



**ANNEXURE D**

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**INTERNAL AUDIT  
REPORT**

**KERALA UNIVERSITY OF HEALTH SCIENCES**

**PERIOD:April 01, 2019 to March 31, 2020**

# INTERNAL AUDIT OPINION

*Management,*

*Kerala University of Health and Allied Sciences*

*We have completed our Internal Audit for the period April 01, 2019 to March 31, 2020.*

*Our procedures were performed in accordance with the scope agreed upon. Enlisted are the findings resulting from procedures performed for the audit of **Kerala University of Health Sciences**. The information provided may help you in enhancing the effectiveness and efficiency of your business process.*

## Audit Opinion

*Our audit was conducted in accordance with generally accepted auditing standards and accordingly, includes tests of accounting records and such other auditing procedures as we considered necessary in the circumstances. The audit was performed in one phase for the period April 01, 2019 to March 31, 2020.*

*In our opinion, we found the processes and the operational procedures are adequate for the period under audit. However, we have identified opportunities to improve the efficiency and effectiveness of certain operating procedures as discussed in this audit report.*

*As such, the conclusions are based on an examination of the situation identified in light of the criteria established and apply to the program audited only. The evidence gathered meets professional audit practice standards and is adequate to satisfy senior management that the conclusions of the internal audit are well founded.*



*We value the opportunity to work with you and sincerely appreciate the cooperation and assistance provided to us during the course of the audit. We would be pleased to further discuss any aspect of our procedures or this report with you or other members of the management at your convenience. If you have any questions, please do make sure to get in touch with us. This report is intended solely for the information and use of the Governing Council and management of the University.*

*For R. Rajan Associates,*

*Praveen Krishnan,*

*Partner*

*M No. 213925*

*Date:*

*UDIN:*

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1. Background and Scope
2. Affiliation Fees and Student Income
3. Bank Transactions Verification
4. Examination Accounts
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## Background and Scope

### Background

Kerala University of Health Sciences (KUHS) was set up on 2010 by the Kerala government. The university has 305 colleges affiliated to the same as on 2020. The university is substantially funded by the Kerala government and is governed by its rules and bye laws.

### Scope

The scope of our review was to assess the effectiveness of internal controls pertaining to the following processes:

1. Affiliation Fees and Student Income
2. Physical Verification – Cash and Fixed Assets
3. Bank Transactions
4. Examination Accounts
5. Renewal of Bank Guarantees
6. Legal Compliances
7. Advances

## Scope (Continued)

The audit has been conducted under the Generally Accepted Auditing Standards and accordingly included tests of accounting records and such other auditing procedures as we considered necessary in the circumstances. The **Observation, Recommendation and Management Response** columns of the following pages are intended to improve existing controls and efficiency of current operating procedures.

The following table depicts the quarter-wise split of scope of **audit covered** and **to be covered**.

| Scope of Audit   | Q1 | Q2 | Q3 | Q4 |
|--|----|----|----|----|
| Affiliation Fees and Student Income- Checking of Fees Received | ✓  | ✓  | ✓  | ✓  |
| Affiliation Fees and Student Income – Preparation of Due list  | X  | X  | ✓  | X  |
| Physical Verification-Cash                                     | ✓  | ✓  | ✓  | ✓  |
| Physical Verification-Fixed Assets                             | X  | X  | X  | X  |
| Bank Transactions  | ✓  | ✓  | ✓  | ✓  |
| Examination Accounts   | ✓  | ✓  | ✓  | ✓  |
| Budget Analysis  | X  | X  | X  | X  |
| Renewal of Bank Guarantees                                     | ✓  | ✓  | ✓  | ✓  |
| Legal Compliances  | ✓  | ✓  | ✓  | ✓  |
| Advances   | ✓  | ✓  | ✓  | ✓  |
| Improvements in EDP system                                     | X  | X  | X  | ✓  |

**Significance- Legend**

| + Observation grading |  |
|-----------------------|--|
| High                  | High Risk, requires immediate action                       |
| Medium                | Medium Risk, requires corrective action                    |
| Low                   | Low risk, need for corrective action needs to be evaluated |

| *Root cause legend        |   |
|---------------------------|---|
| Design deficiency         | D |
| Operating ineffectiveness | O |
| System deficiency         | S |



# *Kerala University of Health Sciences*

## **SUMMARY OF AUDIT OBSERVATIONS**

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## Affiliation Fees and Student Income

### Scope

- Analytical Verification of Affiliation fees and various fees received and receivable.
- Checking and Reconciliation of DCBs maintained and preparation of dues list.
- Checking sufficiency and authenticity of various fees.

### Objective

- To analyze the various fees received by the university and to report to the organization if any discrepancies occur in revenue generation and collection.
- To submit and report to the management regarding the dues list of affiliation fees and to suggest measures to recover the same

### Audit Procedure

The following audit procedures were carried out for the samples selected:

- Vouchers have been examined clearly in order to ensure that details entered in DCBs are same as that of vouchers.
- DCBs and University Suite (ERP system) have been cross checked to ensure that various fees are accounted in the correct heads;also, the details entered are same.

- The same fees amount entered in Suite have been traced to the bank statement in which the amount is credited so as to ensure transparency.
- It is ensured that the various fees collected are as per the notifications and circular issued by the University.

**Observation**

- We recommend prompt updating of DCB Registers since it is an appropriate way for the management to track the fee-dues at the earliest.

Significance M ; Root Cause O

- Fee Dues from 2010-11 have been calculated and shown in **Annexure-1**. It is observed that the total of fee dues has increased in comparison to the previous year's due list provided. So, it is highly recommended to collect them without further delay.

Significance H ; Root Cause O

- The observations with respect to transactions which are recorded in wrong account heads and hence, needs to re-classed have been tabulated in **Annexure -2**.

Significance H ; Root Cause O

- There is no proper register maintained for **Re-inspection Compliance Fee** and **Application, Registration and Inspection Fee** by the Academic Section which is necessary to cross-verify the entries made in the University ERP Software.

Significance M; Root Cause S

## Management Response

- ❖ DCB Registers since updated
- ❖ Necessary urgent action has been taken to collect the due amount from colleges.
- ❖ Steps have already been taken for maintaining registers for Re-inspection Compliance Fee and Application, Registration and Inspection Fee by Academic Section.

## Annexure 1

| STREAM   | 2010-11   | 2011-12   | 2012-13   | 2013-14     | 2014-15     | 2015-16   | 2016-17   | 2017-18   | 2018-19   | 2019-20     | TOTAL       |
|----------|-----------|-----------|-----------|-------------|-------------|-----------|-----------|-----------|-----------|-------------|-------------|
| MEDICAL  | 22,92,000 | 48,90,000 | 57,37,500 | 3,41,05,000 | 43,90,000   | 59,50,000 | 60,00,000 | 60,00,000 | 38,00,000 | 1,26,40,000 | 8,58,04,500 |
| DENTAL   | 33,000    | -         | -         | 4,35,40,000 | 2,26,00,000 | 3,00,000  | -         | -         | 4,10,000  | 1,76,30,500 | 8,45,13,500 |
| AYURVEDA | 15,000    | 1,500     | -         | 13,75,000   | -           | -         | -         | -         | -         | -           | 13,91,500   |
| HOMEO    | 36,000    | 40,000    | -         | -           | -           | -         | -         | -         | -         | 52,500      | 1,28,500    |



|              |                  |                  |                  |                    |                    |                  |                  |                  |                  |                    |                     |
|--------------|------------------|------------------|------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|--------------------|---------------------|
| PARAMEDICAL  | 1,74,000         | 1,65,000         | 3,27,200         | 2,40,000           | 6,40,000           | 2,40,000         | 2,40,000         | 2,40,000         | -                | -                  | 22,66,200           |
| PHARMACY     | 3,78,000         | 1,25,000         | -                | 6,00,000           | 87,500             | -                | -                | 30,000           | 60,000           | 63,000             | 13,43,500           |
| NURSING      | 43,00,700        | 11,81,150        | 11,32,500        | 9,76,800           | 1,500              | -                | -                | -                | -                | -                  | 75,92,650           |
| <b>TOTAL</b> | <b>72,28,700</b> | <b>64,02,650</b> | <b>71,97,200</b> | <b>8,08,36,800</b> | <b>2,77,19,000</b> | <b>64,90,000</b> | <b>62,40,000</b> | <b>62,70,000</b> | <b>42,70,000</b> | <b>3,03,86,000</b> | <b>18,30,40,350</b> |

## Annexure 2

| Date and Voucher Number    | Name of College/ Student  | Amount      | Observation  | Management Response |
|----------------------------|---|-------------|--|---------------------|
| 04-April-19<br><b>R49</b>  | Presentation Centre of Allied Sciences, Ernakulum   | 20,000.00   | <b>Wrong Head:</b> Continuation of provisional affiliation Fee<br><b>Correct Head :</b> Re-inspection Compliance fee                 | Since rectified     |
| 22-May-19<br><b>R4845</b>  | National Institute of Speech & Hearing (NISH), Thiruvananthapuram (M.Sc. Audiology)                 | 80,000.00   | <b>Wrong Head:</b> Affiliation fee for new colleges<br><b>Correct Head :</b> Application, Registration and Inspection for new course | Since rectified     |
| 22-May-19<br><b>R4846</b>  | National Institute of Speech & Hearing (NISH), Thiruvananthapuram (M.Sc. Speech Language Pathology) | 80,000.00   | <b>Wrong Head:</b> Affiliation fee for new colleges<br><b>Correct Head :</b> Application, Registration and Inspection for new course | Since rectified     |
| 26-Aug-19<br><b>R10328</b> | Indira Gandhi Medical Trust   | 3,15,000.00 | <b>Wrong Head:</b> Application, Registration and Inspection for new course<br><b>Correct Head:</b> Affiliation fee for new course    | Since rectified     |



|                            |  |             |   |                 |
|----------------------------|--|-------------|---|-----------------|
| 26-Aug-19<br><b>R10329</b> | Indira Gandhi Medical Trust  | 7,87,500.00 | <b>Wrong Head:</b> Application, Registration and Inspection for new course<br><b>Correct Head :</b> Refundable Deposit            | Since rectified |
| 07-Sep-19<br><b>R11552</b> | MGM Silver Jubilee College of Pharmacy                                       | 3,15,000.00 | <b>Wrong Head:</b> Application, Registration and Inspection for new course<br><b>Correct Head:</b> Affiliation fee for new course | Since rectified |
| 07-Sep-19<br><b>R11553</b> | MGM Silver Jubilee College of Pharmacy                                       | 7,87,500.00 | <b>Wrong Head:</b> Application, Registration and Inspection for new course<br><b>Correct Head:</b> Refundable Deposit             | Since rectified |
| 17-Aug-19<br><b>R10010</b> | Cooperative Institute of health sciences, Mannayad (M.Sc. MLT- Biochemistry) | 84,000.00   | <b>Wrong Head:</b> Affiliation fee for new course<br><b>Correct Head:</b> Application, Registration and Inspection for new course | Since rectified |
| 17-Aug-19<br><b>R10011</b> | Cooperative Institute of health sciences, Mannayad (M.Sc. MLT- Microbiology) | 84,000.00   | <b>Wrong Head:</b> Affiliation fee for new course<br><b>Correct Head:</b> Application, Registration and Inspection for new course | Since rectified |

## Fixed Assets- Physical Verification

### Observation



- It has been decided henceforth to divide the fixed asset register into three sections. These registers will be separately maintained by the Purchase, Works and IT section. We request the respective sections to update these registers as soon as possible so as to enable the conduct of a Physical Verification in the audit of subsequent quarters.

Significance  H ; Root Cause  O



- Although the works department has updated their fixed assets register, they have followed the Kerala PWD Manual in doing so. It would be better if they could at least provide details of date of purchase and cost of the respective asset.

Significance  M ; Root Cause  D

- The IT section has not updated its Fixed Assets Register. Although the IT section has started updating the same, we have asked them to speed up the process so as to enable the conduct of a physical verification of their fixed assets.

Significance  H ; Root Cause  O

- The existing register of the Purchase section includes the assets of IT as well as works. So we recommend that they create and maintain a new register exclusively for those assets which comes under their purview. The concerned authority is recommended to take immediate measures for updating the register, so that the verification can be completed in the subsequent financial years.

Significance  H ; Root Cause  D

- Fixed Asset Register in respect of Purchase Section since updated and is ready for verification.
- Fixed Asset Register in respect of Works Section since updated. Necessary action is being taken to enter the date of purchase and cost of the respective asset in the Fixed Asset Register.
- Steps have already been taken in this regard by IT Section.

## Bank Transactions - Verification

### Observation

- On checking Bank reconciliation statements, we did not note any discrepancies.

Significance  L ; Root Cause  S

- As reported in the previous reports, Stale Cheques since 2011 were not cleared and hence included in the BRS. The Stale Cheques pertaining to this year has been shown below in **Annexure – 3**.

Significance  H ; Root Cause  O

### Management Response

Noted.

**Annexure-**

| Account Name | Date       | DD Number | Amount   |
|--------------|------------|-----------|----------|
| Exam Fund    | 20-04-2019 | 343385    | 3,735.00 |
| Exam Fund    | 18-05-2019 | 948712    | 210.00   |
| Exam Fund    | 18-05-2019 | 236945    | 5,985.00 |
| Exam Fund    | 22-05-2019 | 167636    | 590.00   |
| Student Fund | 10-04-2019 | 769067    | 1,000.00 |
| Student Fund | 16-04-2019 | 542418    | 1,000.00 |
| Student Fund | 17-04-2019 | 269515    | 1,000.00 |
| Student      | 17-04-2019 | 624366    | 1,000.00 |

**3**



|                     |            |          |           |
|---------------------|------------|----------|-----------|
| <b>Fund</b>         |            |          |           |
| <b>Student Fund</b> | 17-04-2019 | 947988   | 36,000.00 |
| <b>Student Fund</b> | 17-04-2019 | 947987   | 24,000.00 |
| <b>Student Fund</b> | 17-04-2019 | 348466   | 50,000.00 |
| <b>Student Fund</b> | 17-04-2019 | 87951    | 30,000.00 |
| <b>Student Fund</b> | 17-04-2019 | 87952    | 20,000.00 |
| <b>Student Fund</b> | 17-04-2019 | 87953    | 9,000.00  |
| <b>Student Fund</b> | 17-04-2019 | 87954    | 6,000.00  |
| <b>Student Fund</b> | 17-04-2019 | 801352   | 24,000.00 |
| <b>Student Fund</b> | 17-04-2019 | 801354   | 16,000.00 |
| <b>Student Fund</b> | 27-04-2019 | 840959   | 1,000.00  |
| <b>Student Fund</b> | 09-05-2019 | 1816     | 1,000.00  |
| <b>General Fund</b> | 27-04-2019 | 343434   | 1,050.00  |
| <b>General Fund</b> | 24-05-2019 | 823602   | 1,050.00  |
| <b>Exam Fund</b>    | 24-08-2019 | 552996   | 1,050.00  |
| <b>Exam Fund</b>    | 07-09-2019 | 89819732 | 1,075.00  |



|                     |            |        |           |
|---------------------|------------|--------|-----------|
| <b>Exam Fund</b>    | 07-09-2019 | 332916 | 36,790.00 |
| <b>Exam Fund</b>    | 18-09-2019 | 949490 | 6,000.00  |
| <b>Exam Fund</b>    | 20-09-2019 | 124029 | 15,690.00 |
| <b>Exam Fund</b>    | 26-09-2019 | 624537 | 57,970.00 |
| <b>Exam Fund</b>    | 26-09-2019 | 930612 | 3,025.00  |
| <b>Exam Fund</b>    | 26-09-2019 | 930607 | 43,350.00 |
| <b>Exam Fund</b>    | 27-09-2019 | 930622 | 64,580.00 |
| <b>Exam Fund</b>    | 27-09-2019 | 930623 | 1,415.00  |
| <b>Exam Fund</b>    | 27-09-2019 | 930618 | 6,330.00  |
| <b>Exam Fund</b>    | 27-09-2019 | 930603 | 1,455.00  |
| <b>Exam Fund</b>    | 27-09-2019 | 930617 | 1,180.00  |
| <b>Exam Fund</b>    | 28-09-2019 | 113304 | 53,770.00 |
| <b>Student Fund</b> | 23-03-2013 | 733931 | 200.00    |
| <b>Student Fund</b> | 23-09-2019 | 375743 | 1,000.00  |
| <b>General Fund</b> | 19-07-2019 | 357765 | 500.00    |
| <b>General Fund</b> | 07-09-2019 | 110496 | 1,050.00  |
| <b>Exam Fund</b>    | 27-10-2019 | 712110 | 590.00    |
| <b>Exam Fund</b>    | 29-10-2019 | 949964 | 735.00    |



|                  |            |        |          |
|------------------|------------|--------|----------|
| <b>Exam Fund</b> | 29-10-2019 | 110524 | 1,050.00 |
|------------------|------------|--------|----------|

**Total: 5,32,425**

RISK MANAGEMENT SERVICES

## Examination Accounts

### Scope

- Checking of all transactions related to exams.
- Checking of Advances, Fees collected.
- Random checking of Examination Settlement Bills.

### Objective

- Ensure fees are properly collected
- Ensure advances and receivables are properly adjusted or recovered
- Ensure proper recording and classification of Expenses.
- Ensure Compliance with Accounting Principles and KUHS rules.
- Ensure all expenses are incurred with proper authorization.

## Audit Procedure

- The following audit procedures were carried out for the samples selected:
- Vouchers have been examined clearly in order to ensure that details entered in DCBs are same as that of vouchers.
- Note files for the expenses are verified to ensure proper authorization is in place for expenses incurred.
- The amounts incurred are compared with notification for the same for ensuring compliance with KUHS rules.
- The payments made for the expenses were traced to the bank statements for checking dummy entries.
- External documents like TA bill, Halt bill and Attendance sheet of Examiners from various colleges are verified.

## Observation

- There were no discrepancies found in this particular area concerning the examination accounts.

## Bank Guarantee

### Scope



- Checking of renewal status of bank guarantees for applicable colleges.
- Checking of related supporting documents stating the renewal.
- Checking letters of intimation sent to the respective colleges which have not renewed their guarantee.

### Observation

- Reminder letters are issued from the concerned departments closer to the expiry date of the guarantee. Process needs to be devised to intimate the colleges in advance for each quarter.

Significance  M ; Root Cause  D

- The Bank guarantee for two colleges namely JDT Islam College of Nursing and Co-operative College of Nursing (Kakkode) was not renewed in Q3. Although intimations have been sent in this regard, we recommend a more proactive action.

Significance  H ; Root Cause  O



## Management Response

- Noted
- The Bank guarantee for JDT Islam College of Nursing has been renewed.
- As regards Co-operative College of Nursing, communicated with the college and they have intimated that renewal is in process.

## Legal Compliance

### Scope

- To check whether regulations of various statutory authorities have been complied with.

### Objective

- Ensure that regulations of various statutory authorities have been complied with.

### Audit Procedures

The following areas were checked during the quarter:

- We have enquired whether insurance policies have been taken for the Vehicles and Elevators.
- We have verified the insurance policies documents for those assets which are covered under insurance policies.
- Account wise entries in suite were verified against GSTR 3B, GSTR 7, GSTR1 returns and manual register maintained by the concerned staff to find out the mismatches.
- The Administration Sanction (AS) regarding the AMC of DG set, Air-conditioners (Evaluation Centre), Elevators (Evaluation Centre and Admin Building), HVAC, 90 KVA UPS, Water Purifier(6 No's) were verified.

### Observation

- The following discrepancies were found with respect to GST compliance. See **Annexure-4** below.

## Annexure- 4

| Observations   | Suggestions  | Management Response  |
|--|--|--|
| <p>While verifying GSTR 7 against Manual Register and university ERP system entries, a clerical mistake with respect to the nature of GST had been observed in the ledger maintained.</p> <p><b>Month:</b> May &amp; June 2019</p> <p><b>Party Name:</b> CLS Industries &amp; Shree Maruthi Printers</p> <p><b>Actual place of supply:</b> Outside Kerala</p> <p><b>Place of supply as recorded in Ledger:</b> Kerala</p>  | <ul style="list-style-type: none"> <li>➤ Due care must be taken to avoid such clerical errors.</li> <li>➤ Such errors could lead to mistakes while filing returns and therefore written records must be double-checked to identify such errors before filing.</li> </ul> | <p>Noted</p>   |
| <p>While verifying GSTR 7 against Manual Register and university ERP system entries, a clerical mistake with respect to the place of supply has been observed in the return filed.</p> <p><b>Month:</b> January, 2020</p> <p><b>Party Name:</b> Shree Maruthi Printers</p> <p><b>Mistake made:</b> Supply shown as an intrastate supply, i.e. tax charged is CGST and SGST in manual ledger.</p> <p><b>Corrective Measure:</b> Being an Interstate supply, the tax charged should have been IGST. So the manual ledger should be updated in the said manner.</p> | <ul style="list-style-type: none"> <li>➤ Due care must be taken to avoid such clerical errors while filing returns.</li> <li>➤ The amendments must be made in manual ledger ASAP to avoid confusion during reconciliation.</li> </ul>                                    | <p>Noted</p> <p>Necessary amendments have been made in the manual ledger</p> |

|  |   |   |
|--|---|---|
| <p>Rate of GST has been wrongly taken in computing the tax liability for the following transactions in the month of February, 2020:</p> <ol style="list-style-type: none"> <li>1. <b>Party Name-</b> KV Sharath Kumar<br/><b>Taxable Value-</b> 700<br/><b>Wrong rate-</b> 24%<br/><b>Correct rate-</b> 12%</li> <li>2. <b>Party Name-</b> SinoyPK<br/><b>Taxable value-</b> 700<br/><b>Wrong rate-</b> 24%<br/><b>Correct rate-</b> 12%</li> <li>3. <b>Party Name-</b> HykonIndiaLTD<br/><b>Taxable Value-</b> 500<br/><b>Wrong rate-</b> 24%<br/><b>Correct rate-</b> 12%</li> </ol> | <ul style="list-style-type: none"> <li>➤ While filing GSTR-1 for any month succeeding the month of February, 2020, the amendment has to be made in Table 10- “B2C- Amendments”.</li> <li>➤ While filing GSTR-3B the necessary changes have to be made to the taxable value and tax payable for any month succeeding the month of February, 2020.</li> </ul> | <p>Noted.</p> <p>Appropriate action will be taken while filing GSTR-1 return of October 2020</p> <p>Appropriate action will be taken while filing GSTR-1 return of October 2020</p> |
| <p>While verifying GSTR 3B against Manual Register and university ERP system entries, a clerical mistake with respect to the place of supply has been observed in the return filed.<br/><b>Month:</b> March, 2020<br/><b>Party Name:</b> Alankit LTD<br/><b>Mistake made:</b> Supply shown as an intrastate</p>  | <ul style="list-style-type: none"> <li>➤ Due care must be taken to avoid such clerical errors while filing returns.</li> <li>➤ The amendments must be made in manual ledger ASAP to avoid confusion during reconciliation.</li> </ul>   | <p>Noted</p> <p>Necessary amendments have been made in the manual ledger</p>  |

|  |   |  |
|--|---|--|
| <p>supply, i.e. tax charged is CGST and SGST in manual ledger.<br/> <b>Corrective Measure:</b>Being an Interstate supply, the tax charged should have been IGST. So, the manual ledger should be updated in the said manner.</p>   |   |  |
| <p>While verifying GSTR 3B against Manual Register and university ERP system entries, a clerical mistake with respect to the place of supply has been observed in the return filed.<br/> <b>Month:</b> March, 2020<br/> <b>Party Name:</b> Hi-Tech print Systems LTD<br/> <b>Mistake made:</b> Supply shown as an intrastate supply, i.e. tax charged is CGST and SGST in manual ledger.<br/> <b>Corrective Measure:</b>Being an Interstate supply, the tax charged should have been IGST. So, the manual ledger should be updated in the said manner.</p> | <ul style="list-style-type: none"> <li>➤ Due care must be taken to avoid such clerical errors while filing returns.</li> <li>➤ The amendments must be made in manual ledger ASAP to avoid confusion during reconciliation.</li> </ul> | <p>Noted</p> <p>Necessary amendments have been made in the manual ledger</p> |

## Advances

### Scope

- Checking the authorization for sanctioning Advances.
- Checking of timely settlement of advances

### Objective

- Check the adequacy of amounts advanced to staffs for meeting the various expenses.
- Checking timely settlement of advances.

### Audit Procedure

- Advance Register has been checked for the period with the advance sanctioning form.
- Advances are received by colleges from the University for meeting various expenses related to exams. These advance amounts have been cross checked with the examination settlement bills.
- The refund of advances has been traced to cash book.
- Checked whether the advances are settled within a reasonable time (3 months); in accordance with Kerala Finance Code, 1980.

## Observation

- We noticed that there are few outstanding advances pertaining to this year which are pending to be settled within the reasonable time period of 3 months. **See Annexure -5 (See Below)**

Significance  H ; Root Cause  O

- We suggest that the staff-in-charge of receiving advances, should intimate the reason for the delay in settling advances to the finance section if it goes beyond the reasonable time period.

Significance  H ; Root Cause  S

- Discussion has been made with the Systems Manager to develop new software to track Advance Settlements and ensure compliance with the Kerala Finance Code, 1980. The manager has taken up the suggestion and the IT personnel have been informed to start developing the software.

## Annexure-5

| DATE OF ADVANCE | PERSON IN-CHARGE            | PURPOSE  | AMOUNT     | REMARKS                   |
|-----------------|-----------------------------|--|------------|---------------------------|
| 5-Jul-19        | Dr.Manoj Kumar (Dean S.A.)  | Advance for the conduct of 2 Days workshop in paramedical stream by Students Union         | 90,000.00  | Settlement is in progress |
| 26-Jul-19       | Dr.Manoj Kumar (Dean S.A.)  | Advance for conduct one-day Awareness Class on PCOS by KUHS Students Union                 | 45,000.00  | Settlement is in progress |
| 30-Jul-19       | Dr.Manoj Kumar (Dean S.A.)  | Advance for Printing & Distribution of notices on Padamikavu by KUHS Students Union        | 8,000.00   | Settlement is in progress |
| 30-Jul-19       | Dr.Manoj Kumar (Dean S.A.)  | Advance for Conduct One Day Awareness Class on PCOS by KUHS Students Union (2 August 2019) | 45,000.00  | Settlement is in progress |
| 30-Jul-19       | Dr.Manoj Kumar (Dean S.A.)  | Advance for Conduct One Day Awareness Class on PCOS by KUHS Students Union (1 August 2019) | 45,000.00  | Settlement is in progress |
| 7-Aug-19        | Dr. Manoj Kumar (Dean S.A.) | Advance for conduct B Zone Sports&Games 2019-20  | 230,000.00 | Settlement is in progress |



|            |                             |   |            |                           |
|------------|-----------------------------|---|------------|---------------------------|
| 13-Aug-19  | Dr. Manoj Kumar (Dean S.A.) | Advance for conduct A Zone Sports & Games 2019-20                           | 230,000.00 | Settlement is in progress |
| 17-Aug-19  | Dr. Manoj Kumar (Dean S.A.) | Advance for Conduct D zone sports and games                                 | 230,000.00 | Settlement is in progress |
| 24-Aug-19  | Dr. Manoj Kumar (Dean S.A.) | Advance for One-day seminar on the topic Flood and Health Issue             | 18,000.00  | Bills not yet submitted   |
| 4-Sep-19   | Dr. Manoj Kumar (Dean S.A.) | Advance for conducting One Day Awareness Programme on PCOS at Kottayam      | 42,000.00  | Settlement is in progress |
| 6-Sep-19   | Dr. Manoj Kumar (Dean S.A.) | Advance for conduct of Athletic meet 2019                                   | 400,000.00 | Bills not yet submitted   |
| 25-Sep-19  | Dr. Manoj Kumar (Dean S.A.) | Advance for Conduct seminar on World Pharmacy Day                           | 18,000.00  | Bills not yet submitted   |
| 25-Sep-19  | Dr. Manoj Kumar (Dean S.A.) | Advance for Conduct Awareness class on PCOS at Alappuzha and Pathanamthitta | 90,000.00  | Settlement is in progress |
| 11-11-2019 | Dr. Manoj Kumar (Dean S.A.) | Advance for conduct of interzone table tennis-2019                          | 21,000.00  | Settlement is in progress |



|            |  |   |              |                           |
|------------|--|---|--------------|---------------------------|
| 23-11-2019 | Dr. Manoj Kumar (Dean S.A.)                              | Advance for Conduct North Zone Arts Fest 2019-20                                      | 3,50,000.00  | Settlement is in progress |
| 23-11-2019 | Dr. Manoj Kumar (Dean S.A.)                              | Advance for Conduct Central Zone Arts Fest 2019-20                                    | 3,50,000.00  | Settlement is in progress |
| 23-11-2019 | Dr. Manoj Kumar (Dean S.A.)                              | Advance for Conduct South Zone Arts Fest 2019-20                                      | 3,50,000.00  | Bills not yet submitted   |
| 21-12-2019 | Dr. Manoj Kumar (Dean S.A.)                              | Advance for Conduct 80th All India Inter University Athletic Meet 2019-20             | 1,72,000.00  | Settlement is in progress |
| 29-10-2019 | Dr. Sudhikumar (school of fundamental research Ayurveda) | Advance for conduct of program-VEEKSHA II students                                    | 2,00,000.00  | Settlement is in progress |
| 21-11-2019 | Dr. Sudhikumar (school of fundamental research Ayurveda) | Advance for conducting workshop on manuscriptology aims to introduce advanced methods | 60,000.00    | Settlement is in progress |
| 11-02-2020 | Dr. Manoj Kumar (Dean S.A.)                              | Advance for cash award to winners in KUHS Inter Zone Arts Fest 2019-20                | 11,07,000.00 | Settlement is in progress |
| 12-02-2020 | Dr. Manoj Kumar (Dean S.A.)                              | Advance for Conduct Interzone Arts Fest 2019-20                                       | 6,50,000.00  | Settlement is in progress |
| 10-01-2020 | Dr. Sudhikumar (School of fundamental research           | Advance for Conduct workshop for PG scholar on Synopsis writing and                   | 60,000.00    | Settlement is in progress |



|            | Ayurveda)  | conduct of research  |           |                           |
|------------|--|--|-----------|---------------------------|
| 14-02-2020 | Dr. Sudhikumar (School of fundamental research Ayurveda) | Advance for Conduct Bioinformatics-Two-day training programme              | 48,000.00 | Settlement is in progress |
| 27-01-2020 | Dr. V.V. Unnikrishnan (Dean Academic)                    | Advance for Conduct of TOT programme in simulation based medical education | 50,000.00 | Settlement is in progress |

## Improvements in EDP Environment

### Scope

- To check and advice on the overall EDP and system environment for improvisation and to suggest rectification if needed.
- To ensure whether the programmed controls have minimum manual intervention thereby reduction in mistakes to a great extent.

### Objective

- To check on the overall EDP and system environment.
- To suggest rectification and improvisation of the adopted controls.
- To introduce new mechanised controls for better practices and control.
- To ensure whether programmed controls have less manual intervention.

### Audit Procedures

- The University software (Suite) has been accessed by us throughout the quarter for the purpose of our audit.
- Those departments who are accessing the Suite for data entry and for reports generation are analyzed.
- The sequence of data input and data flows in the software have been analyzed.

- Enquiries were done with the concerned staffs of those departments regarding the difficulties faced by them while using the software for data entry.

### Observation

- A software which is intended to notify the Deans, to repay the advances within the time stipulated in the Kerala Finance Code, 1980 is in the process of being designed by the IT department of the University. This was proposed for by our audit team in the first quarter of this financial year. We request the concerned authorities to check the progress of the same.
- The University ERP system contains many outdated circulars. We request the concerned section of the IT department to remove unwanted circulars from the ERP system as soon as possible. The screenshot of the same has been attached below.

### CIRCULAR

Biometric attendance system is installed in the ground, 1<sup>st</sup> and 3<sup>rd</sup> floor of KUHS Building. All staff are requested to register their attendance using the system from 22/04/2014.

**19-04-2014**

**Sd/-  
Registrar**



THANK YOU