

Audit Note

Internal Audit Report- 2018 on the Accounts of CUTEC Aranattukara

Year of Audit : 2018-2019

Date of Audit : 11.06.2018 Monday and 12.06.2018 Tuesday.

Auditors : 1) Manoj Kumar.T

2) Sathianesan. C

The University of Calicut through its various Self Financing Centres offers diversified courses at Graduate and Post Graduate level under cost based scheme including BEd and MEd courses as a full time programme on regular basis at its 11 Centres (CUTECs). It has instituted a Directorate (DSFC) to look after the administrative and academic functions of these Centres and courses under the control of the Director.

CUTEC Ollur is located now at JMC campus, Aranattukara.

Principal : Sri. N.K Arjunanan

Office Staff with financial power : Sri. Muhammed Basheer P.H (Sr. Grade assist.)

Teachers : 6 Contract staff.

Assistant Librarian : Sri. Raju. K. George.

Peon/Sweeper : 1 (Rotation)

Watchman : 1 (Rotation)

Audit related office records are verified,

1) Cash Book

Corrections are noticed in many pages and whitener is used for making corrections in page no.78.

The Cheque nos. 582753 dated 13.12.2017 of Rs. 5099/ and the Cheque No. 58275 dated 12.12.2017 of Rs, 2000/ were wrongly entered in the cash book and the counter foil of the cheque book.

The e-grants allotment (tution fee) for one SC student of Rs.31835/- has not counted in the credit side of the Cash Book. (Page No. 86)

An amount of Rs. 632.50 as Bank Account Keeping charge is seen entered in the cash book, (Page No. 88), but it has neither seen credited nor debited in the account.

The amount total in page No.111 of the cash book is Rs. 1,45,849.30, But there has a variation noticed while totalling the sum (Rs. 1,38,643.30) as closing balance.

The closing balance on 20.04.2018 in Page No. 112 in the casbook is Rs. 1,45,849.30- instead of Rs.1,38,643.30.

E -grants and other fees, except special fee are not entered in the receipt side of the cash book.

2) Bank Accounts

SB Account No. 67327557384 Thrissur Main Branch.

Current A/c No. 30964183530 (For E grants)

Balance in pass book as on 05.06.2018 is Rs. 1,42,346.50 and

the balance as per cash book is Rs. 1,38,625.30.

Difference amount is Rs. 3,721.20

3) E grants Register

The register kept in the office has to be updated with essential details of E grants transactions.

4) Accession Register

Visited in the Library and verified two volumes of accession Registers.

Total Nos. of Books : 4257 Nos.

No discrepancies noticed.

5) Caution Deposit Register.

The Register for Caution Deposit has not been maintained, since the centre has no practice to collect caution deposit from the candidates.

6) The registers like Admission Register, Incumbent Register, PA Register, Stock Register, Cheque Issue and Distribution Registers, Attendance Registers, PTA Cash Book Etc. are verified.

No discrepancies noticed.

7) General matters.

There has some E waste seen dumped here and there in the centre. This should have been disposed at the earliest as per rules, and also an attention needs to be taken to implement the green protocol in the campus.

Suggestions:

A. Cash Book: Since there are some discrepancies noticed in maintaining the accounts, the responsible officer may be directed to be more vigilant in keeping the Cash Book properly. All the receipts and payments are to be recorded in the Cash Book and verified the cash balance periodically, by the Head of office as required in rule 131 (a) of KTC.

B. Caution Deposit Register: The Head of the Centre may be directed to follow the existing rules/circulars of DSFC in the case of non receipt of Caution Deposit in future.

C. Bank Accounts: Clarification may be obtained on the discrepancy noticed.