



**EXECUTIVE SUMMARY REPORT ON
INTERNAL AUDIT FOR THE PERIOD FROM
OCTOBER 2019 TO MARCH 2020**

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1. EXECUTIVE SUMMARY OF OBSERVATIONS:

SR. NO.	OBSERVATION	RISK CATEGORY	Possible Impact	Recommendation
1	Under recovery and excess received of academic fees of students other than international students	High	<ul style="list-style-type: none"> - Possibility of income leakage. - Non-availability of outstanding details. 	<ul style="list-style-type: none"> - Robust system to be implemented for recovery of the fees in due course. - Student who have not paid fees should be restricted to appear in exams.
2	Non – recovery of previous semester academic fees	High	<ul style="list-style-type: none"> - Fees remaining outstanding for a long period of time affecting revenue and cash flow of the university. - Increased possibility of bad debts due to liberal recovery policy. 	<ul style="list-style-type: none"> - Co-ordination between admin department and accounts department to be improved for ensuring fees collection. - Penal Provisions should be followed to reduce the transactions of outstanding fees.
3	Utilization status of additional fees collected from NRI students	High	<ul style="list-style-type: none"> - Non-compliance of rules set-up by fees regulatory committee. 	<ul style="list-style-type: none"> - To formulate a strategy to use the surplus funds as per norms of FRC.
4	Noncompliance of CPDA policy adopted for claiming reimbursement of expenses	Medium	<ul style="list-style-type: none"> - Financial Loss 	<ul style="list-style-type: none"> - HR Department to put the date stamp. And those cases of delays should be processed with higher authority approval. - Verification procedure should be strictly followed before approving any claim by any department and to ensure that the claim made by such department is authorized as well as authenticated.
5	Discrepancies in documentation and collection of rent	Low	<ul style="list-style-type: none"> - Financial Loss 	<ul style="list-style-type: none"> - Rent agreements to be entered with all the users of the facility of PDPU - Agreements to be renewed in time - Adherence to the conditions of the rent agreement.



6	Transaction entered without purchase order/work order	High	<ul style="list-style-type: none"> - Processing of Unauthorized Payment. - Absence of legal documents may lead to ambiguity in fixing the responsibility of vendor - Payment terms cannot be defined resulting to prejudiced payment priorities. 	<ul style="list-style-type: none"> - Strict adherence to policy adopted. - Copy of PO should be attached with payment released note so as to maintain audit trail at single point. - The Verifying/approving authority can verify all conditions before signing the payment release note.
7	Recovery from employee/visiting faculty	Low	<ul style="list-style-type: none"> - Excess Payment 	<ul style="list-style-type: none"> - Recovery to be made from respective employees

