

BALASORE SCHOOL OF ENGINEERING

**AUDIT REPORT FOR THE YEAR
ENDED 31ST MARCH, 20¹⁹**

DSPK & ASSOCIATES
CHARTERED ACCOUNTANTS

Station Square, O.T. Road, Balasore-756001, Odisha, India
Phone : (06782) 265827, Mob: 9437061827, 9348922268
E-mail: dspkandassociates@gmail.com / dspkbalasore@gmail.com

website : www.dspk.in

**INDEPENDENT AUDITORS' REPORT**

To,

The Members of BALASORE SCHOOL OF ENGINEERING

Report on the Financial Statements**Opinion**

We have audited the accompanying financial statements of "BALASORE SCHOOL OF ENGINEERING", At: Ranipatna, Po: Srikanthapur, Dist: Balasore, Odisha-756001, which comprise the Balance Sheet and the Income & Expenditure Account for the year then ended at March 31st 2019, and notes to the financial statements.

In our opinion and to the best of our information and according to the explanations given to us, the accompanying financial statements give a true and fair view of the financial position of the entity as at March 31, 2019 and of its financial performance for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

Basis for Opinion

We conducted our audit in accordance with Accounting Principles generally accepted in India, including the Accounting Standards issued by The Institute of Chartered Accountants of India. 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 are independent of the Organization in accordance with the Code of Ethics issued by the Institute of Chartered Accountants of India together with the ethical requirements that are relevant to our audit of the financial statements under the provisions of law and the Rules there under, and we have fulfilled our ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence, we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

We draw our attention to the following:

- a. Annexure- 4 regarding reorganization of revenue.

Our opinion is not modified in respect of these matters.





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Management's Responsibility for the Financial Statements

The Management is responsible for the preparation and fair presentation of these Financial Statements in Accordance with the aforesaid Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of Financial Statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization'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 misstatement when it exists.

Misstatements can arise from fraud or error and are considered 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 a part of an audit in accordance with SAs, we exercise professional judgment and Maintain professional skepticism throughout 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 control 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 on the effectiveness of organization's internal control.





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- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- 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.
- 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 organization's ability to continue as 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 disclosures are inadequate, to modify our opinion. Our conclusion is based on audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause organization to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationship and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Report on Other Regulatory Requirements

1. The Balance Sheet and Income & Expenditure Account has been drawn up as per the applicable law.

2. Further, we report that:

- a) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;
- b) in our opinion proper books of account as required by Law has been kept by the Organization so far as appears from our examination of those books;
- c) the Balance Sheet and Income & Expenditure Account dealt with by this Report are in agreement with the books of account;





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d) in our opinion, the Balance Sheet and Income & Expenditure Account comply with applicable Accounting Standards

Place: Balasore

Date: 28-06-2019



for DSPK & ASSOCIATES
Chartered Accountants
Firm Reg. No. 324756 E

CA. PRADIPTA KUMAR PANDA, FCA
(Partner)

Membership No: 058417

BALASORE SCHOOL OF ENGINEERING

RANIPATNA, SRIKANTHAPUR

BALASORE-756 001

BALANCE SHEET AS AT 31ST MARCH, 2019

LIABILITIES	AMOUNT (₹)	ASSETS	AMOUNT (₹)
CAPITAL ACCOUNT :		FIXED ASSETS	
Opening Balance	10,96,26,849.07	(As per Annexure- 1)	7,42,32,612.69
Less: Excess of Income Over Expenditure	87,84,204.28		
	11,84,11,053.35		
LOAN FUND:		CURRENT ASSETS, LOANS & ADVANCES :	
(As Per Last Year)	50,10,749.00	Advance to BTES (Srinix)	3,72,65,604.05
		Advance to CBST	1,40,000.00
Adv Rent from Vijay Bank	85,800.00	Deposit with Telephone Deptt.	4,000.00
		Deposit with IOCL	13,200.00
		SD with BSNL	1,410.00
		SD with Gas Agency	7,072.00
		Salary Advance (Annx-2)	1,70,500.00
		House Rent Advance	1,00,000.00
		Advance for Purchase of Land	6,99,420.00
		TDS for (A/Y : 2017-18)	43,015.00
		TDS for (A/Y : 2018-19)	28,955.00
CURRENT LIABILITIES		Cash & Bank Balances :	
PROVISIONS :		Cash-In-Hand	17,046.00
Sundry Creditors		Andhra Bank (A/c- 3199)	1,39,075.50
Infotech Solutions	68,843.00	Bank of India, Bls (A/c- 10779)	5,842.00
Chand Furniture	2,95,150.00	Bank of India, Bls (A/c- 8157)	16,837.00
		SB with Indusind-(7325)	4,71,571.80
Sundry Creditors for Expenses		SB with Vijaya Bank-(1736)	52,00,845.95
Professional Tax	5,225.00	Cash-In-Hand(Society)	1,882.00
E.P.F.	86,305.00	CA with SBI, Bls(A/c -5070)(Society)	-
E.S.I.	8,342.00	SB with Andhra Bank (A/c-3200)(Soc)	43,61,728.01
L.I.C.	32,623.00	SB with BOI (A/c - 8535) (Society)	4,10,276.82
Salary	11,21,287.00	SB with Indusind-(58146)(Society)	6,87,059.53
Security Charges	37,613.00	S.B.I.Bls (A/c- 113)(Society)	9,48,687.00
Electricity Charges	3,516.00	SB with Vijaya Bank-(653)(Society)	2,30,201.00
Audit Fees	30,000.00		
TDS	335.00		
TOTAL :	12,51,96,841.35	TOTAL :	12,51,96,841.35

For DSPK & ASSOCIATES

Chartered Accountants
Firm Reg. No - 324756 E

CA. P.K.PANDA, FCA

(Partner)

Membership No : 058417



Place: Balasore

Date: 28.06.2019

Sundar Mohan Dey

President

Balasore Tech Edn. Society
Balasore

BALASORE SCHOOL OF ENGINEERING

RANIPATNA, SRIKANTHAPUR
BALASORE- 756 001

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2019

EXPENDITURE	AMOUNT (₹)	INCOME	AMOUNT (₹)
To Admission Expenses	9,77,884.00	By Fees & Fines	3,49,96,009.00
** Annual Function Expenses	3,69,900.00	" " Bank Interest	5,64,495.00
** Annual Sports Expenses	51,000.00	" " Rent(Vijay Bank)	1,85,900.00
** Bank Charges	6,471.72		
** Contingencies	1,85,248.00	" " Centre Fees for	
** Campus Exp.	1,41,127.00	OPSE Exam	56,200.00
** Student Fooding & Welfare Exp.	13,84,137.00	Staff Selection Exam.	38,000.00
** Electricity Charges	5,90,183.00		
** EPF (Employer)	4,90,092.00		
** ESI Demand	4,65,987.00		
** ESI (Employer)	72,564.00		
** Examination Expenses	1,97,741.00		
** Form Fill Up Fees (VC SCT & VT)	18,38,475.00		
** First Aid	1,568.00		
** Student Scholarship	17,000.00		
** AICTE Fees	1,28,624.00		
** Gardening Exp	1,10,414.00		
** Guest Faculty Remuneration	1,46,400.00		
** News Paper & Periodicals	1,24,370.00		
** Invigilator Remuneration	2,66,178.00		
** Postage & Courier	27,536.00		
** Placement Expenses	19,200.00		
** Power & Fuel	68,500.00		
** Printing & Stationeries	2,18,601.00		
** Puja Expenses	42,800.00		
** Registration Fees (SCT & VT)	31,750.00		
** Repairs & Maintenance	1,08,837.00		
** Reporting Expenses	31,800.00		
** Staff Salary & Allowances	1,43,69,410.00		
** Security Charges & Allowances	5,00,599.00		
** Staff Welfare Expenses	53,328.00		
** Study Materials	30,000.00		
** Students Kits	1,01,316.00		
** TA & DA	1,15,150.00		
Balance C/f.....	2,32,84,190.72	Balance C/f.....	3,58,40,604.00



Sundar m. S. Nayak
President
Balasore Tech Edn. Society
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INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2019

EXPENDITURE	AMOUNT (₹)	INCOME	AMOUNT (₹)
Balance B/f.....	2,32,84,190.72	Balance B/f.....	3,58,40,604.00
To Telephone & Internet Charges	44,678.00		
** Trade Materials	12,800.00		
** Welcome Ceremony Exp.	53,100.00		
** Website Renewal Charges	6,000.00		
** Centre Exp. For			
OPSE Exam	56,200.00		
Staff Selection Exam.	38,000.00		
** Audit Fees	30,000.00		
** Depreciation	35,31,431.00		
** Excess of Income Over Expenditure	87,84,204.28		
TOTAL :	3,58,40,604.00	TOTAL :	3,58,40,604.00

For DSPK & ASSOCIATES
Chartered Accountants
Firm Reg. No. - 324756 E

CA. P.K.PANDA, FCA
(Partner)
Membership No : 058417



Place: Balasore

Date : 28.06.2019

Sundaram Shaz Adayan
President
Balasore Tech Edn. Society
Balasore

BALASORE SCHOOL OF ENGINEERING

RANIPATNA, SRIKANTHAPUR
BALASORE- 756 001

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2019

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
To Opening Balance		By Last Year Sundry Creditors Payable Paid:	
** Cash-In-Hand	15,500.00	" " LIC Premium	27,457.00
** Andhra Bank (A/c- 3199)	1,32,010.50	" " Professional Tax	9,425.00
** Bank of India, Bls (A/c- 10779)	5,642.00	" " Security Charges	33,500.00
** Bank of India, Bls (A/c- 8157)	16,260.00	" " Telephone Charges	1,982.00
** SB with Indusind-(7325)	6,49,519.60	" " EPF	62,526.00
** SB with Vijaya Bank-(1736)	23,22,532.40	" " TDS	652.00
** Cash-In-Hand(Society)	1,882.00	" " Salary	9,94,158.00
** CA with SBI, Bls(A/c -5070)(Society)	14,69,529.47	" " Audit Fees	30,000.00
** SB with Andhra Bank (A/c-3200)(Soc)	8,069.01	" " Lab Line	4,89,716.00
** SB with BOI (A/c - 8535) (Society)	3,62,690.82		
** SB with Indusind-(58146)(Society)	6,50,628.53	" " Admission Expenses	9,77,884.00
** S.B.I.Bls (A/c- 113)(Society)	8,55,686.00	" " Annual Function Expenses	3,69,900.00
** SB with Vijaya Bank-(653)(Society)	1,88,992.00	" " Annual Sports Expenses	51,000.00
		" " Bank Charges	6,471.72
** Fees & Fines	3,49,96,009.00	" " Contingencies	1,85,248.00
** Bank Interest	5,64,495.00	" " Campus Exp.	1,41,127.00
** Rent(Vijay Bank)	1,85,900.00	" " Student Fooding & Welfare Exp.	13,84,137.00
		" " Electricity Charges	5,44,140.00
** Centre Fees for		" " EPF (Employer)	4,44,452.00
OPSE Exam	56,200.00	" " ESI Demand	4,65,987.00
Staff Selection Exam.	38,000.00	" " ESI (Employer)	66,474.00
		" " Examination Expenses	1,97,741.00
** TDS Deducted	335.00	" " Form Fill Up Fees (VC SCT & VT)	18,38,475.00
		" " First Aid	1,568.00
** IT Refund	9,36,081.00	" " Student Scholarship	17,000.00
		" " AICTE Fees	1,28,624.00
** Salary Advance Recovered	2,92,635.00	" " Gardening Exp	1,10,414.00
		" " Guest Faculty Remuneration	1,46,400.00
		" " News Paper & Periodicals	1,24,370.00
		" " Invigilator Remuneration	2,66,178.00
		" " Postage & Courier	27,536.00
		" " Placement Expenses	19,200.00
		" " Power & Fuel	68,500.00
		" " Printing & Stationeries	2,18,601.00
		" " Puja Expenses	42,800.00
		" " Registration Fees (SCT & VT)	31,750.00
		" " Repairs & Maintenance	1,08,837.00
		" " Reporting Expenses	31,800.00
		" " Staff Salary & Allowances	1,31,67,358.00
		" " Security Charges & Allowances	4,62,986.00
		" " Staff Welfare Expenses	53,328.00
		" " Study Materials	30,000.00
		" " Students Kits	1,01,316.00
		" " TA & DA	1,15,150.00
Balance C/f.....	4,37,48,597.33	Balance C/f.....	2,35,96,168.72



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RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2019

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
Balance B/f.....	4,37,48,597.33	Balance B/f.....	2,35,96,168.72
		By Telephone & Internet Charges	44,678.00
		" " Trade Materials	12,800.00
		" " Welcome Ceremony Exp.	53,100.00
		" " Website Renewal Charges	6,000.00
		" " Advance paid to CBST	40,000.00
		" " Advance paid to (Srinix)	9,69,495.00
		" " Centre Exp. For	
		OPSE Exam	56,200.00
		Staff Selection Exam.	38,000.00
		By <u>CAPITAL EXPENDITURE</u>	
		Building	56,73,014.00
		Inverter Battery	15,500.00
		Electricals Fittings	1,03,600.00
		Computers	3,41,300.00
		Furniture & Fixture	91,352.00
		Lab Equipments	54,967.00
		Library Books	1,61,370.00
		By <u>Closing Balance:</u>	
		Cash-In-Hand	17,046.00
		Andhra Bank (A/c- 3199)	1,39,075.50
		Bank of India, Bls (A/c- 10779)	5,842.00
		Bank of India, Bls (A/c- 8157)	16,837.00
		SB with Indusind-(7325)	4,71,571.80
		SB with Vijaya Bank-(1736)	52,00,845.95
		Cash-In-Hand(Society)	1,882.00
		CA with SBI, Bls(A/c -5070)(Society)	-
		SB with Andhra Bank (A/c-3200)(Soc)	43,61,728.01
		SB with BOI (A/c - 8535) (Society)	4,10,276.82
		SB with Indusind-(58146)(Society)	6,87,059.53
		S.B.I.Bls (A/c- 113)(Society)	9,48,687.00
		SB with Vijaya Bank-(653)(Society)	2,30,201.00
TOTAL :	4,37,48,597.33	TOTAL :	4,37,48,597.33

For DSPK & ASSOCIATES
Chartered Accountants
Firm Reg. No. - 324756 E

CA. P.K.PANDA, FCA
(Partner)
Membership No : 058417



Place: Balasore

Date : 20.06.2019

Sundaram Shalaya
President
Balasore Tech Edn. Society
Balasore

BALASORE SCHOOL OF ENGINEERING

**RANIPATNA, SRIKANTHPUR
BALASORE- 756 001**

ANNEXURE - 1

FIXED ASSETS AS AT 31ST MARCH, 2019

SL. NO	PARTICULARS	WDV AS ON 01-04-18	ADDITIONS		Transfer from Srinix	TOTAL	DEP. RATE	DEPRN. (2018-19)	WDV AS ON 31-03-2019
			> 180 days	< 180 days					
1	Land & Land Development	2,90,65,957.00	-	-	1,52,34,592.00	4,43,00,549.00		-	4,43,00,549.00
2	Building	2,05,47,327.73	23,49,154.00	33,23,860.00	-	2,62,20,341.73	10%	24,55,841.00	2,37,64,500.73
3	Furniture & Fixture	14,45,080.38	19,820.00	3,66,682.00	-	18,31,582.38	10%	1,64,824.00	16,66,758.38
4	Electrical Fittings/Equipments	8,62,607.00	1,03,600.00	-	-	9,66,207.00	10%	96,621.00	8,69,586.00
5	Bore-Well/Tube Well	41,114.00	-	-	-	41,114.00	10%	4,111.00	37,003.00
6	Plant & Machineries	11,87,590.75	15,500.00	-	-	12,03,090.75	15%	1,80,464.00	10,22,626.75
7	Lab Equipments	18,32,201.00	26,866.00	28,101.00	-	18,87,168.00	15%	2,80,968.00	16,06,200.00
8	Bolero	2,46,173.00	-	-	-	2,46,173.00	15%	36,926.00	2,09,247.00
9	TATA Ace (OD-01U-3703)	2,89,431.00	-	-	-	2,89,431.00	15%	43,415.00	2,46,016.00
10	Computer	1,76,061.73	2,87,200.00	54,100.00	-	5,17,361.73	40%	1,96,125.00	3,21,236.73
11	Library Books	99,655.10	-	1,61,370.00	-	2,61,025.10	40%	72,136.00	1,88,889.10
OTAL:		5,57,93,198.69	28,02,140.00	39,34,113.00	1,52,34,592.00	7,77,64,043.69		35,31,431.00	7,42,32,612.69



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BALASORE SCHOOL OF ENGINEERING

RANIPATNA, SRIKANTHAPUR
BALASORE- 756 001

ANNEXURE - 2

SALARY ADVANCE

SL. NO.	NAME	PURPOSE	AMOUNT
1	Basanta Khuntia	Salary	3,000.00
2	Niranjana Panda	Salary	1,500.00
3	Ashok Giri	Salary	12,000.00
4	M.R. Patri	Salary	4,500.00
5	Niranjana Jena	Salary	16,000.00
6	Subashis Das	Salary	21,000.00
7	Bamadev Pathi	Salary	10,000.00
8	Suchismita Pradhan	Salary	8,000.00
9	R.N. Panda	Salary	22,500.00
10	S.S. Hansda	Salary	9,000.00
11	M.K. Jena	Salary	18,000.00
12	T.K.Nanda	Salary	15,000.00
13	P.K. Swain	Salary	30,000.00
TOTAL:			1,70,500.00



Sundar Mohan Nayak
President
Balasore Tech Edn. Society
Balasore

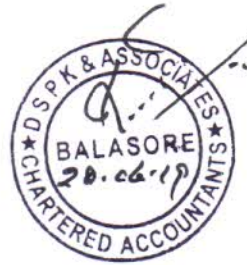
BALASORE SCHOOL OF ENGINEERING

RANIPATNA, SRIKANTHAPUR

BALASORE- 756 001ANNEXURE - 3BANK RECONCILIATION STATEMENT AS AT 31ST MARCH, 2019

<u>VIJAYA BANK, A/C NO- 742101011001736</u>				<u>Amount (₹)</u>
Balance as per Pass Book				52,33,773.95
Less: Cheque Issued but not presented for payment				
<u>Particulars</u>	<u>Chq. No.</u>	<u>Date</u>	<u>Amount</u>	
Establishment Officer Colectorate (OPSE Exam)	647673	01.02.2019	21,950.00	
Srinabsh Puan	019053	29.03.2019	10,978.00	32,928.00
Balance as per Cash Book				52,00,845.95

<u>INDUSIND BANK, A/C NO- 201001297325</u>				<u>Amount (₹)</u>
Balance as per Pass Book				5,21,571.80
Less: Cheque Issued but not presented for payment				
<u>Particulars</u>	<u>Chq. No.</u>	<u>Date</u>	<u>Amount</u>	
NESCO	928096	29.03.2019	50,000.00	50,000.00
Balance as per Cash Book				4,71,571.80



Sundar Mohan Nayak
President
Balasore Tech Edn. Society
Balasore

ANNEXURE - 4

NOTES ON ACCOUNTS

1. Significant Accounting Policies :

(a) General :

The financial statements are prepared on historical cost convention and in accordance with normally accepted accounting principles.

(b) Fixed Assets :

Fixed Assets are stated at cost less depreciation. Cost comprised the purchase price and any attributable cost of bringing the assets to the working condition for its intended use.

(c) Depreciation :

Depreciation on fixed assets is provided on written down value method at the rates prescribed under Income Tax Act, 1961 and as ammended from time to time.

(b) Revenue and Expenditure Recongnition :

Revenue and recognised and expenditure is accounted for on accrual basis, except otherwise stated, in accordance with the normally accepted accounting principles.

2. Balance of Current Liabilities, Loans & Advances are subject to confirmation by the parties concerned.

3. Closing Cash Balances as on 31st March, 2019 are certified by the management .

4. The annual fees from students is being accounted for on cash basis.

5. Annexure 1 to 4 forms part of the Balance Sheet as at 31st March, 2019 and the Income & Expenditure Account for the Year ended on that date

As per our separated report of even date attached herewith.

Signature to all Annexures from 1 to 4

for **DSPK & ASSOCIATES**
Chartered Accountants
Firm Reg. No. 324756 E

CA. P. K. PANDA, FCA
(Partner)
Membership No : 058417



Place : Balasore

Date :

28.06.2019

Sundaramohan Alayan
President
Balasore Tech Edn. Society
Balasore

BEFORE SRI J. N. BEHERA, NOTARY PUBLIC, BALASORE

AFFIDAVIT

I, **Sri Sundar Mohan Nayak, President, BALASORE TECHNICAL EDUCATION SOCIETY, BALASORE** son of Late Gangadhar Nayak aged about 68 years and, resident of AT/PO- Nayabazar, PS- Town, DIST-Balasore, Odisha in connection with our application dated 26/02/2020 made to AICTE for,

Do here by solemnly affirm, state and declare as under:

1. That the information given by **Sri Sundar Mohan Nayak** in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed;
2. That the Land, Infrastructure and other requirements as per norms and standard specified in the Approval Process Handbook of the New/ Existing Institution will not be shared with other Institution(s).
3. That the Institution is functioning in the location as approved by the Council;
4. That the Institution has uploaded the **Occupancy**/ Completion Certificate/ Building License/ Form D issued by the Competent Authority and the Structural Stability Certificate by the Competent Authority;
5. That the Institution has uploaded valid Fire Safety Certificate issued by the Competent Authority;
6. That Principal of the Institution is regular and qualified as per AICTE norms;
7. That the Faculty norms as well as Faculty: Student ratio is maintained as per Approval Process Handbook and the Faculty data uploaded is true and complete;