

Audit Report of Centre for PG studies of MSW, Poomala, Sulthan Bathery, Wayanad for the year 2018-2019

| | |
|-------------------------|--|
| Co-ordinator | ;Smt.Beena. M |
| Administrative Officer; | ;Smt Jasitha M A |
| Teachers | ; 3 |
| Librarian | ;1 (on contract) |
| CLRs | ; 3 (Rotation after two months) |
| Team of Audit | ; Rajani Devi P K (Section Officer) ;Manojkumar .T.(Assistant Section Officer) ;Sajeevan T .V (Assistant Section Officer) |

As per orders of the Finance Officer, Internal Audit Wing have visited at the PG studies Centre of MSW at Poomala, Sulthan Bathery in Wayanad District on 06/11/2019 and 07/11/2019 and verified all records and registers maintained in the office during the financial year 2018-2019. Findings are furnished below.

1.Bank Balance.

Bank balance in the accounts maintained at SBT, Sulthan Bathery (A/C No8001603139) as SB account and E-Grants transfer were verified along with the cash book and the respective bank pass book. As on date of Audit, balance in the SB account is Rs 196159/-. The Balance amount in cash book and in Bank statement are same.

2.Cash Book

On verification of the Cash Book it is found that the same is kept properly and updated. No difference was seen on verification of Cash book with the Bank statement .

3. Permanent Advance Register

P A allotted for the centre is Rs 5000/-. On detailed verification of the P A receipts and its utilization, it is found that PA Register is maintained very perfectly.

4.E-Grants Register

On verification of E-Grants Register it is found that ,all the transaction of E-Grants is with SB account(with A/C No31082594327 at SBI Sulthan Bathery Branch) . Hence action may be taken to change the E-grants A/C to the current account.

5 Accession Register

On verification of Accession Register of library it is found that there have been 1154 books. The pages of Accession Register from 63 to 66 have been lost. Therefore explanation may be forwarded with the counter sign of the co-ordinator to the University Librarian.

6.Cheque issue Register

Cheque issue register has been maintained very well to record the issuance of cheques. It is noted

that the cheque leaves with No 11091 and 11093 have been cancelled. Cancelled cheques were verified and found no anomaly.

7. TR 5 Stock Register

TR 5 register used for recording the stock of TR 5 receipt book in the office. Book No. 2668 and receipt nos from 266701 to 266800 has been opened on 13/09/2017 and closed on 25/6/2019 and Book No. 2669 has been opened on 25/6/2019 and used the receipts from 266801 to 266826 till the date of verification. Unused TR 5 books are Book No. 2670 and 2671

8. PTA Receipt Book

A register for recording the stock of PTA Receipt Books is kept in the centre. Book No 2 Receipt No. 051 to 100 has been opened on 18/07/2018 and closed on 25/06/2019 and book No. 3 was opened on 25/06/2016 and used the receipt Nos. 101 to 110 till the date of verification. Unused books are book no 5 and 6

9 PTA Cash Book

PTA fund is deposited in the Service Co-operative Bank at Sulthan Bathery with A/C No 008001003139. Bills and vouchers were verified with the bank statement and no anomaly was found.

10. Caution Deposit Register

A caution deposit register has been maintained in the centre. On verifying it is learnt that the caution deposit of the students who completed the course more than three years ago has been refunded. Moreover the unclaimed caution deposit has been forfeited to the CUF.

11. Admission Register.

The sanctioned strength of MSW course is 35 candidates. But in the academic year 2019-2020 there are 36 candidates, one excess student is admitted in sports quota with special permission.

12. Fee Fund Register.

The centre has kept a fee fund register, which has been keeping very well and updated.

13. Answerscripts Register

The centre has maintained an answerscript register. Eventhough the details of main sheet with series wise has been kept, calculation error is seen in the entry of total number of additional sheet. Hence the centre must take necessary steps to correct the same.

Reply to the points 4,5 and 13 noted above may be forwarded to Finance branch within two weeks so as to proceed further in this regard.

Finance Officer