

INTERNAL AUDIT REPORT OF HAZI A.K.KHAN COLLEGE

FINANCIAL YEAR 2020-2021

1. Background :

Hazi A.K. Khan College was established in the year 1998 by Hariharpara Education and Development Council on active participation and involvement of Hazi A.K.Khan and is recognised by University of Kalyani, W.B vide letter No. RPS/Aff.GU./67/261/08 dated 19th August, 2008 on the basis of a letter issued by Joint Secretary of the Dept. of Higher Education, Govt. of W.B. vide letter No. 483-Edn.(CS)/4c-04/2001, dated 30th July, 2008 with the subject of Bengali, English, History Education and Philosophy. Subsequently the College has got approval to taught Geography, Political Science, Physical education, Sanskrit and Arabic. Over and above regular academic course the college has also provides various extra-curricular activities, Add on course and Certificate course on various matters and topics. Students' academic, physical and life skills are assessed in the form of report narratives rather than Grades and marks.

2. Constitution of the AAA Committee:

As per UGC directive of 2004, subsequently amended in 2017, all the higher education institutions in the country have to go for yearly compulsory Academic and Administrative Audit. The management of the college is committed towards bringing necessary reforms for achieving quality and excellence in academic and administrative matters, in tune with the vision and mission of the institution, which is imperative by appointment of the committee of renowned academicians. Realizing the significance of the task, administrative discipline and accountability, the committee of Internal Quality Assurance as recommended by UGC consisting of Seventeen (17) members with combination of full time members from Teachers, local society members, Industrialist, Senior Administrative Officer, representative of Guardian etc. headed by the Teacher In charge of the college controlling the Academic and Administrative decisions with quality assurance is constituted during the academic year 2018-19.

3. Educational Departments:

The College has the following educational departments for Graduation level.

Arts/Humanities
Sanskrit
Bengali
English
History
Philosophy
Political Science
Education
Physical Education
Geography
Arabic



In addition to the above regular normal course of studies, the College has also provided following extra curriculum activities of Add on Course for a duration of 30 hours during the year 2020-21

i) Environment Around us and its effects:

Course is offered by Education department of the college for honours students of the Education subject. During the year 2020-21, 59 students have joined the course and successfully completed.

ii) Rhetoric and Prosody:

Department of English of the college has offered the course to honours course student of the college. During the year 2020-21, 30 students of honours course have joined the course and successfully completed.

iii) Fundamentals of Hydrology:

Department of Geography of the college has offered the course to honours students. 38 students of honours course have admitted and successfully completed.

iv) Historical Overview of Bengali Food & Cuisine:

This facility has been provided to honours student of History by the History Department. During the year 2020-21, 108 number of students have joined the course and 107 number of students have completed the course.

v) Ethical Revolutionary Ideas:

Department of philosophy of the college has the course to the honours student. During the year 12 number of students have joined the course and successfully completed.

vi) Covid 19 and Gender Vulnerabilities in India:

IQAC Committee of the college has offered the course to the Programme course students of the college. Subject selected by the committee is a very important with respect to the then environmental situation. Two hundred seventy eight number of candidates have joined and 269 candidates have completed the course.

vii) Stress Management and Mental Health:

IQAC Committee of the college has offered the course to the Programme course students of the college. Subject selected by the committee is a very important with respect to the socio economic environmental situation of the world. During the year 254 no. of students have joined the course and 246 no. of students have successfully completed the course.



4. (a) Student Strength for the financial year 2020-21 in UG Courses:

Subject/Academic Course	Intake Capacity	1 st SEM		3 rd SEM		5 th SEM	
		Honours	General	Honours	General	Honours	General
Bengali (Hons)	53	45		41		29	
English Hons)	25	17		7		8	
History Hons)	70	46		38		25	
Education Hons)	40	27		23		17	
Geography Hons)	20	15		14		10	
Philosophy (Hons)	15	10		4		1	
Political Science (Hons)	20	18		8		1	
Programme Course / General Course	600	-	451	-	143	-	77
TOTAL	843	178	451	135	143	91	77

4. (b) Teaching Staffs of the College

The college has 32 number of experienced and qualified permanent faculty members.
Permanent Faculty Strength for the financial year 2020-21 is as follows:

Educational Qualification	Permanent Teachers						State Aided College Teacher	
	Professor		Associate Professor		Assistant Professor			
	Male	Female	Male	Female	Male	Female	Male	Female
Ph. D.	0	0	0	0	3	2	0	0
M. Phil.	0	0	0	0	2	1	0	0
P.G.	0	0	0	0	0	2	21	01
Total	0	0	0	0	5	5	21	01

5. College Administration:

The college has the following four administrative bodies for proper functioning and running of the college.

- The college has eleven members Governing Body (GB) with the combination of four Govt. nominee, two University Nominee, one NTS nominee and three members from teaching staffs and Teacher In charge. The said GB is functioning w.e.f 06.08.19. The Governing Body has hold two meetings during the financial year 2020-21.
- Finance Sub Committee headed by Teacher In charge along with Bursar, Accountant and Cashier was formed in the year 2019. During the financial year 2020-21, the committee meets four times to take major financial decisions.



- c) The college has no Development committee during the year 2020-21.
- d) Internal Quality Assurance Cell has formed as per recommendation of UGC. Accordingly the college has formed seventeen members committee with combination of full time members from Teachers, local society members, Industrialist , Senior Administrative Officer ,representative of Guardian etc. headed by the Teacher In charge of the college controlling the Academic and Administrative decisions with quality assurance. The committee has hold three meetings during the financial year ended on 31.03.21.
- e) The college has a 7 members Library Committee, consisting of six teaching and one non-teaching members. Due to Covid 19 situation, committee does not hold any meeting.

6. (a) Audit Objective and Scope:

Internal audit provides independent assurance on the effectiveness of internal controls and risk management processes to enhance governance and achieve organisational objectives.

There are certain concepts, which form integral part of the internal audit activity and, therefore, apply to most internal audits. In fact, some of the concepts are ingrained in the Definition of Internal Audit. The key concepts are in the nature of:

- Internal Controls
- Risk Management
- Governance Processes
- Compliance with Laws and Regulations

The objective of this audit was to provide assurance on:

- Revenue controls and management oversight as to the completeness, accuracy and authorization of revenue transactions from initiation to processing, recording and reporting of revenues.
- How well and the degree to which revenue controls and management oversight are being followed.
- Recording or revenue transactions into the accounts receivable, general ledger accounts and management reporting systems.
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6. (b) Audit Scope :

The Scope included:

- Revenue processes from initiation of revenue streams , calculation of assessments, fees, and charges, posting of invoices to Accounts Receivable sub-ledger and the general ledger, and internal reporting as well as billing adjustments and late & erroneous filing penalties.
- A review of the general ledger and Accounts Receivable sub-ledger functions, except posting of billings/invoices, and control/balancing or receivables/revenue to the general ledger.



6. **(c) Methodology of the Audit:**

The internal audit for the year ended on 31st March, 2021 has been carried out as per the scope determined by the management of the College. The Audit was conducted on the basis of the finalized Audit programme. After distribution of the audit work and responsibilities, the concerned staff performed their job and directly reported to the Team Manager on daily basis. Evidence was gathered through discussion with relevant staff members and samples of prime source documents were selected and tested to evaluate the effectiveness of the controls in operation. A summary of the findings is contained within the following paragraphs.

Areas covered for the year ended 31st March. 2021 are as stated below:

- Accounting Process
- Cash and Bank Operations
- Expenditure
- Fixed Assets
- Donations received
- Maintenance
- Advances to Staff/Advance for expenses only.
- Action taken by management in respect of previous periods' audit observations- Necessary action was initiated to curve out the adverse comments in earlier Internal Audit Reports.

The Internal audit was designed to ensure that:

- There are adequate internal controls across the operations
- Internal controls are operating as intended
- There are compliances with management policy
- There are compliances with statutory requirements.

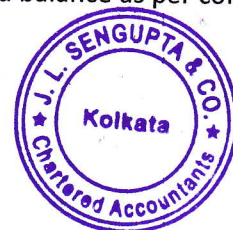
We have conducted the Internal Audit of the College, for the period 1st April, 2020 to 31st March, 2021 (F.Y.2020-2021).

We have carried out the audit in accordance with the standards on auditing promulgated by the Institute of Chartered Accountants of India. It is the responsibility of the management to maintain fair and proper documentation, generation of books and records and the various interim financial reports and annual statements, and to implement a proper internal control system commensurate with the size of the organization. Our responsibility is to verify the books and accounts commensurate with standards and guidelines, to see that there is proper documentation, and internal control is in existence during the period of Audit and to report deficiencies, if any, existing in the operation of the college.



7. Executive Summary Report:

- 7.1 Date of voucher and date of entry in the cash book are not same .Vouchers are entered in the cash book as per bank statement and in case of cash voucher it is entered on the date of payment or when it is approved by the Teacher In charge.
- 7.2 While preparing voucher proper Accounting Head should be debited by classifying expenses between recurring nature and nonrecurring nature like AMC charges, Salary, Electricity etc. are recurring nature, however some repairs & maintenance in the nature of nonrecurring nature, hence it should be capitalised. For details refer para No.8.1.(i)
- 7.3 Fixed Assets Register showing Cumulative position, location, identification number and value of Fixed Assets are not maintained by the college. Neither, the college has identified and removed the items of Fixed Assets which have expired their physical/working life/unserviceable items due to wear & Tear from the list. As a result, the book balance of Fixed Assets is overvalued.
- 7.4 Service Books and Leave Records of both Teaching and non-teaching staffs are maintained and updated in all cases up to the financial year 2020-21.
- 7.5 Register for AMC of all Equipment's/ Machinery including Computer Hardware and Software is to be maintained. The Register should contain Name of the Equipment, Name of the Vendor, Date of purchase, Date of installation, Due date of servicing and Remarks for date of servicing and initial of the Vendor.
- 7.6 College has provided the facility of uploading of application for Kanyashree, Aikyashree benefit of Govt. Of W.B Scheme. The College has not maintained any register for number of candidates applied to avail the benefit of the scheme, reasons for rejection and number of forms uploaded in the W.B.Govt. Portal for sanction by the Govt. of W.B.
- 7.7 The college has a well-equipped Library. All decision regarding Library has taken by the 14 member's committee .During the year 2020-21 the committee has not hold any meeting. During the year there is no addition to library books. Further it is observed that accession number is not mentioned in the Challan/Bill.
- 7.8 Issue of Purchase Order (PO) for purchase or supply of goods and Work Order (WO) in case of supply of service by service provider should be implemented for all purchases and for services based on monetary ceiling fixed by the Finance committee.
- 7.9 Electricity bill relating to the period prior to handover the building should be recovered from contractor .For details refer para no. 8.1(v)
- 7.10 Advance register is not maintained properly. There is unreconciled balance of Amounting to Rs.93, 000.00.For details refer para No.8.12.
- 7.11 Provident Fund Balance should be reflected in the Balance Sheet, showing treasury Balance in the assets side of the balance sheet and balance as per college accounts In the liability side of the balance sheet.



8. Detail Report:

The auditing work was performed in accordance with the Standards for the professional Practice of Internal Auditing and included such tests and appraisals of the component policies, procedures, systems and processes as were considered necessary for the College.

Based on the results of our audit tests and programs, we report that our audit efforts disclose the following:

8.1 Accounting Process :

i) Accounting process needs to be standardised to ensure proper nomenclature of accounts and to ensure control over the transactions booked along with systematic maintenance of records. Head of accounts depends upon the nature/purpose of expenses. We have observed some irregularities while preparation of voucher. Few examples are given below.

SL No.	Head of Expenses	Date	Amount (Rs.)	Paid to	Remarks
1	Repairs & Maintenance	25.9.20	1721.00	Delta Computer	Rs.1121.00 paid for tonner and Rs. 600.00 paid for repairs .Therefore Rs.1121.00 should be debited to Printing & Stationery
2	Printing & Stationery	13.10.20	680.00	Mandal Hardware	Paid for lock, paints, tarpin etc. Should be debited to Repairs & Maintenance.
3	Repairs & Maintenance	12.10.20	4500.00	R.S.Comp uter	Rs.4200.00 paid for Mother Board should be capitalised.
4	Contingency	05.12.20	5000.00	Samrat Traders	Paid for organising Webinar to be debited to Seminar/Webinar.
5	Repairs & Maintenance	25.02.21	1300.00	Delta Computer	Paid for cost of tonner to be debited to Printing & Stationery Printing & Stationery
6	Repairs & Maintenance	29.06.20	3700.00	Total Solution	Paid for HDD- 1TB to be debited to computer.
7	Contingency	29.06.20	3000.00	Pro Help	Paid for TDS Return Filing to be debited to Service Charges/Consultancy Charges.

- ii) Vouchers are prepared on day-to-day basis. All vouchers are made available for our verification.
- iii) All vouchers are serially numbered and recorded in the Cash Book. However it is observed that date of preparation of vouchers and date of entry in the cash book are not same. Vouchers are entered in the cash book on the basis of bank statement i.e. after payments are cleared.
- iv) Most of the vouchers doesn't mentioned the mode of payment i.e whether payments are made in cash or bank.



- v) While vouching of expenses it observed that the college has deposited to WBSEDCL Rs.40636.00 on 13.11.20 against voucher No.46 for consumption period from March, 20 to Oct.20 along with arrear of Rs.34454.00 relating to the period prior to hand over the building by contractor. Therefore the said amount of Rs.34454.00 to be recovered from contractor.

8.2 Issue of Purchase Order(PO), Work Order(WO)

It is the practice of every organisation to issue Purchase Order (PO) for purchase of any goods or materials and, Work Order (WO) in case of service. It is a documentary evidence of placing the order to be sign by authorised person of the Organisation/ Institution.

When delivery is completed, then Invoice/Challan/Bills etc. should be crossed checked with specification mentioned in PO or WO whichever is applicable. Whereas this system is not strictly followed by the college in all cases, except where order value exceeds rupees one lac.

8.3 Admission and Collection of Fees

The college has implemented a system of Automated Admission and collection of fees through college website and Software (Admission Management System). This has resulted efficient maintenance of records along with reduction of paperwork and manpower.

The college has provided the facility of online admission. Candidates can get admission through online by depositing scheduled fees. After admission through online, the college authority has create Student ID for each successful candidates. At the end of the day the authority can get the information about the No. of successful candidate and amount deposited under different heads of collection.

During the year ended on 31.03.21, the college has collected Tuition Fees of Rs.2,80,800.00 (Gross) and return to W.B Govt.Rs.1,16,525.00/- being a part of the 50% of Tuition Fees received during the year, to The Education Directorate, W.B. Government for the year 2020-21. The college has also return to the Education Directorate, W.B. Government balance amount of tuition fees being the part of 50% of tuition fees collected during the subsequent year.

The college has followed the practice to collect all types of fees in upfront at the time of admission from students. Therefore there is no outstanding dues from Students.

Cancellation of Admission

The college has provided the facility of online cancellation of admission. Those who has cancelled their admission online can claim refund of Fees deposited, by producing Deposit Receipt and online cancellation statement.

After detail scrutiny of application for cancellation of admission, the college has refunded the amount. During the year 2020-21 no such instances have been observed.



Kanyashree Scheme:

The college has provided the facility of availing Kanyashree Scheme of the Govt. of West Bengal. During the year 2020-21, 17 no. of students are benefited by kanyashree Scholarship. The college should maintain a register for application received, application uploaded and application sanctioned.

Aikyashree Scheme:

The college has provided the facility of availing Aikyashree Scheme of the Govt. of West Bengal. During the year 2020-21, 873 number of candidates are applied for the scheme. After scrutiny department has uploaded 873 forms to the portal and approved by the West Bengal Minorities Development & Finance Corporation. All the above 873 students are benefited by the Scheme.

SC, ST & OBC Grant:

The college has provided the facility of availing SC, ST & OBC Grant of the Govt. of West Bengal. During the year 2020-21, 49 candidates have obtained the benefit of the grant. Scheme wise benefit are given below:

SL No.	Name of the Scholarship	No.of Students
1	Post Matric Scholarship for SC	28
2	Post Matric Scholarship for ST	02
3	Post Matric Scholarship for OBC-B	16
4	Post Matric Scholarship for OBC A	03

SVMCM Scholarship:

The college has also provided the facility of availing SVMCM Scholarship offered by DPI, HED, WB for eligible students of both Arts and Science students. During the year 2020-21, 16 students are benefited and awarded by Rs.12000/-PA.

8.4 Cash and Bank Operations:

- (i) Cash Book is maintained manually as a part of Financial Accounting. All Cash transactions are not recorded in Cash book on the date of transaction. Entries are entered in the cash book when payments are made by cash in case of cash transaction and entries of bank transactions are entered in the cash book on the basis of bank statements when cheques are cleared. Cash Register maintained by Cashier is updated on daily basis and daily balances are certified by both Cashier and Teacher In charge.
- (ii) Bank Reconciliation Statements are prepared on a monthly basis, with supporting documents being kept on file. Three Bank Accounts including one Savings Account are maintained by the college. All bank balances are reconciled up to 31.03.2021 and tallied with bank statements/Pass Book.



- (iii) All bank statements and passbook are available for our verification, and we have not observed any irregularities.

8.5 Purchase of Fixed Assets and Consumables

Policy: The College is procuring Consumables, Fixed Assets, Stationery and Other materials from the enlisted Suppliers, where the Order Value is up to Rupees Ten Thousand. For Order values between Rupees Ten thousand to Rupees one lacs, vendors are informed through College website. Then the Tender Committee on the basis quotation selected the vendor.. In case of Oder size more than Rs. One lacs, procurement is made through e-Tendering process.

8.6 Stock Records

- (i) Geography Department: Instrument Purchase Register / Stock Register is maintained by the Department. We understand that the department has purchased some instrument which is not properly recorded in the register.

8.7 Fixed Assets

- (i) The college has not maintained any Fixed Assets Register since beginning. The college has only maintained a stock register of assets for recording quantitative details of items of fixed assets. Fixed Assets Register showing Cumulative position, location, identification and value of Fixed Assets are not maintained by the college. Neither, the college has identified and removed the items of Fixed Assets which have expired their physical/working life/unserviceable items due to wear & Tear from the list. As a result, the book balance of Fixed Assets is overvalued.
- (ii) Management should introduce a system of physical verification of Fixed Assets at the yearend either internally or by appointing an outside agency.

8.8 Library

The college has well managed Central Library having sufficient number of Text book and reference book. The college has maintained Manual Accession ,Issue and Receipt Register.

All decision regarding Library has taken by the seven members Library committee formed by the college consisting of six teaching and one nonteaching staff. During the year 2020-21 existing committee has not hold any meeting due to Covid 19 situation.

The Library has 6127 numbers of books including 273number of donated books with depreciated value of Rs.4, 44,963.00 as on 31.03.2021.During the year 2020-21 no addition has been made to books.



8.9

AMC Register

Register for AMC of all Equipment/ Machinery including Computer Hardware and Software is to be maintained. The Register should contain Name of the Machineries/Equipment, Name of the Vendor, Date of purchase, Date of installation, Due date of servicing and Remarks for date of servicing and initial of the Vendor. At the time of servicing, vendor should initial the register. The Register should provide the information to the management about the quality and efficiency of the Machineries/Equipment. If repeated Servicing is required for any machineries and equipment i.e. frequency of servicing is high then quality and efficiency of the machineries/equipment is low.

8.10

Government Grants:

During the year 2020-21 the college has received only following Salary Grant and utilised the same Grants:

Nature of Grant	Amount received(Rs.)	Amount utilised (Rs.)
Salary	2,06,74,953/-	2,06,74,953/-

8.11

Donations :

Donation of Rs.15, 000.00 is received during the year.

8.12

Advances to Staff/Advance for expenses:

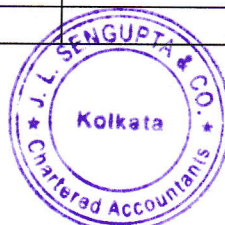
- We have not observed any payment of advances to staff for expenses during the year 2020-21
- College has paid advances to Staffs against Salary and are realised in instalment from salary.
- The college has maintained an Advance Register manually to Control and monitor all advances for timely adjustment/recovery but not Maintained properly by mentioning the date of recovery against the name Of each recipient.

Outstanding Balance Advances as on 31.03.2021:

Particulars	Amount (Rs.)
Balance as on 01.04.20	4,21,160.00
Fresh Advance for the year 2020-21	4,83,200.00
Advance Recovered during the year 2020-21	6,65,790.00
Balance as on 31.03.21	2,38,570.00

Above balances are not reconciled as on 31.03.21. Unreconcilled.
Balances are given below.

SL No.	Name	Amount(Rs.)
1	Sanjit Roy	2500.00
2	Emanuel Hansda	86400.00
3	Hatemul Islam	16500.00
4	Bubai Ghosh	40170.00
5	Chandrani Pal	54000.00
	Total Reconciled	199570.00
	Unreconciled Balance	39000.00
	Closing Balances	238570.00



8.13 **Payroll:**

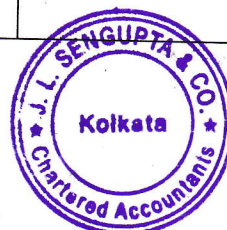
- (i) The internal controls are satisfactory.
- (ii) Attendance Records are maintained with Biometric Devices along with manual records which is authenticated by Teacher In charge. Service Books and Leave Records are maintained and updated up to the financial year 2020-21. Position of Service Book & Leave records are provided below.

HAZI A.K.KHAN COLLEGE: HARIHAR PARA MURSHIDABAD
TEACHING STAFF AS ON 31.03.2021
G.O.NOS. OF SANCTIONNED POSTS

SL No.	Name	Designation	Post creation GO	Date of Joining	Remarks
1	Dr Munmun Dutta	Asst.Professor	824-Edn(CS)/10M-12/07 dated22.12.2008	03.10.16	Fixation and Leave records updated up to31.03.21
2	Dr Krishnendu Munsi	-Do-	483-Edn(CS)/4C4/2001 dated30.07.2014	23.12.16	-Do-
3	Shrabanti Sarkar		824Edn(CS)/10M12/07 dated- 22.12.2008	27.12.16	-Do-
4	Dr Piyali Dan		483-Edn(CS)/4C-4/2001 dated- 30.07.2014	13.02.2017	-Do-
5	Dr Chandrani Pal		824-Edn(CS)/10M-12/07 dated22.12.2008	13.02.2017	-Do-
6	Samim Aktar Molla		824-Edn(CS)/10M-12/07 dated22.12.2008	29.04.2017	-Do-
7	Bidisha Munshi		483-Edn(CS)/4C-4/2001 dated- 30.07.2014	29.04.2017	Leave records updated up to 31.12.19
8	Dr Pulokes Mandal		483-Edn(CS)/4C-4/2001 dated- 30.07.2014	19.07.2017	-Do-
9	Dr Nanigopal Malo		824-Edn(CS)/10M12/07 dated- 22.12.2008	19.07.2017	-Do-
10	Emanuel Hansda		483-Edn(CS)/4C-4/2001 dated- 30.07.2014	07.08.2019	-Do-

NON-TEACHING STAFF ASON 31.03.2021
G.O.NOS. OF SANCTIONNED POSTS

Sl No.	Name	Designation	Post Creation GO	Date of Joining	Remarks
1	Atin Ghosh	Accountant	483-Edn(CS)/4C-4/ 2001 dated30.07.2008	25.06.2009	Fixation and Leave records updated up to31.03.21
2	Prolay Kr. Saha	Cashier	483-Edn(CS)/4C-4/2001 dated- 30.07.2009	25.06.2019	-Do-
3	Jamila Khatun	Clerk	483-Edn(CS)/4C-4/2001 dated- 30.07.2010	25.06.2009	-Do-
4	Alauddin Biswas	Typist	483-Edn(CS)/4C-4/2001 dated- 30.07.2011	25.06.2009	-Do-



5	Hasanul Islam	Peon	483-Edn(CS)/4C-4/2001 dated- 30.07.2012	25.06.2009	-Do-
6	Sukumar Biswas	Peon	483-Edn(CS)/4C-4/2001 dated- 30.07.2013	25.06.2009	-Do-
7	Aminur Jaman	Guard	483-Edn(CS)/4C-4/2001 dated- 30.07.2014	25.06.2009	-Do-

8.14 Statutory Compliances:

- (a) Tax Deducted at source in eligible cases.
- (b) TDS Returns in the form of 24Q & 26Q are submitted in time.
- © Profession Tax in eligible cases has been deducted and deposited and return has been submitted in time.

8.15 Key areas of weakness that needs improvement:

- (i) Register for AMC of all Equipments/ Machinery including Computer Hardware and Software should be maintained.
- (ii) Provident Fund Balance as per Subsidiary Ledger maintained by the college is not Talled with the Balances as per treasury. Provident Fund Balances are not shown In the Balance Sheet.
Details of balances is provided below.

SL No.	Particulars	Amount(Rs.)
1	P F Balance as per Treasury	37,97,424.00
2	P F Balance as per Subsidiary Ledger	42,43,489.00

- (iii) Advance Register should be maintained properly and outstanding balance at the end Of the year should be reconciled with the ledger balances name wise.

8.16. Seminar & Workshop:

During the year 2020-21 the College has organised following Seminar & Workshop.

SL No.	Subject	Organised By	Date
1	Reviving Learning in post Covid-19 period	IQAC	21.06.20
2	Bortoman Artho-Samajik Prekhite Lokasanaskriti	Bengali Bepartment	14.07.20&15.07.20
3	Amar Ekushe	-Do-	21.02.21

8.17. Audit Observations and Management Reply:

Sl No.	Audit Observation	Management Reply
	Accounting Process :	
1	Accounting process needs to be standardised to ensure proper nomenclature of accounts and to ensure control over the transactions	The observation is noted for compliance in future.
2	Date of voucher and date of entry in the cash book should be same.	.The observation is noted for compliance in future.
	Advances	
3	Un reconcile balance of Staff Advance should be reconciled at the year end.	The observation is noted for compliance in future.
	Library	
4	Accession number of books should be mentioned in the Challan.Bill	Observation noted.
	Purchase Order/Work Order:	
5	Management should introduced system of issuing Purchase Order (PO) for purchase or supply of goods and Work Order (WO) in case of supply of service by service provider.	Observation noted.
	Others	
6	Recognition of Expenses should be on the basis of bill submitted by the vendor/service provider, but not on the basis of payments.	We have followed cash basis of accounting, to change the policy, approval/ permission of the higher authority is required.
7	Register for AMC of all Equipments / Machinery including Computer Hardware and Software is to be maintained.	The observation is noted for compliance in future.
8	Difference of PF Balances between Accounts and Sum total of Subsidiary Ledger	The observation is noted for reconcile in future.
9	PF Balances should be disclosed in the Balance Sheet.	Observation noted.
10	Fixed Assets Register should be maintained showing full particulars of the assets including situations.	Observation noted.
11	Physical verification of the Fixed assets should conducted at the year end.	Observation noted.

Place: Kolkata
Dated: 18.01.22



R.JANA
Partner


J.L.Sengupta & Co.
Chartered Accountants
FRN: 307092E
MRN: 056025

HAZI A.K.KHAN COLLEGE
HARIHAR PARA . MURSHIDABAD

Balance Sheet as at 31.03.2021

Liabilities	Amount Rs.	Amount Rs.	Assets	Amount Rs.	Amount Rs.
Capital Fund			Building		
Opening Balance	7,83,41,336.99		Balance as last A/c	6,39,13,006.77	
Less: Grants For Building	6,98,60,127.00		Add: New Addition	48,840.00	
	84,81,209.99			6,39,61,846.77	
Less: Excess of Expenditure over Income	13,74,185.53	71,07,024.46	Less: Depreciation	31,98,092.34	6,07,63,754.43
Audit Fees Payable		10,732.00	Electrical Installation & Equipment		
Building Grants		6,98,60,127.00	Balance as per last A/c	46,280.24	
			Less: Depreciation	4,628.02	41,652.22
			Furniture & Office Equipment		
			Balance as per last A/c	5,66,314.55	
			Less: Depreciation	56,631.46	5,09,683.10
			Library Books		
			Balance as per last A/c	4,94,403.15	
			Less: Depreciation	49,440.31	4,44,962.83
			Computer		
			Balance as per last A/c	1,13,344.35	
			Less: Depreciation	45,337.74	68,006.61
			Lab. Equipment		
			Balance as per last A/c	1,14,996.36	
			Less: Depreciation	17,249.45	97,746.91
			FD- Investment- SBI(As per Last A/c)	8,35,212.00	
			Accrued Interest (64178-3561)	60,617.00	8,95,829.00
			Security Deposit		
			(As per Last A/c)		34,818.00
			Advance(As per Last A/c)	4,21,160.00	
			Paid during the Year	4,83,200.00	
				9,04,360.00	
			Less: Recovered during the year	6,65,790.00	2,38,570.00
			Cash & Bank Balances:		
			Cash in hand	7,055.00	
			Cash at Bank A/c No-30523456579(SBI)	9,60,347.84	
			Cash at Bank A/c No-11830443050(SBI)	8,37,712.85	
			Cash at Bank A/c No-913010022371869(Axis)	1,20,77,744.68	1,38,82,860.37
		7,69,77,883.46			7,69,77,883.46

Ledger Accounts and figures of the previous year's are regrouped and rearranged where ever necessary


Principal
Hazi A.K Khan College
Hariharpara, Murshidabad

For J.L. Sengupta & Co.
Chartered Accountants


R. Jana
Partner

FRN : 307092E
MRN : 056025

18/1/22

HAZI A.K.KHAN COLLEGE


HARIHARPARA: MURSHIDABAD

Income & Expenditure Account for the year ended 31st March,2021

EXPENDITURE		INCOME	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Tuition Fee	1,37,925.00	By Tuition Fee	2,80,800.00
" Development Fee	-	" Development Fee	3,95,400.00
" Online Admission Fee	94,400.00	" Admission Fee	73,550.00
" University Exam Fee	1,30,605.00	" Misc. Fee	4,44,990.00
" Review Fee	6,160.00	" Printing Fee	80,750.00
" Bank Charges	1,935.20	" Building Fee	47,715.00
" Printing & Stationary	21,896.00	" Library Fee	55,390.00
" Telephone Bill	6,272.00	" College Examination Fee	1,14,900.00
" Electric Bill	91,983.00	" Registration Fee	99,750.00
		" Session Charge	990.00
" Travelling Expenses	2,942.00	" Electric Fee	1,15,570.00
" Postage	3,595.00	" Misc. Trans Cost	19,100.00
" Interest on TDS	40.00	" Identity Card Fee	22,920.00
" Journal & Periodical	737.00	" Semester Charge	71,715.00
" Incentive of NTS & TS	92,141.00	" Students Health Home	18,130.00
" Refreshment	2,823.00	" Sports Fee	80,490.00
" Repair & Maintainance	15,460.00	" Student Affairs	58,180.00
" Honorarium	67,850.00	" Practical Fee	37,400.00
" Exgratia	6,000.00	" University Exam Fee	1,84,385.00
" Conveyance	70.00	" Lab Fee	13,900.00
" Repair Maintenance - Electrical	3,380.00	" Review Fee	7,900.00
" Contingency	12,500.00	" Donation	15,000.00
" Depreciation	33,71,379.33	" Transfer Fee	200.00
" Salary of staff	2,08,60,953.00	" Magazine Fee	33,700.00
" Website Renewal	16000.00	" Sale Proceed(Forms)	1,28,750.00
" Misc. Tranjaction Cost	9,960.00	" Grant-in-aid	2,06,74,953.00
" TDS (on FD)	3,561.00	" Bank Interest	3,68,841.00
" Security Charges	42,000.00	" Centre Fee	97,335.00
		" Excursion Fee	21,500.00
		" Interest on FD	64,178.00
		" Excess of Expenditure over Income	13,74,185.53
TOTAL	2,50,02,567.53	TOTAL	2,50,02,567.53


Principal
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 Hariharpara, Murshidabad

For J.L. Sengupta & Co.
 Chartered Accountants


R. Jana
 Partner
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 MRN : 056025


18/1/22

HAZI A.K.KHAN COLLEGE


HARIHARPARA: MURSHIDABAD

Receipts & Payments Account for the year 2020-2021

RECEIPT		PAYMENT	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Cash in hand	2,014.00	By Tuition Fee	1,37,925.00
" Cash at Bank A/c No-30523456579(SBI)	11,56,976.24	"Building	48,840.00
" Cash at Bank A/c No-11830443050(SBI)	3,52,289.85	"Service Charge-Online Admission	94,400.00
" Cash at Bank A/c No-913010022371869(Axis)	1,03,01,253.48	"University Exam Fee	1,30,605.00
"Tuition Fee	2,80,800.00	"Review Fee	6,160.00
" Development Fee	3,95,400.00	"Bank Charge	1,935.20
" Admission Fee	73,550.00	"Advance payment	4,83,200.00
" Misc. Fee	4,44,990.00	"Printing & Stationary	21,896.00
" Printing Fee	80,750.00	"Telephone & Internet	6,272.00
" Building Fee	47,715.00	"Electric Bill	91,983.00
" Library Fee	55,390.00	" Sale Proceed(Forms)	100.00
" College Examination Fee	1,14,900.00	" Travelling Expenses	2,942.00
" Registration Fee	99,750.00	" Postage	3,595.00
" Session Charge	990.00	" Interest on TDS	40.00
" Electric Fee	1,15,570.00	" Journal & Periodical	737.00
" Misc.Trans Cost	19,100.00	" Centre Fee Expenses	92,141.00
" Identity Card Fee	22,920.00	" Refreshment	2,823.00
" Semester Charge	71,715.00	" Repair & Maintainance-Computer	15,460.00
" Students Health Home	18,130.00	" Honorarium	67,850.00
" Sports Fee	80,490.00	" Exgratia	6,000.00
" Student Affairs	58,180.00	" Conveyance	70.00
" Practical Fee	37,400.00	"Repair Maintenance - Electrical	3,380.00
" University Exam Fee	1,84,385.00	" Contingency	12,500.00
" Lab Fee	13,900.00	" Salary of staffs	2,08,60,953.00
"TDS	2,713.00	"TDS	2,713.00
" Review Fee	7,900.00	"Misc Trans Cost Expenses	9,960.00
" Donation	15,000.00	"Website Renewal	16,000.00
" Transfer Fee	200.00	" Security Charges	42,000.00
" Magazine Fee	33,700.00		
" Sale Proceed(Forms)	1,28,850.00		
" Grant-in-aid	2,06,74,953.00	" Cash in hand	7,055.00
" Bank Interest	3,68,841.00	" Cash at Bank A/c No-30523456579(SBI)	9,60,347.84
" Advance recovered	6,65,790.00	" Cash at Bank A/c No-11830443050(SBI)	8,37,712.85
" Centre Fee	97,335.00	" Cash at Bank A/c No-913010022371869(Axis)	1,20,77,744.68
" Excursion Fee	21,500.00		
TOTAL	3,60,45,340.57	TOTAL	3,60,45,340.57


Principal
Hazi A.K.Khan College
Hariharpara, Murshidabad

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Chartered Accountants


R. Jana
Partner
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MRN : 056025

18/1/22