



Sen & Co.

Chartered Accountants

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To,
The Registrar,
Aliah University
Action Area II,
A/27, New town,
Kolkata- 700156

Date: 17.03.2022

Dear Sir,



Sub: Internal Audit Report of Aliah University for the Financial Year 2018-19

In terms of your letter no. AU/REG/PO/0117/2020-21 dt. 22.03.2021, we have carried out internal Audit of Aliah University for Financial Year 2018-19. We have discussed the report with your accounts department and requested to take corrective measures regarding the irregularities pointed out in our report. We shall extend our co-operation to make necessary correction in due course.

We sincerely thank to the management and staff for their co-operation in completing the audit assignment.

Thanking You,
Yours Faithfully,

For SEN & CO.
Chartered Accountants
FRN : 322688

(D.Lahiri)

Partner

Membership No. 051930

UDIN: 22051930 AFHH002226

Place: Kolkata

To
The Registrar,
Aliah University
Action Area II,
A/27, New town,
Kolkata- 700156

Date: 17.03.2022

Sir,

Sub: Internal Audit Report for the Financial Year 2018-19

With Reference to our appointment, we have completed the internal Audit for the Financial Year 2018-2019. We have carried out the Audit on the basis of Books of Accounts provided by the university.

We conducted our internal audit in accordance with Auditing Standards generally accepted in India. These Standards require that we plan and perform the internal audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An internal audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An internal audit also includes assessing the accounting principles used and significant estimates made by managements, as well as evaluating the overall financial statement presentation. We believe that our internal audit provides a reasonable basis for our opinion.

We report that:

1. We have obtained all the information and explanation, which, to the best of our knowledge and belief were necessary for the purpose of the Internal Audit.
2. In our opinion, the Council has kept proper Books of Accounts as required by the law so far, as appears from our examination of these books however, some books are not prepared by the university which is reported.

Introduction of Aliah University

The Aliah University was established under the Aliah University Act 2007, Published in the Calcutta Gazette, Extraordinary, on the 20th February 2008. The Act came into force on 5th April 2008. However, its parent institution from which it was upgraded to a University was usually mentioned in various old Government records varying as Calcutta Mohomed, an college or Calcutta Madrash or Aliah Madrasah which was establish by the British Governor-General Warren Hastings in 1780 at the request of some Muslim gentlemen of Calcutta. As per Aliah University Act 2007, section 3(3), it has been conferred the status of a minority educational institution. Aliah University is an autonomous University under the Department of minority affairs and Madrasah Education, Government of West Bengal.

The University started its academic programme from 2008-09 academic sessions following a notification from the department of Higher Education, Govt of West Bengal. The Academic and administrative activities of the University started at its New Town and Park Circus campuses from January 2015.

The University has registered office at 21, Haji Mohammad Mohsin square, Kolkata- 700016 and extended office of the university is at action area II A/27, New Town, Rajarhat, Kolkata- 700156. The centralized accounts are maintained at Action Area II, A/27, New Town, Rajarhat, Kolkata- 700156

Purpose of the Internal Audit Report

This Internal Audit covers various aspects such as auditor organization structure, objectives of Internal Audit, Audit approach, the period to be covered, the scope and extent of checking, documentation, submission of reports, the follow-up of reports, and the system for ensuring compliance of Internal Audit observations. Detailed guidelines in respect of all the areas to be covered by internal audit have also been included. The purpose of this Internal Audit is to act as a quick reference guide for all internal auditors in relation to the internal audit methodology and to have uniformity in reporting. The purpose of internal audit is:-

- a. To detect irregularities, embezzlement and fraudulent transactions.
- b. To ensure good governance, risk management and internal control.
- c. To provide valuable support and assurance to the University.
- d. To act as a tool for a good corporate governance practice.
- e. To give recommendation for the improvement of The University's financial position.
- f. To facilitate the organization for comply with Laws and Regulations.

Our detailed report is given with different matter stated with annexed report.

Thanking You,

Yours Faithfully,

For SEN & CO

Chartered Accountants

FRN : 322688

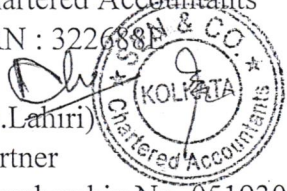
(D.Lahiri)

Partner

Membership No. 051930

UDIN: 22051930AFHHOC2226

Place: Kolkata



Internal Audit Report of ALIAH University for the Year 2018-19

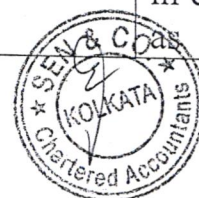
We carried out internal audit of **Aliah University**. We have the following observations which are mentioned below:-

1. Various Bank A/Cs of the University

A) Observation

The university is maintaining various Bank Accounts. List is given below of which some accounts are reconciled and some accounts are not reconciled. List is as follows:-

Sl No	Name of the Bank	Account No.	Balance as per Bank Book as on 31.03.2019	Balance As per Bank Statement as on 31.03.2019	Remarks
1	Bank Of Baroda	32210200000075	3,38,74,571.37	54,20,578.94	Not reconciled.
2	Bank of Baroda (R& D/UGC)	32210200000119	12.00	Nil	Folio charges deducted by Bank but not entered in bank book. However, the accounts are reconciled.
3	Bank Of Baroda Brotherhood Fund	32210200000072	1,23,052.00	1,23,425.00	Cheque book and charges SMS charges were deducted by bank but not entered into the Bank Book also credit entry not entered in cash book, a result



					balances do not match with bank statement. Otherwise, account is reconciled.
4	Bank of Baroda Fees Collection	32210200000133	1,60,81,064.77	2,81,58,318.06	Not Reconciled
5	Bank of Baroda Fees Collection	32210200000132	1,73,14,774.00	1,72,40,702.00	-
6	State Bank of India	300392066460	1,64,60,032.78	Not Available	-
7	State Bank of India-AUAT	33609146638	7,59,081.12	Not Available	-
8	State Bank of India-Corpus Fund A/C	32761550177	7,39,715.00	Not Available	-
9	State Bank of India(CVS)	30976176142	1,52,140.00	Not Available	-
10	State Bank of India(NSS)	336091477440	1,20,030.50	Not Available	-
11	State Bank of India(Salt Lake	31601129079	1,28,490.00	Not Available	-
12	Local Fund Deposit(RBI) Operator Code 284	-	113,43,30,858.00	Not Available	-
13	Provident Fund	-	2,98,91,194.00	Not Available	-



	Deposit- RBI operator Code 285				
14	IDBI Bank Seminar	117110400006097	2,04,,670.80	Not Available	-
15	IDBI LC	117110200000968	38,96,373.00	Not Available	-
16	Bank CMC SBI(Function)	10051543045	250.00	-	-
17	Bank of Baroda	71	20,000.00	-	-
18	Bank IDBI AUAT	117110200000998	24,73,693.00	Not Available	-
19	IDBI Bank(AU Fee Collection)	117110200010201	63,58,200.00	Not Available	-

Recommendation

1. The University should reconcile all the Bank Accounts.
2. The University has been maintaining all Bank statements of Bank of Baroda Account in soft copy form. However, soft copies of all Bank statements of SBI & IDBI accounts are not available.
2. The University is maintaining their accounts in tally software. Two of the Bank Account Nos. opened in tally system but after that again these two accounts separately maintained and all the transaction are entered in separate accounts, So two accounts where there is no transactions needed to be written off. Details are given below:-

Name of the Bank	Opening balance	Debit during the year	Credit during the year	Closing balance	Remarks
Bank CMC SBI(Function)	10051543045	250.00	-	250.00	This account should be written



					off.
Bank of Baroda	71	20,000.00	-	20,000.00	This account should be written off.

B) Observation:

Bank Voucher BOB (Main) A/C No. 32210200000075

A) During the scrutiny of vouchers of A/C No. 32210200000075 it has been noticed that the vouchers are not maintained properly and not in order. During the time of audit we did not find various bank vouchers. List of Bank(s) of which bank vouchers were not available for verification has been given as per Annexure –I

Bank Voucher SBI A/C No. 30392066460

B) During the scrutiny of vouchers of A/C No. 30392066460 it has been noticed that the vouchers are not maintained properly and not in order.

C) Recommendation:

The University should maintain all the bank vouchers in separate file(s) with proper supporting in an orderly manner.

C) Observation:

In the following Bank accounts there has been no factual transaction/movement of funds during the year 2018-2019. The balances in those Banks remain idle.

Sl No.	Name of the Bank	Opening Balance	Inflow during the year	Outflow during the year	Closing balance
1	State Bank of India Salt Lake A/c no. 31601129079	1,28,490.00	-	-	1,28,490.00



Recommendation:

1. The above account is maintained by the University but there was no transaction during the year F.Y 2018-19. University should close the accounts if they are not required in future.

2. Cash Balance and Imprest Cash balance of Different Departments

Cash Balance as on 31.03.2019 is Rs.63,160.00 and remains unverifiable as on date. There is no system for verification of cash and record has not been made available for verification.

There is an imprest cash Balance of different departments as on 31.03.2019 amounting to Rs. 3,99,163.00.

Observation & Recommendation:

- a) The university should ensure that the cash collection from various sources is deposited within 1-2 days at bank. This process should be strictly followed to avoid chances of cash defalcations.
- b) The University is not maintaining manual cash book. It is also not entering cash transactions, especially cash collected from students in Tally System.
- c) The University should maintain either physical cash book or enter student fees transactions daily in Tally system.
- d) Non maintenance of cash book in proper form and manner is considered as internal control failure and could be potential ground for fraud.
- e) We did not find any rules and policy of disbursement of amount under Imprest System to different departments. There should be effective rules to control the fund disbursed under the Imprest System.
- f) The Insurance policy with respect to cash in-hand as well as in-transit has not been taken from any insurance company.
- g) Departmental Requisition should be made before disbursing the amount under the Imprest System. The requisition slip should contain the nature of expenditure to be incurred from the required fund.
- h) The following balances as appearing under the head "Imprest Cash" in different departments are not under control of superior authority. We did not find any rules of disbursement of amount of Imprest Cash. There should be period of holding the Imprest Cash and utilization of the same. We are appending our remarks under Imprest Cash to different departments which require the attention and necessary action of the executive.



It has also been observed that when the cheque issued under Imprest Cash, the Imprest Cash gets debited and the Bank gets credited. Upon the adjustment submitted, the Expenses incurred from Imprest Cash should be debited under proper head of accounts and Imprest Cash credited.

The following Imprest Cash is lying idle for years which should be looked into.

Sl No.	Name of the Imprest cash	Balance Amount	Remarks
1	Imprest Cash Arabic Department at Salt Lake	55.00	The opening balance and closing balance remain same.
2	Imprest Cash for Boys' Hostel Chingrihata	10,000.00	---Do---
3	Imprest Cash for Controller of Exams Deptt.	10,000.00	---Do---
4	Imprest Cash for Finance Section	50,000.00	---Do---
5	Imprest Cash for Mahisbathan Girls' Hostel	10,000.00	---Do---
6	Imprest Cash for Registrar's Deptt.	10,000.00	---Do---
7	Imprest Cash for V/C's Unit	10,000.00	---Do---
8	Imprest Cash for Central Library	10,000.00	---Do---
9	Imprest Cash for Deptt. of nursing	10,000.00	---Do---
10	Imprest Cash education	2,000.00	---Do---
11	Imprest Cash for electronics & Comm. Eng.	5,000.00	---Do---
12	Imprest Cash for Physics Deptt.	13,000.00	---Do---
13	Imprest Cash for Urdu Deptt.	7,000.00	---Do---
14	Imprest Cash to Stores & Purchase	7,000.00	---Do---
15	Imprest Cash for Statistics Dept	7,000.00	---Do---
16	Imprest Cash for Electrical Engg. Dept	15,000.00	----Do---
17	Imprest Cash for Mechanical Dept.	9,000.00	----Do---

