

UNIVERSITY OF CALICUT

INTERNAL AUDIT WING ((FINANCE BRANCH)

12879/FIN-INT.AUDIT-2/2018/Fin

03.05.2018

**AUDIT REPORT OF THE CENTRE FOR COSTUME AND FASHION DESIGNING-
KOZHIKODE**

The Centre for costume and fashion designing is running in self financing mode. Two courses are offered here, **Bsc** Costume & Fashion Designing and **MSc** Fashion& Textile Designing. The sanctioned strength of BSc is 30 seats(+5NRI) and M sc is 12 seats.

The fee structure:

Courses	Admission Fee	Tuition Fee/Sem.
Bsc	5000	20,000
Msc	10,000	25,000

The total No. of staff working in the centre is **Eleven**-Guest faculty is **six**, one tailoring master, one lab assistant, one peon cum sweeper.

Head of the Institution: M.P. Sajita

Office Staff : Ashok Samuel(ASO)

Members of Audit : Sathianesan. C, Manojkumar.T

BANK ACCOUNT; The tuition fees of the students are collected as DD. The transactions of the centre is operated through the account No.57023866618 in SBI, Kannur Road Branch.

CASH BOOK; Two cash books are maintained in the office. One cash book is for the PTA Fund, and another for the day to day transactions. Some discrepancies are noticed in maintaining the cash book. In the PTA Cash book, the cash balance as on 31.3.2018 is Rs. 47996 and in the bank statement it is 49016. The difference is Rs.1020.

The cash balance in the cash book as on 26.3.2018 is Rs.264507 and in the bank statement it is Rs. 3,31,515. There is a difference of Rs.66708. This amount must be reconciled.

APPROPRIATION REGISTER: An appropriation register is maintained in the office. It details the disbursement of salary of guest faculty and other purchased equipments.

TR-5 RECEIPT : The admission fees and other special fees are collected by TR-5 receipts.

Receipt Nos.**29690 - 296996** dtd.17.3.2017-20.3.2018, Receipt Nos.**296998 - 297000**, Receipt Nos. **297001 - 297006** dtd. 23.3.2018 are not issued to the candidates.

E-GRANT REGISTER: An E-Grant register has been kept in the centre. There are 15 students claimed E-Grants 2017. No discrepancy found.

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

Suresh K.K

Finance Officer

