



**EXECUTIVE SUMMARY REPORT ON
INTERNAL AUDIT FOR THE PERIOD FROM
APRIL 2020 TO SEPTEMBER 2020**

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1. EXECUTIVE SUMMARY OF OBSERVATIONS:

SR. NO.	OBSERVATION	RISK CATEGORY	Possible Impact	Recommendation
1	Under recovery and excess receipt of academic fees	High	<ul style="list-style-type: none"> - Possibility of income leakage. - Non-availability of outstanding details. 	<ul style="list-style-type: none"> - Improve upon the coordination of accounts department and relevant department in dealing the fees recoveries from the student.
2	Inconsistencies in record maintenance and fees recoveries from OIR student	High	<ul style="list-style-type: none"> - Delay in collection of fees and possible revenue loss - the name of the student may not be included in the list maintained by accounts team if the any communication related to student enrolment is missed 	<ul style="list-style-type: none"> - Team and person should be identified for maintenance of records of students by OIR team at the time of issuing allotment letter and Student Enrollment No. - Procedure to be defined for fees collection and recovery from OIR Students and person or a team should be fixed for maintenance of records for such Students.
3	Delay in collection of fees from government for students enrolled as free ship	High	<ul style="list-style-type: none"> - Possibility of income leakage. - Non-availability of outstanding details. 	<ul style="list-style-type: none"> - Separate department / person needs to be identified and responsibility is assigned for collection and follow up of fees from government - Time line to be fixed for the free ship student for submission of the claim.
4	Absence of procedure of verifying the GST return filing status of vendors before making payment	Medium	<ul style="list-style-type: none"> - Financial loss - Excess payments to vendors for GST even if vendor is not depositing the same to the government. 	<ul style="list-style-type: none"> - Vendor return filing status needs to be verified before releasing payment - Procedure of blocking the irregular vendor need to be implemented.



5	Discrepancies in insurance of employees	High	<ul style="list-style-type: none"> - Inadequate insurance cover of employees and their family - Excess payment of premium on account of non-removal employees left - Procedural difficulties at the time of insurance claim by employee if incorrect data is provided to insurance company 	<ul style="list-style-type: none"> - Improvement in process for communication to the insurance company for change in employment status on periodic basis.
6	Review of balances of debtors	Medium	<ul style="list-style-type: none"> - Delay in booking of income may lead to delay payment of GST in case of taxable income. - Blockage of Funds and Chances of bed debt. 	<ul style="list-style-type: none"> - Ledgers needs to be reconciled and necessary action to be taken.
7	Review of nonmoving balances of creditors	Medium	<ul style="list-style-type: none"> - Unreconciled and nonmoving ledger may lead to litigation. 	<ul style="list-style-type: none"> - Ledgers needs to be reconciled and necessary action to be taken. - Details of retention money to be separately accounted / identify to monitor the payment schedule.
8	Utilization status of additional fees collected from NRI students	Medium	<ul style="list-style-type: none"> - Non-compliance of rules set-up by fees regulatory committee. 	<ul style="list-style-type: none"> - University should utilize the amount towards the purpose given by fees regulatory committee.

