

UNIVERSITY OF CALICUT

FINANCE BRANCH

(INTERNAL AUDIT WING)

Audit Report of Department of Women's Studies

Team Members : Auditors 1) Manoj Kumar. T

2) Sathianesan. C

Audit Officer : Rajanidevi.P.K

Centre for Women's Studies is the first teaching department for Women's Studies in Kerala has offered post graduate courses in Women's Studies courses from the academic year 2006-2007 onwards. Motto of the Centre is to act as a catalyst for the empowerment of women, especially in Malabar

The audit Team examined all the registers and records kept in the office and the findings are as follows.

1) Cash book :

The entry made in the cash book was on 30.03.2019 and the cash balance is 1,21,368/-. The balance amount in the SBI savings account, Thenjippalam, A/c no. 67010102049 is Rs. 1,09,073/- and the difference with the Cash book total is Rs. 12,545/-. The details of the difference amount should be reconciliated and furnished in the cash book.

2) TR 5 Receipt:

Receipt Nos. 297179 (19.10.2017) 297197,(25.06.2018), 297203(26.06.2018) , 297205(20.06.2018), 297246(28.03.2019), 297247(28.03.2019), 297248 (28.03.2019), 297249,03.04.2019 were not given to the remitters.

The remittance details of Rs. 545/ dated 26..06..2018 of Hiba Thanzeeha has not entered in the Cash book.

It is seen Rs. 2700 has been collected two times on 25.06.2018 from Dilshad Valassery.

3) Caution Deposit Register:

The unclaimed caution deposit of Rs.23,000/- in the period of 2012 to 2017 has already been remitted in the University Account. No discrepancies found.

5) Incumbent Register: This register is for keeping the details of staff (Teaching and Non-Teaching) working in the Dept. showing the Name and Address including Mobile No. and E-Mail ID, Designation, ID No., DOB, Community, Date of joining the Dept.,and date of relieving/Retirement from that Dept.

6) Stock Register:

This Register for recording the Stock of furniture, equipments, Computers and other assets in the Department should be maintained by making timely and proper entry of items separately.

7) Accession Register:

Total No. of books in the library as on 14.02.2019 is 1811.

8) Egrants Register:

The Department is not keeping Egrants register related to the Egrants A/c No. 30956297660 (Current A/c, SBI Parappanangadi). It is seen Rs. 96,981/- as balance in the Egrants account. The account should be kept in zero balance after distributing the sanctioned amount. The office is directed to maintain the account of Egrants as shown below.

I)

No.	Year	Egrants claimed	Sanctioned	Total No. of Students	Details of e grants distribution	Balance		Remarks
						Date	Amount	
01	20...-..	21.03.2019	96,981/-

II)

Name of Course : Batch :

No.	Eligible Candidates		Cast	Claimed		Total Rs.	Sanctioned		Total Rs.	Details of amount distributed	Remarks
				I st year.	II nd yr.		I st year Rs.	II nd Year Rs.			
	Reg.No	Name		I&II Sem Rs.	III&IV Sem. Rs.						

9) An updated Audit Register should be kept in the office.

10) Admission Register, 11) Appropriation Register, 12) Contingent Bill register, 13) SPG grants - Bills, 14) Attendance Register, 15) Caution Deposit Register, 16) Account of Answer scripts, were examined. No discrepancies found.