

UNIVERSITY GRANTS COMMISSION

Examination for Recruitment to Posts of
Assistant Registrar/Assistant Secretary/
and Assistant Bursar/ Assistant Treasurer

1988

Question Paper I - 3 hours

UNIVERSITY LEGISLATION

Answer five questions only. (2 marks for each question.)

1. Explain the powers of the Minister under the Universities Act No.16 of 1978.
 2. With what objects in view has the University Grants Commission been established? How does the Commission work towards achieving these objectives?
 3. What are the powers of a University? How are these powers exercised?
 4. In what manner has the Universities Act safeguarded the retiring benefits of University employees?
 5. Explain the powers of the University Senate over academic affairs.
 6. Explain the important provisions of the Universities (Amendment) Act No.7 of 1985.
 7. Write notes on the following:-
 - (a) University Services Appeals Board
 - (b) Subsidiary Legislation of a University
 - (c) Specified Authority
 - (d) Competent Authority
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Question Paper II - 3 hours

Administrative, Disciplinary and Financial Procedures

- Instructions: (i) Question 1 is compulsory for all candidates.
- (ii) Candidates who have applied for posts of Assistant Registrar/Assistant Secretary should answer 4 other questions from Part II.
- (iii) Candidates who have applied for posts of Assistant Bursar/Assistant Treasurer/Assistant Accountant/Assistant Internal Auditor should answer 4 other questions from Part III.
- (iv) Candidates who have applied for posts in both categories should answer 2 questions from Part II and 2 questions from Part III.
- (v) Answer each part in a separate book.

PART-I

1. Write notes on:-

- (i) Preliminary Inquiry
- (ii) Sabbatical leave
- (iii) Study leave
- (iv) Maternity leave
- (v) Casual employee
- (vi) Temporary employee
- (vii) Permanent Employee
- (viii) Registered suppliers

(5x8 = 40 marks)

Contd. 2

PART-II

2. Explain the following terms:-

- (a) Suspension of increment
- (b) Stoppage of increment
- (c) Reduction of increment
- (d) Deferment of increment

(15 marks)

3. Explain the basis of paying retiring gratuity to University employees.

(15 marks)

4. Explain the provisions of the Universities Act relating to the appointment of staff.

(15 marks)

5. How is a grade III clerk recruited to the University service?

(15 marks)

6. Explain the procedure for the appointment of the Registrar. What are his powers, duties and functions?

(15 marks)

PART-IIIFinancial Procedure

7. The following balances were extracted from the financial records of a University.

	Rs.
General Reserve	8,750,000
Unclaimed wages	5,500
Staff loans	1,580,000
Bank balance	2,300,000
Unspent capital grant	5,200,000
Spent capital	18,500,000
Treasury deposits	6,200,000
Specific reserves	3,600,000
Buildings	10,000,000
Motor vehicles	500,000
Laboratory equipment	5,800,000
Office equipment	4,700,000

Capital payments from General reserve	2,500,000
Amounts due to other Universities	480,000
Electricity deposit	3,500
Sundry creditors	11,800
Sundry debtors	2,500,000
General stores	7,650,000
Accrued expenses	2,179,200

You are required to prepare the balance sheet of the University.

(15 marks)

Prepare an internal audit programme, to audit the stock control procedure in a University.

(15 marks)

9. Write short notes on:

- (i) Public Investment Programme
- (ii) Universities Provident Fund
- (iii) Deficit budget
- (iv) Annual Stock taking
- (v) The University Fund

(15 marks)

10. Explain the duties of the Bursar of a University with special reference to the statutory provisions under the Universities Act.

(15 marks)

11. The Bank Balance of a Higher Educational Institution as at 31.12.87 was Rs.1,350,000/- . Cheques valued at Rs.540,000/- had been issued during the month of December 1987, of which cheques amounting to Rs.505,000/- have been presented for payment. A cheque for Rs.150,000/- deposited with the bank on 30.12.1987 has not yet been credited by the bank. A cheque for Rs.31,000/- which was received and entered in the cash book in December has not yet been paid into the bank. The bank has credited the current account with Rs.50,000/- on a standing order. Bank charges for the month of December amounted to Rs.250/-.

You are required to prepare a bank reconciliation statement, showing the cash book balances as at 31.12.1987.

(15 marks)