditioned computer labs with the same capacity.

Executive Training and Development Centre (ETDC) has 4 state of the art classrooms a large Conference Hall and a Mini- Conference Hall. Programme pitched at a higher level is conducted here.

There are faculty rooms and syndicate rooms where entire group activity within training programmes.

### **Regional Centres**

The Institute has two Regional Centres at Kozhikode and Kochi, which cater to the training requirements of the northern and central districts of Kerala. Both the Regional Centres are equipped with two modern computer laboratories.

### **Library & Documentation**

The IMG library has books across disciplines like Management, Public Administration, Governance, Economics, Rural Development, Decentralised Planning, Health, Gender etc. Its facilities are being utilized by Government employees, research students and the public. A sizable number of periodicals are also subscribed to. It is also an appraised Research Centre of the Kerala University.

We also have publication and research journals of national and international repute. Back volumes, Compact Disks, Project Reports, Reference Books, Annual Reports, etc. These act as a resource pool to meet the anticipatory demands of its users. Books are categorized. Search can be done using access points like title, author and accession number. Along with the library, there is a centre of public policy, which contains proceedings, orders, gazette, etc. of Government of Kerala.

## **Training Infrastructure**

### **Computers & Peripherals at IMG**

To facilitate effective training, and hassle free office procedures, we have the following number of computers and peripherals.

#### ***IMG Trivandrum***

- Server - 4 nos. • Desktop Computer - 242 nos.
- Laptop - 46 nos. • Printer - 58 nos. • Scanner - 3 nos. • Switches - 25 • UPS - 15

#### ***IMG RC Kochi***

- Server - 2 nos. • Desktop Computer - 62 nos.
- Laptop - 5 nos. • Printer - 14 nos. • Scanner - 2 nos. • Switches - 8 • UPS - 4

#### ***IMG RC Kozhikode***

- Server - 2 nos. • Desktop Computer - 54 nos.
- Laptop - 2 nos. • Printer - 7 nos. • Scanner - 2 nos.
- Switches - 6 • UPS – 4

## **Hostel Facility**

The Institute offers excellent hospitality and has a hostel with 70 rooms at Thiruvananthapuram with all modern amenities. Hostel facilities are available at both our regional centres. In Kochi there are 30 double rooms including one guest suite. At Regional Centre Kozhikode there are 27 double rooms. The Thiruvananthapuram Hostel offers health club facilities and a swimming pool.



ARUN JITHIN & ASSOCIATES

Second Floor, Kamala C-7,  
Vellayambalam, Jawahar Nagar Lane  
Thiruvananthapuram

---

## INDEPENDENT AUDITOR'S REPORT

To  
**The Members of**  
**Institute of Management In Government**  
**Vikas Bhavan P.O.**  
**Thiruvananthapuram 695 033**

### Report on the Audit of Financial Statements

#### Opinion

We have audited the accompanying financial statements of the **Institute of Management in Government** which comprises the Balance Sheet as at March 31, 2021, the Income and Expenditure Account for the year ended on March 31, 2021 and a summary of significant accounting policies and notes to accounts.

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid standalone financial statements give the information required by the Act in the manner so, required and give a true and fair view in conformity with the accounting principles generally accepted in India, of the state of affairs of the Company as at 31st March, 2021, and its Balance sheet and Income & Expenditure Account for the year ended on that date.

#### Basis for opinion

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

---

## **Responsibilities of the Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position, financial performance of the entity in accordance with the accounting principles generally accepted in India including the Accounting Standards prescribed by the Institute of Chartered Accountants of India (ICAI). This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error. Those charged with governance are responsible for overseeing the entity's financial reporting process.

## **Auditor's Responsibilities for the Audit of the Financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal financial controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion effectiveness of the Entity's internal financial controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the Entity to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such



*Arun Jithin & Associates  
Chartered Accountants*

disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Materiality is the magnitude of misstatements in the financial statements that, individually or in aggregate, makes it probable that the economic decisions of a reasonably knowledgeable user or the financial statements may be influenced. We consider quantitative materiality and qualitative factors in (i) planning the scope of our audit work and in evaluating the results of our work; and (ii) to evaluate the effect of any identifies misstatements in the financial statements.

#### **Report on Other Legal and Regulatory Requirements**

We report that:

- a) We have sought and obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit.
- b) In our opinion, proper books of account as required by law have been kept by the Company so far as it appears from our examination of those books.
- c) The Balance Sheet, and the Statement of Income & Expenditure dealt with by this report are in agreement with the books of account.
- d) In our opinion, the aforesaid financial statements comply with the applicable Accounting Standards issued by the Institute of Chartered Accountants of India.
- e) The Entity has appeals pending against Service Tax Demands for substantial amounts for previous years.

For **ARJUN JITHIN & ASSOCIATES**

Chartered Accountants

Firm Reg No: 015164S

**ARUNRAJ S B.Com FCA**

Partner

Membership No. 235795

UDIN - 23235795BGTMUY9446

Place: Thiruvananthapuram

Date : 16-02-2023

## Institute of Management in Government

Vikas Bhavan P.O., Thiruvananthapuram

---

### ➤ Notes to Accounts

1. While preparing the financial statements, the previous year figures and heads of accounts have been regrouped, reclassified and rearranged whether necessary.
2. Liability to Government of Kerala subsituted in previous financial statements pertaining to Kerala Institute of Public Administration acquisition during 1981 transferred to Capital Reserve.
3. The balance of current assets and current liabilities are subject to confirmation. In the opinion of the management, current assets, Loans and advances will realize a value not less than the amount stated in the balance sheet, if realized in the ordinary course of business.
4. In accordance with the accounting policy of assets procured with government grants, the amount of grant utilized offsets with the cost of acquisition of assets and thereby the entity does not include a fixed assets schedule with the statement of accounts.
5. The Institution has not filed the income tax returns for the year under audit within the due dates, there by unable to claim the TDS credits. TDS credit is not properly matched with form 26 AS of Income tax portal. However, management took corrective actions by filing income tax returns from the financial year 2021-22
6. Long outstanding amounts subsisting in the ledgers of Advances for building construction totalling to Rs. 66,27,111.00 is subject to reconciliation /confirmation.
7. The following ledger balances under Deposits, Non-Current Assets are subject to confirmations, in respect of which no documents were available for verification;

Deposit - M/s. KSCSC Ltd	-	70,000.00
Service Tax Mandatory Deposit	-	64,24,322.00
Deposit - PWD	-	21,31,143.00
8. Long pending balances pertaining to previous years are subsisting under Unspent Grant totalling to Rs. 19,22,68,298.00 pending settlement entries/clearing. As per the response from management, proper measures are being taken to identify the prior records and check whether any unspent balances remaining to be carried forward or any settlement entries needed.
9. The balances of the following ledgers are subject to reconciliation/confirmation from the management.
  - a. Course fee advance received (Other Current Liabilities) - Rs. 3,87,00,308.00
  - b. Course fee receivable (Other Current Assets) - Rs. 51,63,473.00

## Institute of Management in Government

Vikas Bhavan P.O., Thiruvananthapuram

10. The Management needs to ensure that GST amounts are properly deducted and paid to government within the prescribed time mentioned under GST Act 2017. During the year under audit, irregular availing of GST input tax credit were identified to the tune of Rs. 17,40,829.00 which was subsequently rectified in FY 2022-23. The Entity has not availed the GST input tax credit in respect of tax already paid through GST Reverse charge which is eligible.

11. The following bank account balances are subject to confirmation and reconciliation.

Particulars	Amount
District Treasury, Tvpm -452	60,715.00

12. The following are the contingent Liabilities in respect of matters under litigation which is subsisting and no estimate of the outcome is possible as at 31st March 2021

- Appeal before Service Tax Commissioner (Appeals), Kochi against tax demand of Rs. 1,41,56,096.00 as per order of Jr. Commissioner, Service Tax Trivandrum No. 118-121/2014-15 ST(JC) dated 20/12/2014
- Appeal before Service Tax Appellate Tribunal, Bangalore against tax demand of Rs. 1,40,49,330.00 as per order of Commissioner Service Tax Trivandrum No. IV/16/107/2015 dated 20/01/2016

Place : Thiruvananthapuram

Date : 16-02-2023

## **Institute of Management in Government**

Vikas Bhavan P.O., Thiruvananthapuram

---

### **Significant Accounting Policies forming part of the financial statements as at 31st March 2021**

#### **1. Basis of Accounting**

The financial statements are prepared under historical cost convention and are in accordance with Generally Accepted Accounting Principles in India

#### **2. Use of Estimates**

The presentation of financial statements are in conformity with the generally accepted accounting principles and requires estimates and assumptions to be made, that effect the reported amount of assets and liabilities on the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Difference between the actual results and estimates are recognized in the period in which the results are known/materialized.

#### **3. Fixed Assets**

All fixed assets are valued at cost less depreciation. All expenses directly attributable in bringing the assets to their working condition and interest on the loan taken for the acquisition of assets during the period of construction / acquisition and other expenses are added to the cost of fixed assets. Assets transferred by the Government to the entity at no cost is accounted at a nominal value of INR 1.

#### **4. Inventories**

Inventories are valued at cost or market value whichever is lower. Inventories of consumables are not valued, as these items are treated as expenditue and accounted on cash basis during the year.

#### **5. Mateiral events**

Material events occurring after the Balance Sheet date are taken in to cognizance.

#### **6. Revenue Recognition**

Revenue is recognized to the extent that is probable that the economic benefits will flow to the entity, can be reliably measured and no significant uncertainty exists regarding realization of the consideration. Income ios recognized on accrual basis. Interests received are recognized on cash basis.

#### **7. Expenditure**

All expenditures are charged to the relevant expense heads at the time of making the payments except in the case of advance payments. Advance payments are charged to the relevant heads of account on settlement.

## **Institute of Management in Government**

Vikas Bhavan P.O., Thiruvananthapuram

---

### **8. Investments**

Investments that are intended to be held for more than a year are classified as Long-Term Investments. Long Term Investments are valued at Cost. Short term investments are valued at cost or Net Realizable value whichever is lower.

### **9. Grants**

Government Grants are accounted in accordance with “AS-12 Accounting for Government Grants”. Revenue grants are recognized to income & expenditure account Grants received from government/ other institutions respect of non-depreciable asset are credited to Capital Reserves. Grants received in respect of depreciable asset which are utilized for procurement of construction of assets are reduced from the cost of such assets.



INSTITUTE OF MANAGEMENT IN GOVERNMENT  
Vikas Bhavan P.O, Thiruvananthapuram

BALANCE SHEET AS AT 31ST MARCH 2021

(Amount in Rs)

Sl.No	Particulars	Sch No	Amount	
			As at 31.03.2021	As at 31.03.2020
<b>A</b>	<b><u>SOURCES OF FUNDS</u></b>			
	<b>Reserves &amp; Surplus</b>			
	Capital Reserve	1	83,96,958.72	17,89,871.72
	General Reserve	2	16,38,43,814.66	14,26,43,164.30
	<b>Long Term Liabilities</b>			
	Govt of Kerala		-	66,07,087.00
	<b>Current liabilities</b>			
	Unspent Grant	3	19,22,68,298.00	22,97,20,632.01
	Deposit (Liability)	4	46,34,863.80	57,80,215.80
	Statutory Payables	5	9,07,573.63	10,90,669.03
	Recoveries payable	6	7,78,298.00	10,28,293.00
	Other current Liabilities	7	4,44,10,133.00	5,78,87,153.00
	<b>TOTAL</b>		<b>41,52,39,939.81</b>	<b>44,65,47,085.86</b>
<b>B</b>	<b><u>APPLICATION OF FUNDS</u></b>			
	<b>Non-Current Assets</b>			
	<b>Fixed Assets:</b>			
	Property Plant & Equipment		1.00	1.00
	Investments		5,000.00	5,000.00
	Deposits	8	96,06,466.00	96,06,466.00
	<b>Current Assets</b>			
	Inventories	9	12,69,597.50	8,59,970.25
	Loans & Advances	10	47,05,260.80	32,19,642.07
	Advance For Building Construction	11	66,27,111.00	1,20,97,534.00
	Receivables	12	52,63,757.00	4,90,64,142.10
	Cash & Cash Equivalents	13	37,88,83,833.61	35,95,61,744.62
	Other Current assets	14	88,78,912.90	1,21,32,585.82
	<b>TOTAL</b>		<b>41,52,39,939.81</b>	<b>44,65,47,085.86</b>

Notes to Accounts & Significant Accounting Policies  
As per our report of even date attached

For ARUN JITHIN & ASSOCIATES  
Chartered Accountants

CA ARUNRAJ FCA

Partner

M No: 235795 Firm Reg No: 015164S

UDIN - 23235795BGTBUY9446

Trivandrum

16-02-2023

For and on behalf of the Executive Committee

Director

K Jayakumar IAS(Retd)

Secretary

Boby Antony

Accounts Officer

Meenambika K B

Under Secy, Finance, Gok(on deputation)

INSTITUTE OF MANAGEMENT IN GOVERNMENT  
Vikas Bhavan P.O, Thiruvananthapuram

STATEMENT OF INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2021

		(Amount in Rs)	
Particulars	Sch No	For the year ended	
		2021	2020
<b>INCOME</b>			
<b>Government Grants:</b>			
GOK-Grant Non-Plan		6,53,47,000.00	6,41,43,749.00
GOK-Grant Plan (Non-Salary)		2,03,06,744.00	3,78,06,659.00
By Plan Grant from Government of Kerala		1,23,09,946.00	2,14,38,628.00
<b>Training &amp; Programme Income:</b>			
State Training Programme		6,46,32,434.00	6,16,67,889.00
Intensive Training Programme		1,16,538.00	69,72,222.00
By Capacity Building e-Governance NEGP		-	13,750.00
Other Sponsored Programme		1,01,94,297.00	2,40,84,898.00
Government of India programme		49,24,266.00	1,34,25,822.00
Consultancy and Training	15	10,91,224.00	5,17,466.00
<b>Other Income</b>			
Rental Income	16	11,01,447.80	20,90,703.00
Interest Received	17	1,79,91,831.00	2,41,89,363.00
Other Income	18	21,20,187.52	1,65,42,729.00
<b>TOTAL</b>		<b>20,01,35,915.32</b>	<b>27,28,93,878.00</b>
<b>EXPENDITURE</b>			
State Training Programme Expenses		3,34,28,285.00	3,85,61,706.00
Other Sponsored Programme Expenses		36,07,597.00	1,35,56,055.00
Government Of India Programme Expenses		65,98,030.00	1,09,40,700.00
ITP Training Programmes		1,16,538.00	52,25,320.00
Changes in Inventory		-4,09,627.25	1,05,096.00
Other Training and programme expenditures	19	1,84,685.00	95,621.00
Employee benefit expenses	20	9,83,87,470.00	11,57,31,120.00
Administrative Expenses	21	99,94,800.50	1,37,98,356.37
Electricity & Water charges		49,19,596.00	72,39,537.00
Interest & Bank charges		2,589.69	5,379.54
Repairs & Maintenance	22	97,93,101.92	77,16,148.08
To Plan Grant Expenditure		1,23,09,946.00	2,14,38,628.00
To Expenditure on Training , Seminars ,Projects		-	27,681.00
By Capacity Building e-Governance NEGP		-	13,750.00
<b>TOTAL</b>		<b>17,89,33,011.86</b>	<b>23,44,55,097.99</b>
<b>Surplus/(Deficit) for the year transferred to Balance sheet</b>		<b>2,12,02,903.46</b>	<b>3,84,38,780.01</b>

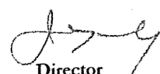
Notes to Accounts & Significant Accounting Policies  
As per our report of even date attached


For ARUN JITHIN & ASSOCIATES  
Chartered Accountants

CA ARUNRAJ FCA  
Partner  
M No: 235795 Firm Reg No: 015164S

Thiruvananthapuram

For and on behalf of the Executive Committee

  
Director  
K Jayakumar, IAS(Retd)

  
Secretary  
Boby Antony

  
Accounts Officer  
Meenambika K B

**INSTITUTE OF MANAGEMENT IN GOVERNMENT**

Vikas Bhavan P.O, Thiruvananthapuram

**Schedules Attached to and forming part of the Accounts**

Particulars	For the year ended	
	31.03.2021	31.03.2020
<b><u>Schedule 1</u></b>		
<b><u>Capital Reserve</u></b>		
Opening Balance	17,15,277.00	9,15,277.00
Transfer from Loan - GOK	58,07,087.00	-
Closing Balance	<b>75,22,364.00</b>	<b>9,15,277.00</b>
Depreciation & Amenities Fund	8,74,594.72	8,74,594.72
	<b>83,96,958.72</b>	<b>17,89,871.72</b>
<b><u>Schedule 2</u></b>		
<b><u>General Reserve</u></b>		
Balance as per last Balance Sheet	14,26,43,164.30	10,42,04,383.29
Interunit Transfers	(2,253.10)	-
Add : Excess of Income over Expenditure	2,12,02,903.46	3,84,38,781.01
	<b>16,38,43,814.66</b>	<b>14,26,43,164.30</b>
<b><u>Schedule 3</u></b>		
<b><u>Unspent Grant</u></b>		
GOI-XI Finance Commission Grant for Building	43,69,702.00	43,69,702.00
GOK- Grant (Plan) (Annexure IA)	8,24,32,651.00	10,51,72,714.00
GOK Grant STP (Annexure IC)	2,94,30,061.00	3,13,74,704.00
GOI Grant Library 2004-2005	19,374.00	19,374.00
Capacity Building e-Governance NEGP	1,75,503.00	1,77,853.00
Digital Library (Bridge Fund)	-	18,999.00
GOK Grant (Plan)-Non Salary ( Annexure IB)	7,58,41,007.00	8,85,87,286.01
	<b>19,22,68,298.00</b>	<b>22,97,20,632.01</b>
<b><u>Schedule 4</u></b>		
<b><u>Deposit (Liability)</u></b>		
Retention Money	14,53,807.00	14,53,807.00
Earnest Money Deposit	23,996.00	10,31,503.00
Caution Deposit	55,148.00	55,148.00
Security Deposit	29,04,452.80	30,42,297.80
Caution deposit (library)	1,96,860.00	1,96,860.00
Library Book Reference Deposit	600.00	600.00
	<b>46,34,863.80</b>	<b>57,80,215.80</b>



<b>Schedule 5</b>		
<b>Statutory Payables</b>		
Income Tax Contractor	1,11,791.00	1,66,941.00
Income Tax (Professional Service)	7,226.00	1,581.00
Income tax Recovery (Salary)	4,11,585.00	4,27,532.00
GST	1,81,405.63	1,95,018.00
Reverse Charge	976.00	15,909.00
EPF Employer Contribution payable	59,526.00	64,256.00
GST on TDS on Contract	67,600.00	30,837.00
Staff Welfare Fund Employer	-	3,973.03
Tax Deducted at Source	67,464.00	1,84,622.00
	<b>9,07,573.63</b>	<b>10,90,669.03</b>
<b>Schedule 6</b>		
<b>Recoveries payable</b>		
LIC Premia	45,588.00	72,816.00
EPF Employee Contribution	1,14,593.00	1,28,154.00
Staff Welfare Fund	76,747.00	93,658.00
IMG Society Loan Recovery	(2,726.00)	(2,726.00)
SWF :Loan Recovery	1,12,000.00	1,04,000.00
KSCDC (George Mathai Tharakan)	18,522.00	18,522.00
GPF	-	84,000.00
Handveev Loan Recovery A/C	822.00	822.00
TVM District Co-operative Bank, Kunnukuzhy	2,000.00	2,000.00
Ananthapuram Cop Society T/184	3,000.00	3,000.00
Co-optex Recovery	-	10,140.00
Balaswandhanam	1,000.00	1,000.00
Relief Fund Recovery	679.00	-
GOI Payable	-	1,43,593.00
General Provident Fund (State)	1,81,382.00	2,17,882.00
Group Insurance(state)	-	4,800.00
EPF Employee Contribution	(1,52,457.00)	(1,56,724.00)
EPF Voluntary IMG Staff	99,289.00	1,11,997.00
GPF Loan (Deput)	11,830.00	24,560.00
Group Insurance Premium (GIP) IMG	(800.00)	(400.00)
Group Insurance Premium State (Deput)	500.00	1,000.00
HDFC Loan	(11,978.00)	(2,588.00)
LIC Deputaion Staff	852.00	852.00
LIC KGSD Deputation Staff	8,291.00	10,217.00
National Pension Scheme Empee	-	223.00
Staff Co-Operative Society	53,353.00	47,887.00
State Insurance Premium (Deput)	12,460.00	9,380.00
SWF Payable	12,140.00	12,645.00
Tvpm. Ser. Co.op.Bank T 131	12,000.00	12,000.00

KC Workers Welfare Fund	11,016.00	15,031.00
Income Tax (Salary)	-	33,262.00
NPS Employee Contribution	-	15,000.00
SLI	4,750.00	8,690.00
Housing Loan (Dep)	10,540.00	-
Professional Tax	2,000.00	-
Group Insurance	2,100.00	2,100.00
GPAIS	360.00	-
GPF- LOAN RECOVERY	33,240.00	-
LIC PREMIUM	8,853.00	-
NPS Employee Contribution	2,160.00	-
Salary Challenge	1,02,192.00	-
Group Insurance for others	2,000.00	1,500.00
	<b>7,78,298.00</b>	<b>10,28,293.00</b>
<b>Schedule 7</b>		
<b>Other current Liabilities</b>		
Outstanding Expenses	1,96,231.00	3,80,055.00
Canteen Coupon Sales A/c	52,220.00	46,267.00
Chief Minister's Distress Relief Fund	15,671.00	-
Consultancy EAP for Industrial & Commerce	32,282.00	32,282.00
Consultancy - KSFE 2013-14	7,37,973.00	7,37,973.00
Consultancy - KSFE 2014-15	2,15,736.00	2,15,736.00
Course fee Received In Advance	3,87,00,308.00	4,87,17,122.00
Internal Audit fee payable	3,46,384.00	3,46,384.00
Statutory Audit fee payable	1,17,456.00	1,25,756.00
Stale Cheque account	-	3,71,028.00
Rent of Rooms at Bartonhill Hostel	-	1,100.00
Other outstanding expenses	4,44,367.00	9,39,663.00
Creditors for Expenses	2,274.00	58,293.00
Express Publications	-	3,946.00
IMG Staff Welfare Fund Committee	-	2,10,489.00
MOHAMED SUBAIR	-	1,76,125.00
M/s. Infalink	-	(8,625.00)
THG Publishing Private Ltd	-	12,064.00
MGP-Citizen Charter for Senior Officers	46,645.00	46,645.00
MGP-Simplification of Rules	6,067.00	6,067.00
Cola- Venture University of Reading (FRCA)	78,126.00	78,126.00
Asok Kumar S	-	7,45,249.00
KSCSC Payable	-	17,992.00
Lakshadweep -Training for Homoeo MO-Advance	-	29,500.00
Ravi Studio	-	15,904.00
Consultancy - Pollution Control Board	4,00,980.00	4,00,980.00
Promotion Test for KSFE 2015 Asst. Managers	8,61,942.00	8,61,942.00
PDS Consultancy JSA	1,59,642.00	1,59,642.00
KSFE Promotion Test	8,69,066.00	8,69,066.00
Chellam Umbrella Mart	-	55,938.00
Divine Networks	-	1,84,366.00
Kerala Kaumudi Private Limited	-	2,823.00
Kerala State Nirmithi Kendra	-	3,94,440.00

Multiware Traders	-	5,187.00
Sree Kerala Papers	400.00	-
Manoj K R	16,823.00	-
Lap Top of SC PHD Student	25,000.00	-
Sha Catering Services	-	5,43,913.00
Dissemination Workshop SOWC	90,673.00	90,673.00
Construction Work-study pollution Control Board	7,42,715.00	7,42,715.00
Consultancy Govt. Medical Collage Palakkad	2,13,731.00	2,13,731.00
UGC Fellowship charges (Sankaran Nair)	-	18,925.00
ICHR Fellowship	-	250.00
KSCSC LTD- Creditors	37,421.00	37,421.00
	<b>4,44,10,133.00</b>	<b>5,78,87,153.00</b>
<b>Schedule 8</b>		
<b>Deposits</b>		
Deposit - Gas	5,960.00	5,960.00
Deposit with Water Authority	10,000.00	10,000.00
Deposits - Security / Caution	18,684.00	18,684.00
Deposit - M/s. KSCSC Ltd	70,000.00	70,000.00
Service Tax Mandatory Deposit	64,24,322.00	64,24,322.00
Deposit -PWD	21,31,143.00	21,31,143.00
OYT Deposit	15,000.00	15,000.00
Asianet	2,000.00	2,000.00
Telephone Deposit	17,099.00	17,099.00
KSEB Deposit	9,12,258.00	9,12,258.00
	<b>96,06,466.00</b>	<b>96,06,466.00</b>
<b>Schedule 9</b>		
<b>Inventories</b>		
Stock of library books	77,145.00	39,239.25
Stock of Stationery	11,86,822.00	8,15,945.00
Stock of Revenue Stamp	24.00	24.00
Stock of Stamp	3,409.00	3,409.00
Stamps in hand	2,197.50	1,353.00
	<b>12,69,597.50</b>	<b>8,59,970.25</b>
<b>Schedule 10</b>		
<b>Loans &amp; Advances</b>		
Advance to staff	9,65,968.00	9,33,183.07
TA Advance	26,079.00	54,670.00
Medical Advance	-	125.00
Festival Advances	3,800.00	3,800.00
District Coordinators Advance	12,38,333.00	16,63,350.00
Sasidharan Nair K A/c	-	18,078.00
STP Advance	1,12,392.00	1,12,392.00
CBPR Advance	22,044.00	22,044.00

Advance to Pambikulam Tiger Reserve Project	-	2,06,000.00
Advance to Periyar Tiger Conservation	-	2,06,000.00
Other Advance - Government Of India Induction Training	23,36,644.80	-
	<b>47,05,260.80</b>	<b>32,19,642.07</b>
<b>Schedule 11</b>		
<b>Advance For Building Construction</b>		
M/s.KSCC Ltd. Advance	8,38,912.00	8,38,912.00
Mobilization Advance Building Construction Kozhikode	6,58,648.00	6,58,648.00
Mobilization Advance Building Construction Kochi	1,58,724.00	1,58,724.00
Advance to PWD for Barton Hill Construction	15,11,688.00	15,11,688.00
Advance to PWD Tvp	21,000.00	21,000.00
Building under Construction RC Calicut	31,146.00	31,146.00
Advance to PWD Kozhikode	3,72,076.00	3,72,076.00
Advance for Construction	12,34,725.00	12,34,725.00
Building Under Construction	10,93,011.00	10,93,011.00
Generator (Advance to PWD)	-	12,52,423.00
Rewiring Work (Advance to PWD)	-	40,50,000.00
Costford	7,07,181.00	8,75,181.00
	<b>66,27,111.00</b>	<b>1,20,97,534.00</b>
<b>Schedule 12</b>		
<b>Receivables</b>		
Trade & Globalization Fisheries Sector	8,748.00	8,748.00
Horticulture Development Corporation	1,994.00	1,994.00
Research - ICSR	1,000.00	1,000.00
Management Govt. project	2,982.00	2,982.00
M/s.Tes & Company	85,560.00	85,560.00
Course Fee Receivable	51,63,473.00	1,34,75,263.00
Due from Govt of Kerala	-	3,54,88,595.10
	<b>52,63,757.00</b>	<b>4,90,64,142.10</b>
<b>Schedule 13</b>		
<b>Cash &amp; Cash Equivalents</b>		
Cash in Hand	79,642.88	2,70,749.15
SBI Vikas Bhavan - Training Account- 57044155939	1,26,88,595.27	2,40,32,378.60
District Treasury, Tvp -452	60,715.00	60,715.00
FCRA A/c SBI Vikas Bhavan - 57044155917	1,90,718.00	1,85,618.00
State Bank of India- E- Tender Account - 67315866283	6,75,593.00	8,90,803.00
District Treasury Non Plan - 70101140000087	29,286.00	28,13,131.00
Canara Bank 5842101001440	3,30,81,037.50	19,26,359.50
PSTSB District Treasury-394	10,00,000.00	39,721.00
SBI Kakkanad Training A/c-67145050573	3,21,861.00	5,91,295.75
SBI Kakkanad Non Plan A/c -57025499543	4,63,657.34	5,07,262.75



TSR-799010100262107	100.00	-
SBI Kakkanad Plan A/c- 67145050313	6,74,244.75	6,56,084.75
SBI Mavoor Road A/C No 57007556176	17,52,849.90	7,75,966.44
SBI Medical Collegiatege A/C No.10067191811	3,62,114.53	5,12,605.78
SBI, Mavoor Road Branch Plan A/c 67145886446-P	10,73,651.44	18,45,696.90
<b>Fixed Deposit A/c-</b>		
Deposit with Canara Bank, Secreteriat branch	22,64,29,767.00	32,44,53,357.00
Deposit with District Treasury	10,00,00,000.00	-
	<b>37,88,83,833.61</b>	<b>35,95,61,744.62</b>
<b>Schedule 14</b>		
<b>Other Current assets</b>		
Mohammed Sherief (SLI excess 8 & 9 /16 Excess)	600.00	600.00
Prepaid Expenses	1,01,991.00	35,785.92
TDS Receivable	72,17,297.50	57,68,784.50
Excess EPF Employee-KSN	900.00	900.00
Excess EPF Employer-KSN	900.00	900.00
ANERT	6,000.00	6,000.00
ASAP	-	27,840.00
AYUSH	-	76,110.00
GOVT .College	13,500.00	13,500.00
Institute of Parliamentary Affairs	53,000.00	53,000.00
Irrigation	-	37,500.00
Kerala Institute of Local Administration- KILA	3,51,130.00	3,51,130.00
Kerala State Higher Education Council	1,26,260.00	1,14,390.00
Kudumbshree	5,000.00	5,000.00
Sahitya Academy	3,275.00	3,275.00
Sociology	100.00	1,45,000.00
GST- Opening Balance	29,593.00	29,593.00
GST Input Tax Credit	6,40,982.40	9,98,802.40
Suchitwa Missiom	29,500.00	29,500.00
Travncore Dewasom Board	12,500.00	12,500.00
TVPM Corporation	81,000.00	81,000.00
CGST Input	-	(21,994.50)
SGST Input	-	21,994.50
GST Electronic Cash Ledger	2,05,384.00	-
Accrued Interest	-	43,41,475.00
	<b>88,78,912.90</b>	<b>1,21,32,585.82</b>
<b>Schedule 15</b>		
<b>Consultancy &amp; Training Income</b>		
Income Overhead Consultancy	1,53,083.00	-
Income -Funded programmes IMG Share	65,000.00	-
IIITMK PGDeG Course IMG's Share	6,000.00	-
Income Overhead Training	5,97,141.00	-
AgroMachinery Corp(KAMCO)	2,70,000.00	-
Training Receipts- Warehouse Corpor	-	1,90,678.00

(GOI-13)-Mentoring Skills During 24-26 Oct.19	-	54,000.00
(GOI-2/19)Court Procedure-During 19-21 Aug.19	-	1,12,500.00
(GOI-6/19)-Conduct Rules - During 29-31 Aug.19	-	1,12,500.00
(GOI-7/19)- Empowerment of Women-(15-17 Jan-20)	-	23,107.00
(GOI-8/19) -Consumer Rights -(3-5 Mar.20)	-	24,681.00
	<b>10,91,224.00</b>	<b>5,17,466.00</b>
<b>Schedule 16</b>		
<b><u>Rental Income</u></b>		
Rent	25,000.00	12,500.00
Rent - IMG Quarters	44,200.00	36,075.00
Rent - IMG Hostel	6,34,943.80	10,87,252.00
Income Rent For Computer Lab	-	10,000.00
Income Rent For Class Room	-	5,000.00
Rent of ETDC Class rooms	1,44,804.00	1,68,475.00
Rent of Conference Hall ETDC	87,500.00	1,32,420.00
Rent of A/C Auditorium ETDC	1,00,000.00	5,27,431.00
Rent Computer Lab ETDC	-	75,000.00
Rent Auditorium Administration. Block	-	10,000.00
Rent Lecture Hall	65,000.00	26,550.00
	<b>11,01,447.80</b>	<b>20,90,703.00</b>
<b>Schedule 17</b>		
<b><u>Interest Received</u></b>		
Interest Income	47,295.00	74,113.00
Interest accrued on SB account	6,19,453.00	2,39,80,470.00
Interest on FD With canara bank	1,72,32,541.00	-
Interest on FRC	5,100.00	5,935.00
Interest on STP Adv overdue	4,470.00	10,631.00
SBI Medical Collegiatege Br.	13,144.00	23,161.00
SBI Mavoor Road Br	21,314.00	46,214.00
SBI Mavoor Road Br. Plan	48,514.00	48,839.00
	<b>1,79,91,831.00</b>	<b>2,41,89,363.00</b>
<b>Schedule 18</b>		
<b><u>Other Income</u></b>		
Prior period income	15,01,762.52	1,59,10,130.00
Income - Photocopying charges	46,942.00	91,152.00
Income - Vehicle Hire charges	57,085.00	38,459.00
Income from sale of books	220.00	-
Income - Bus hire charges	-	31,304.00
Income - RTI Act 2005	17.00	402.00
Income - Miscellaneous receipts	3,34,329.00	4,35,979.00
Cost of Library book lost	-	258.00

Library Subscription for reference	5,550.00	-
Tender Fee	6,000.00	-
Canteen Utensils	89,805.00	-
Auction of Old Mat	49,375.00	35,045.00
Income -Auction of Coconut	17,706.00	-
Income Sale Of News papers	11,396.00	-
	<b>21,20,187.52</b>	<b>1,65,42,729.00</b>
<b><u>Schedule 19</u></b>		
<b><u>Other Training and programme expenditures</u></b>		
Training stationary	6,175.00	44,673.00
Training On RTI Act	-	50,948.00
AgroMachinery Corp(KAMCO)	8,140.00	-
Training for Collegiate Education	13,800.00	-
Webinar 2020	10,000.00	-
Covid 19 IMG Project	1,46,570.00	-
	<b>1,84,685.00</b>	<b>95,621.00</b>
<b><u>Schedule 20</u></b>		
<b><u>Employee benefit expenses</u></b>		
Salaries and Allowances	7,51,66,747.00	9,03,96,154.00
Daily wages	1,03,34,309.00	1,04,93,301.00
Adhoc Bonus	4,37,050.00	3,62,840.00
Building Tax-staff Quarters	10,28,275.00	68,85,164.00
EPF IMG Contribution	39,49,225.00	47,41,922.00
EPF Administrative Charges	2,20,183.00	2,64,276.00
EPF Employer Contribution	13,11,147.00	14,55,941.00
Leave Surrender	52,61,846.00	-
NPS Employer Contribution	46,001.00	-
EDLIS IMG	61,950.00	79,144.00
Staff Welfare Fund IMG Contribution	1,99,591.00	2,67,553.00
Staff Welfare - Uniforms	31,639.00	47,727.00
Staff Welfare - Medical reimbursement	2,22,556.00	5,44,494.00
Staff - Canteen subsidy	72,804.00	70,667.00
Salary Arrear	-	70,084.00
Pay Revision Arrear	44,147.00	51,853.00
	<b>9,83,87,470.00</b>	<b>11,57,31,120.00</b>

**Schedule 21**

**Administrative Expenses**

Coolie charges	88,875.00	42,700.00
Cable TV Subscription	15,991.00	59,892.00
Travelling Allowance Faculty	47,813.00	2,80,972.00
Travelling Allowance	43,039.00	1,88,522.00
TE Director	3,000.00	44,462.00
Faculty Development & Staff Training	7,300.00	2,37,706.00
Consultancy KSWC/2019	-	9,940.00
Prior Period Expense	6,67,124.00	(1,01,971.00)
IMG Day Celebration	-	1,62,182.00
Dish TV Subscription	-	21,530.00
Telephone charges	4,01,189.00	4,09,735.00
Advertisement charges	22,253.00	1,43,838.00
Newspapers and periodicals	1,91,594.00	1,92,548.95
Printing & Stationery	4,29,802.00	19,64,642.00
Board meeting expenses	5,046.00	15,645.00
Postage & Telegrams	25,134.00	62,389.00
Gardening expenses	11,39,965.00	1,77,893.00
Washing charges	56,569.00	3,87,904.00
Computer Stationery	1,51,528.00	2,60,126.00
Advocate fee	31,120.00	46,610.00
Hostel expenses	90,647.00	3,11,174.00
Hospitality of Director	108.00	9,789.00
Professional charges	1,07,066.00	47,841.00
House Keeping Service	46,93,165.00	90,11,795.00
Miscellaneous expenses	5,20,205.00	3,16,700.00
Motor Vehicle - fuel charges	2,78,834.00	6,22,434.00
Motor vehicle maintenance	1,72,023.00	1,83,366.00
Motor Vehicle - Tax / Insurance	1,67,732.00	2,49,807.00
Fuel charges of Generator	54,438.00	66,232.00
Asianet Cable charges	1,37,020.00	1,98,656.00
Professional Fee	27,500.00	-
Guest Refreshment Regional Director	-	1,236.00
Internal Audit Fee	88,500.00	88,500.00
Statutory Audit Fee	38,900.00	38,900.00
NPS Employer Contribution	72,935.00	72,238.00
Institutional Membership	13,570.00	-
Rent for Hired Bus	3,200.00	-
Susbsistance Allowance	-	(20,77,040.00)
Rent for Hired Car	-	14,293.00
Rate &Tax	99,845.50	1,450.00
BS Engineering Excess Payment	-	6,492.00
Kitchen Expenses	150.00	23,795.00
Sitting Fee	2,000.00	3,000.00
Question Paper Setting Charges	8,000.00	-
Hostel Furnishing	91,620.00	432.42
	<b>99,94,800.50</b>	<b>1,37,98,356.37</b>



<b>Schedule 22</b>		
<b>Repairs &amp; Maintenance</b>		
R & M Building Office	10,12,551.00	1,83,381.00
R&M Staff Quarters	1,53,548.00	-
R&M Teaching Equipments	965.00	-
R&M-KKD	7,78,910.00	-
R&M Building Hostel	12,65,252.00	1,97,296.00
R&M Furniture	31,228.00	86,162.00
AMC Office Equipment	11,48,982.92	15,19,811.08
AMC Water Cooler	-	1,532.00
AMC for Air Conditioners	62,162.00	1,07,306.00
R&M Canteen Equipment	61,159.00	5,560.00
R&M OF Staff Quarters	-	1,750.00
Repair&Maintenance Vehicle	41,771.00	1,24,832.00
R&M OF Generator	1,03,270.00	94,250.00
R&M Office Equipment	2,59,542.00	3,04,347.00
R&M Of Computer	30,365.00	26,450.00
R&M Of Others	1,89,573.00	8,66,402.00
R&M electrical installation	24,47,497.00	15,92,572.00
R&M ETDC Building	6,40,187.00	4,22,765.00
AMC- Computer	9,49,271.00	8,85,712.00
R&M Water Supply Installation	4,477.00	400.00
Waste Management	14,389.00	3,45,053.00
R&M Swimming Pool	3,11,520.00	4,64,640.00
R&M- ARC-Construction	-	3,004.00
Implementation of Development Mission Under Planning	2,62,200.00	2,76,649.00
R&M A/C Plant	-	750.00
Renovation Work of Comp.Lab - II	-	1,03,821.00
Rentout Prog.for Ele.Inspectorate Dept-Mar.20	-	30,003.00
Maintenance of Photo Copier	24,282.00	71,700.00
	<b>97,93,101.92</b>	<b>77,16,148.08</b>



ANNUAL  
REPORT  
2020-'21