

UNIVERSITY OF CALICUT

INTERNAL AUDIT WING(FINANCE BRANCH)

AUDIT REPORT OF CCSIT MANNARKKAD 2018-19

As per the orders of Finance Officer, the team of Internal Audit Wing have conducted an audit verification at CCSIT Mannarkkad on 6.6.2018 and 7.6.2018. The details of the findings are furnished below:-

Team of Audit :-

Section Officer :Rajanidevi.P.K.

Assts. :Sathianesan.C

:Manojkumar.T

Head of the Institution:Principal MES Kalladi College, Mannarkkad.

Teaching Staff : 7 Nos.(On contract basis)

Office Staff : 1.(Peon cum sweeper,rotation basis)

Administrative Officer :Smitha.K (permanent staff)

MCA is the only course(three year) offered by the centre and the total sanctioned strength is 30. The present strength is 68. The tuition fee per sem. is Rs.20000/-, Caution Deposit is 2000/-and Special fee is Rs.960/-

BANK STATEMENT: The day to day transactions of the centre are operated through the A/c No.67017010399,SBI Mannarkkad Branch.The cash balance in the Bank statement as on 28.5.2018 is Rs.984656.

CASH BOOK: Cash book of the Centre is verified, following discrepancies are noticed.

a) The details of cheque No.110478 for an amount Rs.1000 has not entered in the cash book.In page No.185 of cash book, the closing balance noted as Rs.462396 but the opening balance is Rs.463396.There is a difference of Rs. 1000/.

b) The details of cheque Nos.787509,110472,110475 have no entry in the cash book.

c) The Co-ordinator has not attested in the pages of Cash Book.

d)The cash balance in the Cash Book as on 28.5.2018 is Rs.984656.

c) The tuition fee remittance and chalan details are not seen entered in cash book.

E-GRANTS:- Since the E-grants register has not been maintaining in the centre,the total No. of eligible candidates are not available.The E-grants amount operated through the A/c No. 30887466883.The total amount kept in the account for reimbursement to the candidates is about Rs. 19715/- .An E-grant register must be maintained in the centre.

CAUTION DEPOSIT REGISTER:- On verification of the CD register, it is found that huge amount of money kept idle in the account and it is not refunded to the CUF.The total amount which has to be refunded to the candidate is about Rs. 1,80,000 from 2008 Admn. onwards. The centre has not ascertain the correct CD amount pending.It may be calculated, and refunded to the CUF urgently.

FEE FUND REGISTER:- There is a Fee Fund Register kept in the centre. But the fee details of candidates from 2015 admn. onwards are not entered in the register.

ADMISSION REGISTER: The admission fee details of 2016 admn candidates are not complete and the full details of 2017 admn. candidates are not seen entered in the Register. The full details must be entered.

CHEQUE ISSUE REGISTER:-

a) Cheque No.110479,amount Rs.20,000/- dtd,22.11.2017 has not issued to the Principal.

b)Cheque No.110480, amount Rs.20,000/-has neither entered in the cheque issue register nor in the cheque slip, but it has seen that it entered in the cash book.

c) In the cheque slip, the cheque No.972646,amount Rs.2000, dtd.5.2.2016, is entered as issued to the candidate,namely Basima.O. But it is a cancelled cheque.

PTA ACCOUNT:- The PTA fund collected from each candidate is Rs,1000. The PTA amount is operated through the A/C No.67268052468,SBI Kumaramputhur,Kalladi.The balance amount in PTA cash book is Rs.70766 and in Bank statement it is 70766.No discrepancies are found.

STOCK REGISTER:- A stock register is maintaining in the centre.The equipments and furnitures purchased in the centre have entered in the stock register.

GENERAL MATTERS:-

a) Appropriation Register,Incumbent Register,Cheque Receipt Register and E-grants Register are not maintaining in the centre.

b) The tuition fees of all students are remitted directly to CUF and the fees details are not entered in the cash book.

c) In the computer lab, there is 12 computers and 6 laptops. And 5 computers and one laptop are damaged.

d) In the Library, the team have verified the accession register. The total No. of books found on verification is 895 and out of this 22 books are damaged.

A reply to the points noted above may be forwarded to IAW within two weeks so as to proceed further in this matter.

CU Campus

Venugopalan K.P.

20.6.2018

FINANCE OFFICER