



# Institute of Human Resources Development

Prajoe Towers, Vazhuthacaud, Thiruvananthapuram-14

No. FinC2 /8538/2018/HRD

Dt: 12/02/2020

## Circular

**Sub: IHRD – Discontinuance of the Tally ledger head “Student Amenities Fund” – Guidelines issued – reg.**

**Ref:**

The current liability ledger head “**Student Amenities Fund**” shall cease to operate from 01.04.2020 and from then on receipts and expenses on student amenities shall be accounted by creating an Indirect Income ledger head “Student Amenities Fee” and an Indirect Expense ledger head “Student Amenities Expenses”. All heads of institutions are directed to follow the following instructions-

**2.** Closing of the ledger head **Student Amenities Fund** as on 31.03.2020:

**Case 1:** *The institutions which are having positive balance as on 31.03.2020 may revert the balance of Student Amenities Fund to Tuition Fee/ Special Fee ledger heads. For example, if the credit balance of the ledger head **Student Amenities Fund** is Rs. 3,00,000/-, then the following journal entry is to be posted.*

<b>Dr.</b> Student Amenities Fund	300000
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<b>Cr.</b> Tuition Fee	300000
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**Case 2:** *The institutions which are having negative balance as on 31.03.2020 may transfer the required amount to set off the negative balance from Tuition Fee/ Special Fee heads to Student Amenities Fund. For example, if the debit balance of the ledger head **Student Amenities Fund** is Rs. 3,00,000/-, then the following journal entry is to be posted.*

<b>Dr.</b> Tuition Fee	300000
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<b>Cr.</b> Student Amenities Fund	300000
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**3.** As stated above, the current liability head **Student Amenities Fund** shall not be in use from 01-04-2020. Instead two new ledger heads viz., “**Student Amenities Fee**” and “**Student Amenities Expenses**” shall be created and used. These new ledgers may be created by the Principal, using Principal’s login account and by using: *Accounts Info → Ledgers → Single Ledger → Create* option.

<b>Sl.</b>	<b>Ledger Name</b>	<b>Under</b>	<b>Ledger Description</b>
1	<b>Student Amenities Fee</b>	Course Fee	Student Amenities fee received from students through fee receipt
2	<b>Student Amenities Expenses</b>	Student Expenses	Student Expenditures like Arts & Sports, Printing of diary, etc.

**4.** From 01.04.2020 onwards, the specific collection of Student Amenities Fee shall be ensured only if the prospectus specifies such a component.

**5.** All expenditure, which is currently being met from Student Amenities Fund, may be met from the newly created ledger head *Student Amenities Expenses*. However, the expenditure shall be limited to the amount allotted in the Budget Estimates of the respective institutions. Additional expenditure, if any, shall only be committed after obtaining approval from the Directorate.

**Sd/-  
Director**

To

1. All Heads of Institutions
2. The Deputy Director
3. Stock file

**Forwarded/By Order  
Sd/-  
Junior Superintendent**