

UNIVERSITY OF CALICUT

INTERNAL AUDIT WING(FINANCE BRANCH)

AUDIT REPORT OF CCSIT THALIKKULAM 2019

47684/FIN-INT.AUDIT-2/2016/Fin

29.04.2019

Internal Audit Wing has conducted audit at CCSIT Thalikkulam on 21.2.2019 & 22.2.2019. The findings are detailed below:-

Audit Wing Team:

Section Officer : Rajanidevi.P.K.

Assts. : Sathianesan.C

: Manojkumar.T

Associate Co-ordinator: Deepthi. K.V

Administrative officer : Greeshma. P.V

1)Admission Register : Verified the admission register. MCA and BSc-IT are the two courses offered by the centre. The sanctioned strength of these courses are 30 each. In the admission year 2018-21, the admitted candidates for MCA are 23, among this, 7 candidates transferred to other centres. Only 16 candidates are now studying in the centre. 24 candidates got admission for BSc IT course. The caution deposit for the courses is Rs.1000.

2)Bank Account: The day to day transactions are operated through the account No.67000756286,Vatanapally Branch. The balance amount in bank statement is Rs.137603.

3)Cash Book : The cash balance in cash book as on 20.2.2019 is Rs.129221. The difference in amount between cash balance and bank statement is Rs.8382. This amount may be reconciled. The cash book is well maintained in the office.

4)Incumbent Register: This register is not maintaining in the centre. The details of all staffs are, to be entered in the register.

5)PTA: PTA has not yet formed in the centre. It must be formed and the PTA fund can be utilized as per the guidelines issued by the University vide U O No.GAIII/G2/4245/99-II dated 13.02.2009.

6)E-grants Register: This register is well maintained in the centre. The E-grants transactions are operated through the account No.30847960011. The closing balance of E-grants as on 25.5.2018 was Rs. 640010.

Date	Remitted to Uty A/c	category	Chalan No.
1.8.2018	900	U.Union fee	181930622
1.8.2018	3000	SAF	181930605
1.8.2018	617255	Admn. fee, Spl.Fees	181930571
	730	Refund to E-grants dpt	
	14475	Distributed to students	

	3650	Transferred to Main A/c	
Total	640010		

In the E-grants account, the balance is zero.

7)Caution Deposit Register: Verified the caution deposit register. The total amount to be disbursed to the students is Rs.36000.

Batch	Branch	No.of students	Fees	Total
2014-17	Bsc IT	9	2000	18000
2014-17	MCA	7	2000	14000
2015-18	Bsc It	1	1000	1000
2015-18	MCA	3	1000	3000
			Total	36000

It must be distributed to the students or remitted to the University fund.

8)Answerscript Register: Verified the register and it is found that some old stock answer papers are kept in the office and they are not in use. It may be returned to the University,

Sl, No.	Addl./series	Main/Series	Quantity
1	DX-1398		1398
2		BX	530
3		AX	3
4	SX		136
5	EX		10
6		YX	2
7	CX		23
8	AX		30
9		AY	3
10	EY		49
11	CY		20
12	TX		10
13	WX		68
14	VX		44
15		XX	8
16		UX	2
16	UX		8

9)Accession Register: verified the register. The total No. of books kept in the library is 2010. Number of missing books are two and the number of damaged books are 15. The damaged or lost books may be written off after getting prior permission from the University.

The missing books are :-

1)Software Project Management.

2)Computer Fundamentals.

10)DCB Statement : The DCB statement of 2017-18 has been prepared and the total fees in demand is Rs.5367820. The total fees collected is Rs.5367820. Hence, the balance amount is nil.

11)General Matters:

a) The UPS is not working. In the computer Lab, out of 10 computer systems, 7 computers are in good working condition and three are damaged. And adequate measures have to be taken to dispose of the E-waste.

CU Campus

Suresh K.K

10.04.2019

FINANCE OFFICER