

# UNIVERSITY OF CALICUT

## FINANCE BRANCH INTERNAL AUDIT WING

### AUDIT REPORT OF DEPARTMENT OF GEOLOGY

22088/FIN-INT.AUDIT-2/2018/Fin

21.07.2018

As per the orders of Finance Officer, the team Internal Audit Wing have conducted an audit verification at the Department of Geology on 21.6.2018 and 22.6.2018. The details of the findings are furnished below:-

#### Team of Audit

Section Officer : Rajanidevi.P.K.

Assistants : Sathianesan.C

: Manojkumar.T

-----  
Co-Ordinator : Adarsh (on contract)

Administrative Staff : Pramod.K

Contract Staff :2

Guest Staff :3

Peon : Nil

CLR : One

MSc Applied Geology is the only course offered by the department. The maximum strength of the course is 20. But in the 2017-19 batch, two additional candidates are seen admitted and it should be ratified.

**Fee Structure:** Admission fee is Rs.10,000. Fee per semester is 30,000. The total fee for one candidate is Rs.1,30,000.The other fees details are follows,

Special Fee - 535

Sports Affiliation Fee - 250

UUF - 75

Department students Union fee - 100

**CASH BOOK:** Cash Book is maintaining in the office. All the financial transactions in the department has been entered in the cash book except the details of **tuition fees and special fee**. It must be entered in the cash book. Other discrepancies are not found.

**CHEQUE ISSUE REGISTER:** The caution deposit is refunded to students as cheques. The details of issued cheques are entered in the cheque issue register.

**BANK STATEMENT:** The day to day transactions are operated through the SB Account No.67359589396.The cash balance as on 2.6.2018 in cash book is Rs.73749.50 and in the Bank statement the amount is Rs.73749.50.

**STOCK REGISTER:** All the equipments and furniture purchased in the department have been entered in the stock register. The following equipments are purchased recently for the lab.

- a) Rock cutting machine - 89500/
- b) Section Grinding Machine - 1,15,000/-
- c) Microscope - 68000/-
- d) Stereoscope zoom Microscope - 65450/

**CAUTION DEPOSIT REGISTER:** The caution deposit is Rs.2000/- The CD amount received and disbursed to the students are entered in the CD register. Other discrepancies are not found.

**E-GRANTS REGISTER:** E- Grants register is maintained in the department. Only one candidate is eligible for E-grants in the 2015 admn and the claimed amount of Rs.12275/- has not been allotted yet. Two candidates are eligible for E-grants in the 2017-2019 admn. year and the amount has not allotted.

**GENERAL MATTERS:**

- a)The lab equipments are not fully furnished.
- b)The availability of classrooms are meagre. It is seen that only one classroom for all batches.
- c)A separate room for computer lab shall be arranged.
- d)There is no library for the students. Only a few books are kept in the office. It shall be arranged in due course of time.

C U Campus

17.7.2018.

Suresh K.K

Finance Officer