

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT (TEQIP)

Phase II

Internal Audit Report

Name & Address of the Auditee	Govt. Engineering College Wayanad, Thalappuzha P. O., Maananthavady, Wayanad Dist.
Names of the office Bearers	Co-ordinator – Mrs Anitha V S MIS Officer - Miss Bellona Thankachan Accountant - MissShakkeela A Data Entry Operator- Mrs Ashitha N
Days of Audit	13-02-2014 to 14-02-2014
Period covered	01-April-2013 to 30-September-2013

2. Executive Summary

2.1 Methodology of Audit

The following methodology was adopted for conducting the internal audit.

- 1. The Institute was included in the Phase 2 of Project and started operations in the financial Year 2013-14. Hence no opening balance and audit report for previous period is available.*
- 2. Vouching of Expense: Vouching of Expenses was conducted by going through the work Orders, Quotations obtained and associated approval papers like purchase orders, sanction orders etc. Expenses were analysed with respect to the budgets allocated, Project Implementation Plan and Financial Manual for TEQIP, with specific importance being given to permissible/ Non permissible expenses and financial limit set for each category of expenses.*
- 3. Analysis of Utilisation of Funds allocated was done to ensure that funds were utilised as per the guidelines specified by Project Implementation Plan. A cash flow statement depicting the utilisation of funds for various purposes was drawn up with opening cash balance arriving at the closing cash balance.*

2.2 Status of Implementation of Financial Management System.

A finance management committee headed by a senior faculty has been functioning. He is assisted by the senior Accountant of the institution. Also a junior accountant is posted for ensuring proper accounting and exclusively works only for the programme. The proposals from faculties for procurement and conducting classes under the project were submitted to the TEQIP Executive committee. After obtaining the approval of concerned sub committees and Financial Committee, the specified procedures for procurement and conducting classes were started. Every expenditure incurred was monitored by the Financial Committee head and Sanction is given to permissible expenses specified in Project Implementation Plan. Sanction Orders were properly verified and signed by the Principal and Financial Co-ordinator. As per the instructions in Sanction Orders the cheques were issued with the signature of Principal of the Institution and TEQIP Coordinator

Advances given to faculties for conducting classes and attending Faculty Development Programmes were properly accounted in the Advances register and also the adjustments done were also properly accounted.

3. Key areas of weakness that need improvement classified into the following areas.

3.1 Disallowance of expenditure as per World Bank rules (PIP)

I. Observation: *The whole expenditure incurred during the audit period is eligible as per the Project Implementation Plan.*

3.2 Procedural Lapse

I. Observation: *All the procedures as per Project Implementation Plan are followed accordingly.*

3.3 Accounting Lapse

I. Observation: *The accounts were maintained manually and also in TALLY. Up to December 2013 Institute maintained Cash book manually and accounts in Tally. From January 2014 onwards accounting is done manually too. The figures as per Financial Monitoring Report did not tally with the balances of ledgers. The details of mismatching is attached in Annexure II*

Impact: *The expense under FMR and ledgers shows different balances.*

Recommendation: *During the preparation of Financial Monitoring Report verify the ledgers and ensure that the expenditure is accounted under proper heads of accounts.*

Management Response:

3.4 Maintenance of Accounting books and Records

I. Observation: *The following registers are maintained by the institute:*

1. Double column Cash book
2. General Ledger
3. Journal Book
4. Petty Cash Book
5. Fixed Asset Register
6. Sanction Register
7. Advance Register

These registers were updated till the relevant period of audit.

3.5 Internal Control Weaknesses

I. Observation: *Internal control in the institute is satisfactory except in the case of Advances to staff members which is discussed later.*

Management Response:

3.6 Other Observations

I. Observation: *The institute has purchased two printer cartridges for official purpose under head Incremental Operating Cost and the said assets has not been entered in stock register.*

Impact: *The receipts and issue of consumables, the balance stock of consumables etc. cannot be ascertained.*

Recommendation: *Enter in the register and ensure it is properly handled.*

Management Response:

4. Compliance of Previous Audit Reports

4.1 Status of compliance of previous audit report, including major audit observations pending compliance

- *As the institute is included in the project in current year and operations have been started in April 2013 and as such previous audit reports are not available.*

5. Serious Observations which need special Observation

5.1 In eligible Expenses: Nil

5.2 Major Lapses in Internal Controls: Nil

5.3 Systematic Weakness: Nil

5.4 Procurement Procedures not followed: Nil

5.5 Advances, settlements & reimbursements

I. Observation: *In several cases, advances given to the faculties remains unsettled for more than six months*

Impact: *This shows that there is no clear cut procedure for settlement of Advances paid to staff members which is a procedural lapse*

Recommendation: *It is suggested that a procedure for payment and settlement of staff advances be formulated and also there should be a periodic review of the advances given by the Finance Committee in its meetings. The reasons for non-settlement of advances for long periods of time should be questioned and reasons therefor documented in such meetings.*

Management Response:

5.6 Procedural Lapse: Nil

5.7 Accounts and Books Maintenance:

I. Observation: *The institute is not maintaining a stock register which is to be maintained compulsorily as per Financial Manual of TEQIP*

Impact: *The movement of goods and other stock items procured and the balance in stock cannot be traced.*

Recommendation: *Maintain a stock register and record the receipts and issues of stock items in the said register.*

Management Response:

6. Analysis of Utilisation

Sl.no	Component	Cost (in Crores)	Cumulative Expenditure Till date
1.	Improvements in teaching, training and learning facilities	4.5	-
2.	Modernization and Strengthening of Libraries	0.50	-
3.	Starting new PG Programmes, assistance ships and enhancement of research and consultancy activities	1.20	.06
4.	Faculty and Staff Development for improved competence	1.00	.03
5.	Enhanced interaction with industry	0.40	.05
6.	Institutional management capacity enhancement	0.30	.01
7.	Implementation of Institutional reforms	0.20	-
8.	Academic support for weak students	0.40	-
9.	Refurbishment (Minor Civil Works)	0.50	-
10.	Incremental Operating Cost ¹	1.00	.02
	Total	10.00	.17

*Advances made need not be considered utilisation

List of Advances unsettled as at the end of the period

Sl No	Date	Particulars	Amount (Rs.)
	03.05.2013	To Dr. Mohandas for attending training programme	20,000
	03.05.2013	To Anvar A for attending training programme	13,500
	03.05.2013	To Baburaj K V for attending training programme	12,812
	03.05.2013	To Chandrakumar for purchasing office stationery items	20,000
	03.05.2013	To Shabeer K.P for attending training programme	20,000
	03.05.2013	To Binatha C for attending training programme	12,812
	14.05.2013	To Anil Kumar C D for conducting industrial visit	60,000
	25.05.2013	To Ramesh for conducting training programme	38,000
	25.05.2013	To Bindima T for attending training programme	25,080
	11.06.2013	To Bineesh K B for conducting a LINUX Server training programme	70,000
	11.06.2013	To Giles M.P for attending training programme	23,000
	11.06.2013	To Joly Thomas for conducting workshop	88,250
	20.06.2013	To Anil Kumar C D for conducting a program called finishing School	5,24,000
	26.06.2013	To Dileep M.R for conducting workshop	25,000
	02.07.2013	To Dr.Subin Joseph for conducting bridge course	17,000
	02.07.2013	To Shabeer K.P for conducting bridge course	10,000
	10.07.2013	To Rijesh V.R for attending training programme	8,750
	10.07.2013	To Thajudheen Ahmed for attending training programme	8,750
	10.07.2013	To Thajudheen Ahmed for attending training programme	22,500
	10.07.2013	To Bindima T for attending training programme	27,000
	14.08.2013	To Shabeer K.P for conducting workshop on latex	35,000
	18.07.2013	To Dr. Anitha V S for conducting a workshop	45,000
	01.08.2013	To Anvar A for attending training programme	15,000
	18.07.2013	To Mohanan KP for conducting PIC Programming workshop	35,000
	13.08.2013	To Dr. B Anil for attending a training programme	35,000
	14.08.2013	To Ashraf P A for conducting an orientation programme	1,50,000
	14.08.2013	To Subin Kumar for conducting workshop	17,000
	19.08.2013	To Dr.Subin Joseph for conducting 3 Day workshop	55,000
	19.08.2013	To LaijuLukose for conducting workshop	20,000
	19.08.2013	To Dr.Subin Joseph for attending training programme	48,708
	27.08.2013	To Chandrakumar for conducting second BOG	75,000
	28.08.2013	To Dr.Subin Joseph for conducting a bridge course	27,000
	28.08.2013	To Anvar A for attending training programme	4,500
	28.08.2013	To Bineesh K B for conducting an Industrial visit	40,000
	28.08.2013	To Bindima T for conducting workshop Matlab	75,000
	28.08.2013	TO Binoosh. S For conducting lecture series	15,000
	28.08.2013	To Giles M.P for attending training programme	8,500
	28.08.2013	To KhaleequeZaman for conducting training programme	25,000

28.08.2013	To Valsaraj AP for attending training programme	8,500
11.09.2013	To Chandrakumar for attending training programme	22,500
11.09.2013	To Raveendran C.A for attending training programme	22,500
11.09.2013	To Sujithamol for conducting workshop	13,000
13.09.2013	To Shabeer K.P for conducting workshop of mobile security	50,000
	Total	18,88,662

List of Committed expenses at the end of the period.

Sl No	Date	Particulars	Amount
		Annexure I	

7. Utilisation

Particulars		Amount in Rs.
Opening Cash Balance	(A)	0
Opening Unspent balance as per the last audit report as on	(B)	0
Amount received during the period		1,00,00,000
Other Income if any (other than bank interest)		0
Total	(C)	1,00,00,000
Total expensed during the period (eligible)		17,18,363
Total Expensed during the period (ineligible)		
Total Expenses on cash basis	(D)	17,18,363
Closing unspent balance as on	(B+C-D)	82,81,637
Interest		
Interest received in the account as at the beginning of the period under audit		0
Interest received on the Bank balances during the period	(E)	46,861
Advances		
Advances remaining unsettled at the beginning of the period		0
Advances issued during the period	(F)	20,85,400
Advances settled during the period	(G)	196738
Advances remaining unsettled at the end of the period		18,88,662
Closing Cash Balance	(A+C-D+E-F+G)	64,39,836

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT (TEQIP) Phase II

Internal Audit Report for the Half year ended 31st March 2015

(Name & Address of the auditee)	
Govt. Engineering College Wayanad, Thalappuzha P.O , Mananthavady, WayanadDist	
Office bearers	Co-ordinator : Mrs Anitha V.S
	MIS Officer : Miss Bellona Thankachan
	Accountant : MrsShakkeela A
	Data Entry Operator :Mrs Ashitha N
Days of Audit	02-06-2015 to 04-06-2015

1. Scope & Objective of the engagement

Verification of transactions related to funds received from TEQIP to ensure that expenditures have been incurred in accordance with the PIP so as to identify non permissible expenditures and also to ensure that expenses have been booked in the correct heads of account. To ensure that figures reported in FMR reports are correctly reported, Internal Control procedures are adequate and are strictly followed, Physical verification of Fixed Assets.

2. Executive Summary

Methodology of Audit	<p>The following methodology was adopted for conducting the internal audit</p> <ol style="list-style-type: none"> 1. The institute was included in the phase 2 of project and started operations in the financial year 2013-2014. 2. Vouching of Expense: Vouching of expense was conducted by going through the work Orders, Quotations obtained and associated approval papers like purchase orders, sanction orders etc. Expenses were analysed with respect to the budgets allocated , Project implementation Plan and Financial Manual for <i>TEQUIP</i>, with specific importance being given to permissible / Non permissible expenses and financial limit set for each category expenses. 3. Anaysis of Utilisation of Funds allocated was done to ensure that funds were utilised as per the guidelines specified by Project Implementation Plan. A cash flow statement depicting the utilisation of funds for various purposes was drawn up with opening cash balance arriving at the closing cash balance.
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3. Compliance of previous audit reports

Observation	Description	Status of implementation
In several cases, advances given to the faculties remains unsettled for more than six months	This show that there is no clear cut procedure for settlement of advances paid to staff members which is a procedural lapse	Not yet complied
An advance amount of Rs.3000 given on 06/12/2013 is not yet cleared from the bank.	Cheques issued and not encashed for six months or more are considered stale and shall be cancelled by way of passing a Journal Entry : Bank A/c Dr	Not yet complied

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT (TEQIP) Phase I

Internal Audit Report for the Half year ended 31st March 2015

	To Stale cheques.	
TDS return of the TEQIP is not filed from the beginning of the programme.	It is a statutory violation and may attract penalty and interest.	Complied
TDS deducted, remitted has not been properly accounted.	It is an accounting lapse.	Complied

4. Status of Implementation of Financial Management System

A Finance Management Committee headed by a senior faculty has been functioning. The Committee is assisted by the Senior Accountant of the Institution. Also a junior accountant is posted for ensuring proper accounting and exclusively works only for the programme. The proposals from faculties for procurement and conducting classes under the project were submitted to the TEQIP Executive Committee after obtaining the approval of concerned sub-committee and Finance Committee, the specified procedures for procurement and conducting classes were started. All expenditures incurred was monitored by Finance Committee Head and sanction given to only permissible expenses specified in Project Implementation Plan after obtaining the work completion certificate from an authorised person or report of receipt of goods from Department Head. Sanction orders were properly verified and signed by the Principal and Financial Co-ordinator. As per the instructions in Sanction Orders the cheque were issued with the signature of Principal of the Institution and TEQIP Co-ordinator.

Advances given to faculties for conducting classes and attending Faculty Development Programmes were properly accounted in the Advance Register and the adjustments done on settlement of bills were also accounted properly. All Registers are properly handled and updated. Bank Statements are properly reconciled and verified and signed by the Principal and TEQIP Co-ordinator

5. Analysis of MFMR & FMR

Monthly Financial Monitoring Report (MFMR)

Observation	Impact	Management Response
NIL		

Reconciliation of MFMR presented to SPFU & based on our observation

Particulars	As per our observation	As per the Auditee	Difference
Nil			

Financial Monitoring Report (FMR)

Observation	Impact	Management Response
An amount of Rs.0.20 lakhs Overstated in FMR under head Capacity Enhancement.	Expenses will be overstated by Rs.0.20 lakhs.	
An amount of Rs.5 lakhs Overstated in FMR under head Faculty Staff Development.	Expenses will be overstated by Rs.5 lakhs.	
An amount of Rs.0.20 lakhs Understated in FMR under head Enhanced Interaction with Industry	Expenses will be understated by Rs.0.20 lakhs.	
An amount of Rs.4.04 lakhs Overstated in FMR under Academic Support for the Weak Students.	Expenses will be overstated by Rs.4.04 lakhs.	
Grant received Rs.60 Lakh has not been reported.	Income will be understated	

Reconciliation of FMR presented to SPFU & based on our observation

Particulars	As per our observation	As per the Auditee	Difference
Other income	Rs.2.32 lakhs	Rs.2.27lakhs	Rs.0.05lakhs

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP)PHASE II

INTERNAL AUDIT REPORT

Government College Of Engineering, Wayanad

Internal Audit Report

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP)

Phase II

Part A: Brief Details of the Auditee& Audit

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| a. Name & Address of the Auditee | : College Of Engineering ,Wayanad |
| b. Names of the office Bearers | : Principal: Abdul Hameed K M
TEQUIPcoordinator: Riyas K S |
| c. Name/s of Audit Team Members | :Partner:Joy P Jacob
Articled Assistants:
Jinu M Joy &Amal Antony |
| d. Days of audit | : 3 Days(5/04/2016 to 7/04/2016) |
| e. Period covered in the previous audit | : 01/10/2014 – 31/03/2015 |
| f. Period covered in the current audit | : 01/04/2015 - 30/09/2015 |

Part B: Executive Summary

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|---|---|
| a. Objectives of Audit | i) To evaluate the adequacy of internal control systems and management of funds.
ii) To ensure the compliance of the laid down policies and procedures as documented in the Project Implementation Plan and Financial Management Manual of the project. |
| b. Methodology of audit | Checking of opening balances with last year's audited statements, Vouching of all bank and cash transactions, Ledger scrutiny, analysis of fixed assets register, cash book, advance register, checking of bank reconciliation statement, scrutiny of all documents relating to purchase of fixed assets. |
| c. Status of implementation of financial management system. | Finance Management System was implemented in the project Institution under the Board of Governors headed by the Chairman. Different Committees and sub- committees formed for the implementation of the project under the scheme TEQUIP Phase II. |
| d. Status of compliance of previous audit reports, including major audit observations pending compliance | |

Refer Part C

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

INTERNAL AUDIT REPORT

e. Key areas of weakness that need improvement, classified into the following areas:

i. Disallowance of expenditure as per the World Bank Rules

No	Observations	Implications with risk involved	Recommendations for improvement	Management Response
1.	<p>Non-gate scholarship As per PIP (circular no. TEQIP/PTRA/2012/900) non-gate scholarship can be provided to 43 meritorious M -Tech students and the amount of scholarship should not exceed the limit of Rs.6000/- per month. But the institute pays a stipend of Rs.9300/- per month for 24 students.</p>	<p>This amounts to violation of PIP and excess payment of Rs.475200/-.</p>	<p>The amount paid exceeding the limit of Rs.6000/- has to be disallowed. i.e Rs.475200/-.</p>	<p>As per the decision of the 4th SSC meeting held on 4/1/2013 the institution has given Rs.6000/-per month to non-gate scholarship up to January 2015. As per order no.F.No.17-2/2014-TS.1 dated 18th February 2015 Govt. of India, MHRD, revised the scholarship for M.Tech in AICTE approved and centrally funded technical institution from C.8000/- to C.12400/- w.e.f .1/2/2015. As per the minutes of the 5thBoG the scholarship amount had been enhance to C.9300/- per month ie.75% of C.12400/-. But the 9th SSC meeting decided to enhance the M.technon-gate scholarship to C.8000/- per month. Hence the excess amount given to M.Tech students from Feb to November is recover and deposited in to TEQUIP account .</p>
2.	<p>Consultancy services Training and soft skill development programmes were conducted under Academic support for weak students expending an amount of Rs.131939/-. The same should have been treated under procurement of consultancy services. (Payment voucher No.124)</p>	<p>As per the guidelines provided in the procurement manual, the institution should procure the Placement training and soft skill training through consultancy services and the amount for the programme must have been passed through the PMSS software.</p>	<p>The amount of Rs.131939/- is to be disallowed.</p>	<p>Training and soft skill development programmes was actually conducted students of three different branches. Three programmes were conducted by the same company for three days and expense for each programme didn't exceed Rs.30,000/-. Because of this the institution didn't procure the consultancy service</p>

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

INTERNAL AUDIT REPORT

ii. Procedural Lapse

No.	Observations	Implications with risk involved	Recommendations for improvement	Management Response
1.	<p>Maintenance of Fixed Assets , Library books and other tangible assets</p> <ul style="list-style-type: none"> • Identification Numbering The Identification code was not affixed on following asset purchased due to PMS being inaccessible. <ul style="list-style-type: none"> - Turnitin software • Physical verification by management It is observed that physical verification of fixed assets was not done on an annual basis. 	<p>In the absence of proper identification numbers it will be difficult to confirm the actual existence of the assets recorded in fixed assets register.</p> <p>Verification of fixed assets by the management is an important measure of internal control to ensure that the assets purchased are actually put in use and are functioning properly. Non verification of the same indicates a weakness in the system of internal control of the department.</p>	<p>It is recommended that the Fixed Assets be properly numbered in accordance with the identification numbers generated in by the PMS.</p> <p>It is recommended that physical verification of all fixed assets be conducted by the TEQIP department at least once in a year so as to exercise proper control in this regard.</p>	<p>Since the PMSS was not accessible for a long period. The process of putting identification no. was delayed and the process will be restarted on 1st week of June 2016.</p> <p>Initiated the necessary steps for starting physical verification and order is attached.</p>
2.	<p>Advances As per the Government Order number G.O(P) No.419/11/Fin interest @ 18% per annum is to be collected on advances given to faculty members for project purposes which are not settled within a period of three months. During the course of audit, it was observed that no interest was being collected from the faculties even if the advances were not settled within three months.</p>	<p>This amounts to violation of Government order no. G.O (P) No.419/11/Fin dated 04/10/2011.</p>	<p>It is recommended that the interest at the rate of 18% per annum be charged in cases where the advances are not settled within three months.</p>	<p>In future such practice will be avoided.</p>

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3.	<p>Differences in MFMR and Tally: It is observed that there were differences in expenditure reported in MFMR submitted to the SPFU and expenditure reported in accounts as per tally as detailed below..</p>	<p>MFMR will not reflect the actual position which is the basis for further disbursement of funds.</p>	<p>Necessary care should be taken to ensure that the entries passed in tally match with the amount recorded in MFMR.</p>
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Particulars		(As per FMR) (Rs in Lakhs)	(As per Tally) (Rs in Lakhs)	Difference (Rs in Lakhs)	Response
Month	Head of Accounts				
April 15	FSD	4.71	4.70	0.1	Difference due to rounding the amount
July 15	FSD	0.25	0.24	0.1	Difference due to rounding the amount
	R&D	0.17	0.20	-0.3	The seed money project amount Rs.2500/- was refunded. Due to clerical mistake this amount not entered in tally. Now it is entered and corrected
TOTAL				-0.1	

4.	<p>Maintenance of Cash & Bank:</p> <p>Transfer Of Funds As per the MOU, the Institution is supposed to contribute 2 % (0.5% into each of the four funds namely the Corpus fund, Faculty development fund, Equipment replacement fund, and Maintenance fund) of the annual recurring expenditure each year. This is not being followed by the Institution.</p> <p>Bank Charges Bank Charges incurred during the process of carrying out various activities under TEQIP are available for reimbursement. This facility is not being availed here.</p>	<p>This amounts to violation of the MOU and the directions in the FM manual.</p> <p>Bank charges will be reflected in the bank reconciliation statement which is not correct.</p>	<p>We recommend that the said amounts be transferred to the four funds at the earliest.</p> <p>This facility should be availed by submitting the necessary documents.</p>	<p>This will done at the earliest</p> <p>We have send a letter (TEQIP/323/2013 dtd. 9/10/2015) to Bank Manager, SBT Mananthavady. But they have not taken any action against it. We will take further action to avoid bank charges at the earliest.</p>
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TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP)PHASE II

INTERNAL AUDIT REPORT

iii. Accounting Lapse:

No.	Observations	Implications with risk involved	Recommendations for improvement	Management Response
1.	Amount of Rs.51677/-incurred for an external programme "Stress &Time Management" is debited under the head" FSD" instead of "institutional management capacity development".	Wrong allocation of expenses as per Project Implementation Plan (PIP). Therefore the MFMR also doesn't reflect the true state of expenses incurred.	The expenses must be properly identified and allocated as per the instructions given in PIP Manual.	An amount of Rs.27057/- was already changed into capacity Development. Due to clerical mistake this was not corrected in tally. Now this mistake was corrected. We have take necessary steps to change an amount of Rs.24620/- under the head institutional management capacity development.

iv. Accounting books & records not maintained:

No.	Observations	Implications with risk involved	Recommendations for improvement	Management Response
1.	Petty Cash Book As per the FM manual, the institution is liable maintain the petty cash book as per format specified by the manual. The expenses met must be properly documented. Petty Cash Book is to be closed at the end of each working day and verified and attested by In-charge (Finance). It is noticed that the petty cash book is not maintained as per the format specified.	Non-compliance of FMManual. Proper control over the petty cash expenses cannot be ensured due to the same.	It is recommended that the supporting document regarding the expenses met from petty cash must be properly numbered and annexed in chronological order as per the FMM requirement.	All transaction in TEQUIP office is done through cheque.

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

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2.	<p>Fixed Assets Register As per the FM manual, the institution has to maintain a separate Fixed Asset Register to record the assets acquired and created out of project funds. Individual asset-wise entries have to be recorded in the Fixed Asset Register. Fixed Asset Register should contain identification numbers of fixed assets and results of annual physical verification. It is noticed that the Fixed Asset Register is not maintained as per the format specified.</p>	<p>Non-compliance of FMM. Proper control over assets cannot be maintained.</p>	<p>Fixed assets register should be maintained and updated accordingly.</p>	<p>The institution is maintaining a fixed asset register properly.</p>
3.	<p>The institution has booked Rs.822900/- under the cost centre "Existing Lab Modernisation". Such a cost centre does not exist as per the Financial manual issued by MHRD.</p>	<p>The amount is to be included under appropriate cost centre as per Financial manual issued by MHRD.</p>	<p>It is necessary to group "Existing lab modernisation" under specific cost centres prescribed in the financial manual issued by MHRD.</p>	<p>This mistake was corrected in tally. Tally Backup attached</p>

Part C: Compliance of previous Audit Reports:

- **Internal audit observations**

Observation	Description	Status Of Implementation
Unique identification number is given by way of sticker pasted on it.	Possibility of numbers being erased.	This irregularity not rectified.
Unique identification number is not given to some assets purchased during the month of March.	Unless identification numbers given identification of the said asset becomes difficult.	This irregularity has been rectified.
An advance given to faculty cheque no.113063 dated 25/04/14 is not cleared from the bank.	Cheques issued and not encased for six months or more are considered as stale shall be cancelled.	Rectified
There was no existence of any surprise physical verification system or procedural audit.	Surprise verifications are to be conducted on a periodic basis.	Not Rectified.

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- **Statutory Audit Report**

- **General Observations:**

Observation	Description	Management Response	Status of implementation
The institute is not annexing the actual bus and train tickets instead they are claiming the TA as per Kerala State Rules.	Each faculty/experts can claim their TA/DA according to their grades prescribed in relevant rules. But the same should be supported by actual bills. Taxi Bills should be annexed in case of Taxi Travels. But the Institute in most cases is not annexing any trip sheets for travels instead of this they are claiming Rs.16 per Km as per the Govt. Order.		Not Rectified.
The documentation should be in a correct format as per the Government rules. In most cases the files are attached in a separate file.	The institute is required to keep the files supporting the payment in the voucher file so as to link the payment voucher with the details.		Rectified.
The tally voucher numbers are not in order with the payment vouchers in physical form.	There should be clear linkage between the tally vouchers and the payment vouchers in physical copy so as to understand the transaction.		Rectified.
Bank charges amounting to Rs.5146 is not recorded in FMR.	Bank charges are not leviable for government institutions.		Rectified.
FMR shows an expense of Rs1.43 lakhs under the head consumables. However there is	There are specific cost centre prescribed in the financial manual issued by MHRD.		Not Rectified.

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no such head named consumables in tally.	Consumable is one such specified cost centre. Hence institute is required to maintain a separate cost centre named consumables.						
There is a separate cost centre named "Existing lab modernisation" in tally.	There are specific cost centres prescribed in the financial manual issued by MHRD. The cost centre named "existing lab modernisation" is not a specified cost centre.		Not Rectified.				
The IRG account (Account N.o.67254286356) shows a balance of Rs.294893. As per Teqip norms only five bank accounts are to be maintained.	College should obtain sanction of project director in case of maintaining any other bank account prescribed in financial manual issued by the MHRD.		Rectified.				
We have noticed that the institution maintains "four Funds" in the previous years. So we are not in a position to identify the transactions in these accounts. As per the opening books of accounts given by the institute, the IRG bank accounts have opening balance as on 01.04.2014 amounting to Rs.215901/- while were not in Audited Financial Statement Year 2013-2014.			Rectified.				
<p>During the course of audit it was observed that the FMR submitted by the institution for the year ended March 2015 doesn't tallied with the actual expenditure incurred till the end of March 2015. The details of which are as follows:</p> <table border="1" data-bbox="194 1803 552 1989"> <tr> <td data-bbox="194 1803 373 1899">Total expenses as per FMR</td> <td data-bbox="373 1803 552 1899">Rs311.13 Lakhs</td> </tr> <tr> <td data-bbox="194 1899 373 1989">Total expenses as per books</td> <td data-bbox="373 1899 552 1989">Rs321.99 Lakhs</td> </tr> </table>	Total expenses as per FMR	Rs311.13 Lakhs	Total expenses as per books	Rs321.99 Lakhs			Rectified.
Total expenses as per FMR	Rs311.13 Lakhs						
Total expenses as per books	Rs321.99 Lakhs						

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQIP) PHASE II

INTERNAL AUDIT REPORT

Difference	Rs10.86 Lakhs		
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○ **Academic Support For Weak Students**

Observation	Description	Management Response	Status Of Implementation
Workshop on Hands on Network Implementation was conducted from 19 th October to 22 nd October by M/s Network Bullstudy Private Limited. Guragon at an amount 55,500/-.	<p>The amount paid to M/s Network Bullstudy Private Limited, Guragon is only 40000 as per the payment voucher. But the invoice issued by the M/s Network Bullstudy Private Limited is for an amount of 55,500/-.</p> <ul style="list-style-type: none"> It was further observed that the declaration from M/s Network Bull study Private Limited stating that they have received the full amount from the College. The above programme is organized for 2 days as per the file but it was found out that it was subsequently overwritten and invoice shows that the programme is conducted for two days. <p>There is no satisfactory evidence made available during audit period that the programme was conducted for four days. As per the Government order maximum remuneration payable to a firm is '10000/- day. Hence excess remuneration paid to the M/s Network Bull study Private Limited of 20,000/- is disallowed.</p>	<p>The programme is actually designed to conduct for four days from 19/10/2013 to 22/10/2013 for two batches. ie two days for each batch. Due to some administrative reasons we were not able to conduct four days programme. Hence the programme was rescheduled and conducted two days each to two batches simultaneously. The company claimed for Rs.55500/- but we are allowed only Rs. 40000/-, Limiting Rs.10000/- per day.</p> <p>The firm submitted the bill and receipt at the same time. Hence the objection may be dropped.</p>	Rectified.
An environment awareness camp was conducted from 13 th to 19 th October 2014 at an amount of Rs.11326/-.	As per the Table 18 of the PIP the institution can organize industrial visit and the expenditure spend for the same can be charged to IOC. As per our view there is no provision relating to conducting environmental awareness camp under the expense	As per the Proceeding no. TEQIP/325/2013 dated 01/01/2016; the head of expenditure has been booked under IOC.	Rectified.

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

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	head students support. So amount of Rs.11326/- is not allowable.		
Placement training and soft skill training was conducted from 28 th august to 1 st September 2014 by CL educate at an amount of Rs.227002/-. The same should have been treated as procurement of services.	Rs.1,50,000/- paid to M/s CL Educate comes under procurement of Consultancy Services. Institute should have procured consultancy services as per the guidelines provided in the procurement manual. The same should have been entered in the PMSS software. Institute has not followed the same and availing of services is not as per the world bank norms. Therefore amount of 227002/- is disallowed.	Placement training and soft skill training was actually conducted students of three different branches. Three programmes were conducted by the same company for five days and expense for each programme didn't exceed Rs.50,000/-. Because of this the institution didn't procure the consultancy service.	Rectified.
An external programme "Stress & Time Management" was attended by <ol style="list-style-type: none"> 1. Smt.Latha R.K, 2. Smtjoly Thomas, 3. Shri. Shabeer K.P, 4. Shri. Dileep M.R, 5. Shri. Subin Kumar 6. K,Dr. ThajudinAhamed, 7. Dr.Mohandas VP, 8. Varun P Gopi, 9. Bineesh K.B, 10.Shri, SujithKumarK.B, 11. Shri. Rijesh V.R <p>From 14/05/2014 to 18/05/2014 in Manali.</p> <p>Amount of Rs.569470/- incurred for the programme is debited under the head FSD.</p>	The aforesaid programme cannot be considered as a subject oriented programme. It's a management capacity development programme, which is meant for senior faculties and principals. However this programme is not attended by senior faculties. Besides the amount should have been debited under the head Institutional management capacity development.	Faculty attended this programme has sufficient seniority and they are eligible for attending this programme. As per the Proceeding no. TEQIP/445/2014 dated 31/12/2015 and TEQIP/441/2014 dated 30/12/2015, the head of expenditure has been booked under Institutional management capacity development.	Rectified.

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

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<p>"Technical Exhibition and open House" Programme was conducted by Mr. Prasanth V.S from 20th to 22nd February 2014 at an amount of Rs.450934. Out of the above amount no supportings are available for the expenses amounting to 77894/-. These expenses are claimed on the basis of self-vouchers.</p>	<p>There is nothing on record to show that exhibition was conducted for academically weak students. As such exhibition conducted in general for all students is not claimable under this head. Therefore Rs.450934 is disallowed.</p>	<p>As per the Table 18 of the PIP, it has been decided to change the head of expenditure to IOC.</p>	<p>Not Rectified.</p>
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○ **Faculty and Staff Development**

Observation	Description	Management Response	Status Of Implementation
<p>Workshop on "Solar Energy Solutions" was conducted by Mr. Suresh Kumar on 20th February 2015 at an amount of Rs.53371/-. Out of this amount, air travel expense of Rs.13363/- was claimed for which no boarding pass is annexed.</p>	<p>Boarding pass is compulsory in case of air travel. So 13,363/- is to be disallowed.</p>	<p>It was already available in the file.</p>	<p>Rectified.</p>
<p>Workshop on "Strategic Planning and institutional governance" was conducted by Mr. Prasant V S from 31/03/2014 to 01/04/2014 at an amount of Rs.52019/- Honorarium of 4000 was paid to own faculty in connection with this programme.</p>	<p>As per TEQIP Norms amount paid to own faculty as honorarium is not an allowable expenditure 4000 is disallowed.</p>	<p>U.O notes were issued for the recovery from the staff concerned. Dr. BAnil, Principal, GEC Barton hill remitted an amount of Rs.2000/- on 21/1/2016.</p>	<p>Not Rectified.</p>
<p>Seminar on income tax was conducted on 25/02/2014 by Mr. Babu V at an amount of Rs.14379/-.</p>	<p>This Seminar is not a subject oriented programme and it cannot be classified under Faculty and staff Development. The Project aims at following points in connection with Faculty & Staff Development</p>	<p>As per the information in the Table 18, page no.90 of the revised PIP (June 2015) the fund under FSD can be utilized for organizing subject area training programmes, pedagogical</p>	<p>Rectified.</p>

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

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	<ul style="list-style-type: none"> • Qualification up gradation. • Enhancing Knowledge in Research Competence • Participation by faculty in seminars, conferences, workshops and in Continuing Education Programmes etc. • Organizing subject area training programmes, pedagogical trainings, workshops, seminars, conferences and Continuing Education Programme (CEP). 	<p>trainings, workshops, seminars, conferences and Continuing Education Programme (CEP) etc. It is not specified anywhere that the workshop & Seminar should be in Subject Area.</p>	
<p>Programme named "Performance Monitoring Systems (PMS)" was conducted by Raveendran CA on 15th March 2014 at an amount of Rs.11102/-. Honorarium of 2000/- was paid to own faculty in connection with this programme.</p>	<p>The programme is not a subject oriented programme and it cannot be classified under Faculty and staff Development. The Project aims at following points in connection with Faculty & Staff Development.</p> <ul style="list-style-type: none"> • Qualification up gradation. • Enhancing Knowledge in Research Competence. • Participation by faculty in seminars, conferences, workshops and in Continuing Education Programmes etc. • Organizing subject area training programmes, pedagogical trainings, workshops, seminars, conferences and Continuing Education Programme (CEP). • Training of senior non-teaching staff, administrative and finance officers, etc. Training of technical support staff: (applicable for staff of engineering disciplines and supporting departments). Honorarium of Rs.2000/- was paid to own faculty in connection with this 	<p>As per the information in the Table 18, page no.90 of the revised PIP (June 2015) the fund under FSD can be utilized for organizing subject area training programmes, pedagogical trainings, workshops, seminars, conferences and Continuing Education Programme (CEP) etc. It is not specified anywhere that the workshop & Seminar should be in Subject Area, Hence the objection may be dropped. The honorarium paid to own staff is recovered (Rs.1000/- from Dr.B Anil on 21/1/2016 and Rs.1000/- from Mr.Raveendran C.A on 16/1/2016).</p>	<p>Not Rectified</p>

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

INTERNAL AUDIT REPORT

	programme is disallowed.		
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○ **Research and Development and Consultancy activities**

Observation	Description	Management Response	Status Of Implementation								
Amount paid as seed money to College faculty for research purpose is treated as expenditure in accounts. List of Seed Money Paid to Faculties. <table border="1" data-bbox="183 929 614 1332"> <tr> <td>Mathew M Mecheril</td> <td align="right">1,00,000/-</td> </tr> <tr> <td>Dr.Subin P Joseph</td> <td align="right">1,00,000/-</td> </tr> <tr> <td>Dr.Varun P Gopi</td> <td align="right">50000/-</td> </tr> <tr> <td>Dr.Varun P Gopi</td> <td align="right">50000/-</td> </tr> </table>	Mathew M Mecheril	1,00,000/-	Dr.Subin P Joseph	1,00,000/-	Dr.Varun P Gopi	50000/-	Dr.Varun P Gopi	50000/-	Seed Money granted to faculty is to be treated as advance.	In future such practice will be avoided.	Not Rectified.
Mathew M Mecheril	1,00,000/-										
Dr.Subin P Joseph	1,00,000/-										
Dr.Varun P Gopi	50000/-										
Dr.Varun P Gopi	50000/-										

○ **Other Observations:**

Observation	Description	Management Response	Status Of Implementation
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TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

INTERNAL AUDIT REPORT

<p>Advances made to following faculty are pending settlement for more than 12 months.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 20%;">Advance Amount</th> <th style="width: 20%;">Advance payment Date</th> </tr> </thead> <tbody> <tr> <td>Mr. C.D Anil Kumar</td> <td>524000</td> <td>20/06/2013</td> </tr> <tr> <td>Mr. C.D Anil Kumar</td> <td>60000</td> <td>14/05/2013</td> </tr> <tr> <td>Mr. Job Chunkath</td> <td>30000</td> <td>15/02/2014</td> </tr> <tr> <td>Ms. Jyothi T</td> <td>40000</td> <td>15/02/2014</td> </tr> </tbody> </table>	Name	Advance Amount	Advance payment Date	Mr. C.D Anil Kumar	524000	20/06/2013	Mr. C.D Anil Kumar	60000	14/05/2013	Mr. Job Chunkath	30000	15/02/2014	Ms. Jyothi T	40000	15/02/2014	<p>Advance made to faculty and staffs has to be settled within reasonable period. If not settled within the stipulated time, interest has to be charged on the amount advanced.</p>	<p>The first programme conducted by Prof.C.D. Anilkumar was settled on 11/6/2015.</p> <p>U.O note issued to Prof. Anilkumar C.D for refund the unspent amount of advance on 12/11/2015.</p>	<p>Rectified.</p>
Name	Advance Amount	Advance payment Date																
Mr. C.D Anil Kumar	524000	20/06/2013																
Mr. C.D Anil Kumar	60000	14/05/2013																
Mr. Job Chunkath	30000	15/02/2014																
Ms. Jyothi T	40000	15/02/2014																

Part D: Serious Observations:

- **Disallowance of Expenses**
 - As per PIP, non-gate scholarship can be provided to 43 meritorious M -Tech students and the amount of scholarship should not exceed the limit of Rs.6000/- per month. But the institute paid a stipend of Rs.9300/- per month for 24 students. So the amount of Rs.475000/- is to be disallowed.
 - Training and soft skill development programmes were conducted under Academic support for weak students expending an amount of Rs.131939/-. The same should have been treated under procurement of consultancy services and passed through PMSS software. But the institution did not follow the same. So Rs.131939/- is to be disallowed.

Part E: Other observations

- The opening balance of Bank account as per the Audited statements as on 31.03.2015 is Rs.1608777/- and in Tally, it amounted to Rs.1599777/-. The reason was that, stale cheques have not been accounted properly.
- The opening balance of Loans and Advances as per the Audited statements as on 31.03.2015 is Rs.1685091/- and in Tally, it amounted to Rs.1391091/-. The reason for the same was that seed money advance given to faculties is not considered as advances.
- During the course of our audit, it was observed that an ID card printing machine costing Rs. 116550/- purchased during the year. **This machine is being used to print out ID card for the students. The SPFU have to take a decision whether this amounts to improvement of teaching, training and learning facilities.**

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

INTERNAL AUDIT REPORT

- It is observed that no control exists for many assets bought during TEQUIP phase II. Hence, it is recommended that a log book be maintained for such assets purchased for monitoring the functioning and efficiency of the same. It is also recommended that all the Major assets bought must be insured to cover such assets from loss due to fire or any other damages.

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAM (TEQUIP) PHASE II

INTERNAL AUDIT REPORT

Statement of Utilisation for the period under audit

Particulars		Amount in Rs.
Opening Cash Balance as on 01.04.2015	(A)	1599777
Opening Unspent balance as per the last audit report as on 01.04.2015	(B)	2284877
Amount received during the period		14000000
Other Income if any (other than bank interest)		5500
Stale cheques		9000
Total	(C)	14014500
Total expensed during the period (eligible)		7788039
Total Expensed during the period (ineligible)		607139
Total Expenses on cash basis	(D)	8395178
Closing unspent balance as on 30.09.2015	(B+C-D)	5619322
Interest		
Interest received in the account as at the beginning of the period under audit		-
Interest received on the Bank balances during the period	(E)	95009
Advances		
Advances remaining unsettled at the beginning of the period		1391091
Advances issued during the period	(F)	781209
Advances settled during the period	(G)	382300
Advances remaining unsettled at the end of the period		1790000
Security Deposits		
Security Deposit Received	(H)	10677
SD Released	(I)	32705
Closing Cash Balance as on 30.09.2015	(A+C-D+E-F+G+H-I)	6893171

No. SGS II (HQ) III A / 8-3623 / 125
Dated: 01.07.2016

2114
13-7-16

To

The Principal, *Govt Engg College,*
Thalapuzha
Mananthavady
Wayanad district
Pin- 670644

Sir,

Sub:- Report on the Local Audit of the accounts and registers of the Government Engineering College, Wayanad for the period upto 2015-16 under Section 13 of the Comptroller & Auditor General's (DPC) Act 1971

The Report on the Local Audit of the accounts and registers of the Government Engineering College, Wayanad for the period upto 2015-16 under Section 13 of the Comptroller & Auditor General's (DPC) Act 1971 is forwarded herewith. The replies/remarks to the points raised in the report may please be arranged to be furnished through the Director of Technical Education Thiruvananthapuram, within four weeks from the date of receipt.

The report has been prepared on the basis of information furnished and made available by the Auditee Institution. The Office of the Principal Accountant General (G&SS Audit), Kerala, Thiruvananthapuram disclaims any responsibility for any misinformation and/or non information on the part of Auditee.

In this connection, reference is invited to Article 63(c) of Kerala Financial Code Vol.I impressing upon the essential need for furnishing complete replies to all the paras of the Local Audit Report.

Receipt of documents may please be acknowledged.

Yours faithfully,

Amal Kumar

Senior Audit Officer

Copy to

1. The Director of Technical Education
Padma Vilasom Street
Fort PO
Thiruvananthapuram 23
*Remarks of the Director of Technical Education
on the reply to each para may be furnished*
2. The Superintending Engineer
Kerala PWD Buildings North Circle
PWD Complex,
Opposite Head Post Office,
Manachira
Kozhikkode

Copy of Para III enclosed for specific remarks of the SE.

sd/-
Senior Audit Officer

**REPORT ON THE LOCAL AUDIT OF THE ACCOUNTS AND REGISTERS OF
THE GOVERNMENT ENGINEERING COLLEGE, MANANTHAVADY,
WAYANAD FOR THE YEAR UPTO 2015-16**

Part-I

A. Introductory:

The Government Engineering College, Mananthavady, is the one and only engineering college in the Government sector in the backward district of Wayanad. It was established in Mananthavady Taluk. The college offers under graduate courses in 4 disciplines for 315 students and post graduate courses in 2 disciplines for 36 students.

The local audit on the accounts and registers of the college covering the period 01-03-2011 to 31-03-2016 was conducted under Section 13 of the CAG's DPC Act 1971 during 26-5-2016 to 01-06-2016.

B. Officers in Charge

The following Principals were in charge of the office during the period of audit

1	Prof. Vidyasagar	11-06-2009 to 25-06-2011
2	Dr. B.Anil	22-07-2011 to 17-05-2014
3	Dr. V.S.Anitha	18-05-2014 to 03-04-2016
4	Dr. Abdul Hameed K.M.	04-04-2016 onwards

C. Departmental audit.

The departmental audit was conducted during May 2015 covering the period upto 31 March 2015

Part II

A – Significant findings

Nil

B – Other Incidental findings

I. Technical Education Quality improvement programme (TEQIP II)-underutilization of funds

TEQIP was envisaged in 2003 as a long term programme of 10-12 years duration to be implemented in 3 phases. The objective of the project was strengthening of institutions to produce high quality engineers for better employability, strengthening postgraduate education and demand driven R&D and innovation, establishing centre of excellence for focused applicable research, training of faculty for effective teaching and enhancing institutional and system management effectiveness .The project is financed by World Bank credit.

Project cost is shared between MHRD and state in the ratio 75; 25 .Central share was transferred through the state budget. The fund was transfer credited in the a/c no 67219128176 maintained at SBT Mananthavady by the principal GEC Wayanad

GEC Wayanad was inducted under the scheme during the second phase of the with a total allocation of Rs 10 crore out of which Rs 9 crore has been released as detailed below

Year	Amount (Rs in crore)
2013-14	3.0 crore
2014-15	3.1 crore
2014-16	2.9 crore
Total	9 crore

Balance amount of Rs one crore was not released by the MHRD probably due to under utilization of the fund already released

The proposal for assistance under TEQUIP _II was prepared by the college based on the assessed strengths, weaknesses, opportunities, and threats (SWOT) approved allocations and its utilization was as under

Heads	Allocation	Expenditure	Balance	Percentage
	(Rs in lakh)			
Faculty and staff development for improved competence /skills	120.00	74.14	45.86	61.79
Institutional management Capacity enhancement	20.00	14.43	5.57	72.15
Enhanced interaction with industry	25.00	13.30	11.70	53.17
Incremental operating cost	85.00	39.92	45.08	46.97
Procurement	550.00	512.06	37.94	93.10
Enhancement of research and development	40.00	16.41	23.59	41.03
Providing teaching and research assistance ship to increase enrollment in new PG programmes	100.00	69.66	30.34	69.66
Implementation of institutional academics reforms	20.00	10.47	9.53	52.33
Total	960.00	750.39	209.61	78.16

There is an unspent balance of Rs 209.61 lakh. Desired level of expenditure was recorded only under the head procurement. In all other areas the progress of expenditure was not encouraging. As per schedule TEQUIP-II the project should have been completed by December 2014 .In Letter No Proc/TQII/2014/dated 30-10-2014 the Central Project Advisor had intimated that the project period has been extended by world bank up to October 2016 .It was further intimated that the matter regarding additional allocation for well performing project institutions was under scrutiny . As regards to GEC Wayanad the

possibility of utilizing the whole amount already allocated (Rs 10 crore) and released (Rs 9.6 crore) is very remote . Out of Rs 9.6 crore released about Rs 2.1 crore remains unutilized

Reason for not implementing all heads under the program and low utilisation as against the targets envisaged in some components like enhanced interaction with industrialists, enforcement of research and development may be furnished.

II. Purchase of equipments without observing Store Purchase Rules

As per the Store Purchase Manual Para 7.7, tenders should be invited, if the estimated value of the stores to be purchased is Rs1, 00,000/- or above. As per the Para 9.23 of Store Purchase Manual, in the case of products of State Government Departmental Units and State Public Sector Industries and institutions which have been in production for more than five years, tenders should be invited as laid down in this Manual and purchase should be finalized giving the concerned State Government Departmental Unit and State Public Sector Industry and Institution/Government of India Departmental Unit and Public Sector Industry and institution within the State of Kerala a price preference of 10 per cent as against firm manufacturing outside the State and 5 per cent as against firms manufacturing within the State.

- (1) Government has relaxed the above provisions for KELTRON for the supply of computers and peripherals not manufactured by them to Departments in Administrative Secretariat for implementing e-governance. The above relaxation cannot be extended for ever for all purchases, as it was a onetime measure (GO (P)2/2014/SPD, GO(MS)1/2014/SPD, GO(MS)2/2/2014/SPD). However the following purchases were made on the strength of the above relaxation without observing SPR.

A. Under Plan fund, the college purchased (D1/5557/14/GECWYD dt 22-7-15) public address system for Dept of Electrical and Electronics Engineering from Keltron for Rs 195129/-This purchase included the following items which are not produced by KELTRON.

- (i) PA Amplifier manufactured by Ahuja for Rs 35170

- (ii) PA Speaker 300 W manufactured by Ahuja for Rs 51668
- (iii) CWM 400 V VHF microphone for Rs 11903/-
- (iv) Cordless microphone – Ahuja For Rs 4733
- (v) Goodneck microphone –Ahuja for Rs 3074
- (vi) Imported full function USB presenter – Rs 7213
- (vii) Mixer AMX 919-9 channel – Rs 10262

B. Again under Plan fund, the college purchased (D1/161/15/GECWYD dted 7-10-2015) public address system for network lab in CSE Department from Keltron for Rs 200900/-
The purchase include the following items which are not manufactured by KELTRON.

- (i) PA Amplifier manufactured by Ahuja for Rs 34803
- (ii) PA Speakers manufactured by Ahuja for Rs 25502
- (iii) SLR camera – manufactured by Canon for Rs 101990/-

(2) Relaxing Paragraph 9.23 of Store Purchase Manual, Government ordered (GO (Rt) 26/2015/SPD) that purchases of Wooden, steel and hospital furniture can be made directly from SIDCO without following tender formalities. (File No. D1/353/13), obviously the relaxation is applicable for the purchase of furniture only

However, under MODROB scheme of AICTE, for the modernization of Computer Network Lab, the college purchased (purchase order of the Principal D1/161/2014/ dated 03-02-2014, which was based on the proposal made by Prof. V.S. Anitha, Dept of CSE, GECW items like server, HUS solutions directly from SIDCO, even though they were not authorized by the Government for the supply for computer equipments. The purchase include HP Proliant Server – 2 nos with total cost of Rs 5.00 lakh, Hitachi HUS 110 controller for Rs 9,74,190. These products belong to the multinational companies.

In both cases, audit observes that adoption tender procedures would have been economically beneficial for the college. Prof. Anitha, CSE Dept, stated that M/s SIDCO had expressed their willingness over telephone to allow discount over the rate demanded in the invoice furnished. This would indicate lack of transparency and fairness in the

offer made by SIDCO .in normal circumstances they are not in a position to offer price discount for a product not manufactured by them , but procured from another firm ,unless the price quoted by them are over and above the actual cost .Obviously ,SIDCO and KELTRON merely have the role of an agent of other multinational companies , marketing the product with certain margin

It was stated that Govt have permitted to purchase IT related items from these firms without observing store purchase rules. It was further stated that being a backward area adoption of tender procedure is a time consuming affair. Intention of the Government in relaxing the SPR for the purchase of computers from KELTRON may be for co- relating the requirement with specifications, as not all the department have adequate know in this field .In the case of engineering colleges with IT and other departments, having advanced knowledge and know how about electronics and computer systems the situation is entirely different .As such Had the purchase been arranged directly by the college observing store purchase rule prices would have come down further in all the purchase arranged through SIDCO and KELTRON.

III. Amenity building –Construction and Occupation

The work of construction of amenity building with amenities like canteen, ATM, Post office, Cooperative store etc the work was dragged by the contractor/ PWD for about 4 years . The work was arranged as a deposit work through PWD at an agreed cost of Rs 75 lakh in January 2014

As per the records available, in Feb 2008, after 4 years of commencement of work ,the Superintending Engineer (SE) issued a notice to the contractor warning him that the contract will be terminated at the risk and cost of the contractor .Whereas the Contract was terminated without risk and cost after a further delay of more than 2 years in May 2010 vide GO Rt 847/10/Dt 25-5-2010 and clearance agreement was executed by the contractor on 28-10-2010

Meanwhile in GO Rt /1220/2011/H Edn Dated 8-8-2011 Govt accorded Administrative Sanction to execute the balance work @ a cost of Rs 1.27 Crore at the risk and cost of the contractor Shri Abdul Karim of Madathil constructions

The following observations are made

Due to the non completion even after 4 years, and abandoning of the work by the contractor The Government have an extra expenditure of Rs 52 lakh (Rs 1.27 Lakh --Rs 75 lakh).The technical education Department and the budding engineering college, requiring lot of infrastructure development is the ultimate loser since this amount could have been used for some other purpose.

In letter No D11/2157/2000/dated 16-3-2010 to the Principal GEC weaned the Superintending Engineer (SE), PWD Buildings and Local Works North Circle has attributed following reasons for the delay /abandonment of the work

- i. delay in approval of structural design
- ii slop cutting changed due to fragile nature of land
- iii hike in price ,scarcity of sand
- iv increase in cost of material

The SE further stated that 90 percent of the work was completed and Rs 5793203 had been paid First two reasons is applicable at the initial stage of work and the work was started in Jan 2014 and as the work was abandoned after completing 90 percent of the work after 4 years .Hence it is not a reason for abandoning the work

There are adequate safeguards in the NIT and agreement conditions against contention of prize increase and scarcity of materials. There is a clause in the NIT, which forms part of the agreement, requiring the contractor to identify the quarries for procuring the materials before participating in the tenders. Furthermore the contractor is supposed have made the bid considering the increase in cost of materials .It is further observed according to the NIT the contractor is expected to have visited the site before tendering the work the above mentioned facts indicate that the responsibility for delaying the work and loss sustained to Government rests solely with the contractor. As such the contention of the contractor and its acceptance by PWD was against the rules and procedure laid down by Government and was with the intention of protecting the interest of the contractor rather than to protect the interest of the Government and the contention of the SC PWD buildings was prevarication of facts

3. It would appear that the PWD department had terminated the contract without risk and cost of the contractor based on report of the SE, which was not correct. As the reasons attributed is not acceptable the matter may be taken up with Higher Edn department so as to appraise the correct position to PWD Department, which had relieved contractor without risk and cost
4. The PWD and Dept of Higher education have issued two contradictory orders .While the PWD have relieved the contractor from all liability the Higher education Department Have put the responsibility for extra expenditure on the contractor . A work is executed on a mutually agreed condition. Under normal circumstances PWD should provide the conducive atmosphere for the work and the contractor should complete the work in time at the agreed rate as per specification .When a contractor abandon a work in violation of the agreement, and when the PWD exonerate him from the responsibility for the loss sustained to Government, it is failure on the part of PWD which resulted in the loss of Rs 52 lakh to the exchequer
5. As the orders issued by administrative Dept for termination of contract at the risk and cost still stands and the loss sustained has to be made good
6. The building, though not formally handed over to the college by PWD, appears to have been completed, but no amenities have been provided in the building and the building remained unutilized except for a canteen. The present position may be intimated to a u d i t .

It was stated that a portion of the building is being utilized as college bus shed and 4 rooms were converted as class room and 3 rooms are remaining unused. But the proposed amenities like post office, ATM, co-operative store etc were not started. Necessary action may be taken to make good the lose sustained to Government due to the abandoning and rearrangement of the work

IV. Construction of ladies hostel

The AICTE sanctioned Rs two crore for construction of ladies hostel for SC/ST girl students and released Rs one crore (AICTE/RIFT/Hostel for SC/ST (Policy 1)/6/2012-13 dated 13-2-13, 18-07-2013) as first installment. As per the condition

attached. work has to be completed within 18 months from date of release of fund. In letter dated 18-7-13 from AICTE it was directed to prepare a time schedule to ensure completion of construction within the stipulated period of 18 months under the supervision of the Principal. Administrative sanction was issued for Rs 3.50 crore with matching grant from State Govt for Rs 1.50 crore (GO Rt. 873/2013/H.Edn dated 21-5-2013) EE PWD buildings division submitted the estimate with a total cost of Rs 4.90 crore.

The SC/ST Development Department (Vide GO (Rt) No. 994/2013/SCSTDD dt 24-07-2013, has sanctioned Rs 2 crore to the college for the construction of this hostel from the pooled fund for SCs. The Directorate of Tech Edn released the fund of Rs 2 crore of SC/ST Dev. Dept, 08-11-2013 to the college. The Principal requested the Director of Technical Education for revised estimate for Rs 5.50 crore, which include Rs 60 lakh for furniture (vide letter dated 26-8-13). The principal reminded the same vide letter 10-10-2013. Therefore the source of fund was AICTE (Rs 2 crore – Rs 1 crore released), SC/ST Develop. Dept (Rs 2 crore – released full) and the Dept of Higher Education (Rs 1.50 crore – not released)

The Higher Education Dept issued the revised sanction for Rs 4.90 crore for civil works (vide GO Rt 2445/2013/H.Edn dated 13-12-13). Revised AS was issued in January 2014 vide letter dated 9-1-14 and the work was entrusted to PWD. The utilization certificate for Rs 1 crore was submitted to the AICTE on 19-5-15 but the construction work has not been started till date.

The following observations are made.

- (i) The work was not completed and still under construction, though 28 months have elapsed since the approval of the revised estimate and Nearly 37 months elapsed since the release of fund from AICTE the work is still in the initial stage.
- (ii) No agreement has been executed with the PWD so as to ensure timely completion of the construction work.

- (iii) AICTE stipulates for UC for release of 40% as 2nd installment and completion certificate for release of 10% as 3rd installment the balance amount of Rs 1 crore from AICTE has been blocked. Further developments in this regard may be intimated to audit.

It was stated that the work of ladies hostel is started now and would be completed within one year. The fact remains that a work sanctioned as early in May 2013 was started after 3 years indicating that GEC, Manathavady and KPWD have not pursued the matter diligently

V. under utilisation of fund received under Modernisation and Removal of Obsolescence (MODROBS)

All India council for technical education in letter no 12/AICTE/RIDF/MOD/plg-2/12-13/dated 1-2-2013 sanctioned Rs 154500⁰ for the Department of Electronic and communication. The amount was credited in the bank account no 32207898795 at SBI.

The fund was allocated for the Following purpose based on the project proposal of the Department of ECE

- 1) Tutor TINS-R2
- 2) Telecommunication trainer
- 3) DSP trainer kit
- 4) WiFi Data acquisition system
- 5) USB data Acquisition cards
- 6) Programmable Function Generator
- 7) Digital Storage Oscilloscope

Out of the above seven items only two items at a cost of Rs 496926 /- was utilised (WiFi Data acquisition system-Rs 2,81,886 , Digital Storage Oscilloscope – Rs215040), leaving a balance of Rs 104807.

As the fund was kept Idle the intention of removing obsolescence have not made any progress for the last 3 years In reply It was stated that the person who have initiated the project was transferred and shortage of faculty members have hampered the progress of

the project and assured that the fund will be fully utilized the progress of utilization may be intimated to Audit

VI Construction works by SIDCO.

The Finance Dept vide GO (P) 408/2007/Fin dated 7-9-2007, issued orders for entrusting the construction works to agencies like KITCO, SIDCO, etc.

The college entrusted a work of construction of temporary roofing for the rear side courtyard of Ladies hostel to SIDCO. The SIDCO executed and submitted the bill for Rs 393570/- for the work and was paid - to SIDCO.

The following points require clarification

1. The original estimate prepared by the SIDCO includes Rs 871142 for material and labor work of the construction and VAT @ 14.5% amounting to Rs 126316/- Total Rs 997458/- .Due to paucity of fund, the work was not taken up.
2. However, the work of temporary roof was entrusted to SIDCO for Rs 393570/-, which includes Rs 49840 as VAT (14.5%) Detailed estimate of the work was not available in the file. The same may be made available to audit. As per the order stated above, the agency should prepare the estimate based on the PWD SOR.
3. Only the performa invoice items supplied were produced. As the detailed estimate was not available, audit could not ascertain as to whether PWD SOR was adopted.
4. The agreement was signed only by the manager of SIDCO and not by any authorities of the College. As per this, SIDCO have the role of a supplier.
5. Audit assume that the construction work include the labour charge. So this is not a supply contract, but a construction contract. Hence the VAT charged at 14.5% by the SIDCO was not correct. The VAT at the rate of 4%, income tax at the rate 2% and contribution to construction workers welfare fund at the rate of 1% should be deducted at source by the College from the payment bill of SIDCO and remitted to the concerned departments, if it was directly executed by the SIDCO. ✓

In reply it was stated that the due to the lack of awareness of VAT rules.VAT was not collected. The matter may be got clarified from SIDCO

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In reply it was stated that the due to the lack of awareness of VAT rules.VAT was not collected. The matter may be got clarified from SIDCO

VII. Drilling of bore well

Due to scarcity of water in Ladies hostel, it was decided to dig a bore well. The college approached the Mining and Geology Dept for preparation of estimate. The M&G Dept send (8-5-13) estimate of 80 meter depth and 150 mm diameter bore well for Rs 65250/- but intimated the Department inability to execute the work in the site due to technical reason.

The college approached SIDCO for execution of work (vide letter dated 12-08-2013). The SIDCO had not submitted any estimate (not available with the file) but send a quoted rate of various items which include survey charge, fluxing, drilling, labour work etc with VAT at 14.5%. The work order was issued on 26-10-13.

The SIDCO submitted the bills for Rs 272941/- as stated below

Motors, Cables, Rope, Switch - Rs 86435 + VAT 5% (4321.75) = Rs 90757 (inv 148 dt 21-12-13)

Electrical cable - Rs 6240 + VAT 5% (312) = Rs 6552 (inv. 177 dt. 21-12-13)

Survey, Glaxy flexy, Drilling (79800), Cleaning (36300), Labour (4090) – Rs 153390 + VAT 14.5% (22241) = Rs 175632 (inv 178 dated 21-12-13)

The college made the payment of Rs 272941/- to SIDCO (payment order dated 9-1-14).

The following observations are made

1. Detailed estimate was not prepared for the work. The executing agency should prepare detailed estimate as per KPWD SOR. However the cost of the work Rs 272941 is much higher than the estimate prepared by the M&G Dept.
2. As per the invoice furnished by the SIDCO, the drilling included labour works and not mere supply of materials. The detailed estimate was not available. However, the

deduction of VAT at 14.5% for Rs 22241 by the executing agency (SIDCO) was not in order as this included labour work and the VAT rate is only at 4%.

3. It may be ensured whether Deduction the income tax at source under section 194 C of the income tax act and contribution towards construction workers welfare fund board was also not deducted (at 1%) were effected by the SIDCO if it was sub contracted. If it was not sub contracted, the college had to deduct the statutory taxes

In reply it was stated that the omission was due to the lack of awareness of VAT/IT rules .the reply may be obtained from SIDCO and furnished to audit.

Part-III

Follow up action taken on previous inspection reports

The following paras of previous LARs are outstanding

Period of audit	Details of pending paras
01.10.2008 to 31.10.09	Part II B- I,IV,V,VII,(1), VIII (4), IX
01.11.2009 to 28.02.2011	Part II B- I, III

Part-IV

Best Practices noticed in audit

No significant practices were noticed.

Part V

Acknowledgement

The office extended good co-operation to the audit in providing records and information. The Accounts Officer made sincere attempt in providing necessary audit environment and good co-operation and furnished replies to audit enquiries even in the absence of the Principal who was on official tour.

Anjuman
Senior Audit Officer

DEPARTMENTAL AUDIT REPORT ON THE ACCOUNTS OF
GOVERNMENT ENGINEERING COLLEGE, WAYANAD FOR THE PERIOD FROM
01/04/2014 TO 31/05/2016

The Departmental audit of accounts of Government Engineering College, Wayanad for the period from 1/4/2014 to 31/5/2016 was conducted by the Audit wing of the Directorate of Technical Education, Thiruvananthapuram, consisting of the following officers during 18/10/2016 to 27/10/2016.

1. Sri.K.K.Chandrakumar – Accounts Officer(Audit)
2. Sri.M.R.Ajithkumar – Junior Superintendent, Audit(Engg.College)
3. Sri.Anil Babu – Junior Superintendent, Audit(Poly)
4. Sri.A.Vidhukumar – Senior Clerk
5. Sri.Anoop – Clerk

The review of the Audit was conducted by Shri.R.Gopakumar, Senior Finance Officer.

PART - I

INTRODUCTION

The Government Engineering College, Wayanad was established in November 1999 with 4 Engineering Degree Branches of study in the 25 Acres of land at Thalappuzha in Mananthavady Taluk. The College is functioning in 3 building blocks built without loosing the natural beauty of Western Ghats. There are separate hostels for boys and Girls, Staff Quarters for principal and HOD's and have College Canteen facility in the campus. Availability of the service of 4 College buses provide more advantage to the students. There had remarkable academic gains in the results of final B-Tech examination of last year.

The officers mentioned below were held the charges of this Institution during the Audited period.

Sl. No	Designation	Name	Period from - to
1	Principal	Dr.B.Anil Dr.V.S.Anitha Dr.Abdul Hameed	1.4.2014 to 17.5.2014 19.5.2014 to 31.3.2016 1.4.16 onwards
2	Administrative Assistant	C.A.Raveendran Ramesan Maroli C.A.Raveendran	1.4.2014 to 31.8.2014 1.9.2014 to 12.12.2014 15.12.2014 onwars
3	Accounts Officer	K.K.Chandrakumar	19.12.2012 to 31.05.2016

4	Senior Superintendent	V.M.Aravindakshan Muhammed Arangoth R.Suoarsan	1.4.2014 to 22.6.2014 29.6.2015 to 03.03.2016 14.03.2016 to 31.5.2016
5	Chief Accountants	V.Babu T.Abdul Rahman N.Pradeepan Sivadasan Kulangarakandy K.J.Thomas	1.4.2014 to 4.6.2014 30.6.2014 to 5.4.2015 6.4.2015 to 28.6.2015 29.6.2015 to 2.2.2016 31.3.2016 to 30.4.2016
6	Head Accountants	P.K.Krisharaj Muhamed Sameer Sajimon.C.V Muraleesharan.S	1.4.2014 to 25.7.2014 30.7.2014 to 21.4.2015 29.4.2015 to 14.12.2015 15.12.2015 to 31.5.2016

**COURSES OFFERED BY GOVERNMENT ENGINEERING COLLEGE,
WAYANAD**

B-Tech

BRANCH	SANCTIONED INTAKE	FEES WAIVER INTAKE	TOTAL INTAKE
Computer Science	60	1	61
Electronics & Communication	120	2	122
Mechanical	60	1	61
Electrical & Electronics	60	1	61
TOTAL			305

B-Tech(Evening Course in self financing Basis)

Electronics Engineering - 30 seats

M.Tech (2011-12 onwards)

1. Computer Science Engineering - 18 seats
2. Electronics & Communication Engineering(Intake 18 seats)

Ph.D

Electronics and Communication Engineering (2 Seats)

ESTABLISHMENT DETAILS

The following posts are lying vacant as on 01/10/2016

Sl.No	Name of post	Number of Vacancy
1	Professor in Electronics	1
2	Associate Professor in Electronics	1
3	Assistant Professor in Electronics	7
4	Associate Professor in Computer Science	2
5	Assistant Professor in Computer Science	2

7	Associate Professor in Mechanical Engineering	1
8	Assistant Professor in civil Engineering	1
9	Computer Programmer	1
10	Librarian Grade II	1
11	Librarian Grade IV	1
12	Sergeant	1
13	Clerk	1
14	Store Attender(NTA)	1
15	NTA Office	1
16	Instructor in Electronics	1
17	Tradesman in EC,EE,Computer (2 each)	6

The classes are conducting by appointing guest faculty in concerned subjects obtaining special sanction from Director of Technical Education, Thiruvananthapuram. Necessary steps have to be taken to appoint permanent staff in the above said vacant posts.

PART - II

1) PENDING AUDIT FILES

(a) Departmental Audit

Sl.No	File Number	Period of Audit
1	A1/2412/2012	1.4.2009 to 31.3.12
2	A1/1926/2013	1.4.2012 to 31.3.2013
3	A1/4494/2014	1.4.2013 to 31.3.2014

(b) A.G's Audit

1	A2/3471/2009	Audit Report dated 30.9.2009
2	A1/723/2011	Audit Report dated 28.2.2011
3	A1/2177/2016	Audit Report dated 19.7.2016

Necessary steps should be taken to send reply to the Audit paras in time, maximum within 30 days from the date of receipt of an Audit Report. A separate Audit section should be constituted in the office consisting a clerk and Chief Accountant/Technical Storekeeper. That office did not give even an interim reply to the audit paras (file.No.A1/4494/2014) of the Departmental audit conducted in 2014. Many reminders were sent from this office and Government Secretariate, Thiruvananthapuram. The Department as well as the Government is viewing this irresponsibility seriously.

4	Senior Superintendent	V.M.Aravindakshan Muhammed Arangoth R.Sudarsan	1.4.2014 to 22.6.2014 29.6.2015 to 03.03.2016 14.03.2016 to 31.5.2016
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3	Assistant Professor in Electronics	7
4	Associate Professor in Computer Science	2
5	Assistant Professor in Computer Science	2

STAFF DEVELOPMENT/ASSOCIATION FEES

Athletic Fee	89286
P.G.Development Fund	271100
College Development Fund	1715
Women Study Unit	1715
Terminal Exam	79782
Drawing Board/Sheet	112777
Calendar	36883
Visual Education	41670
Association Fee	53829
Magazine	72065
College Union	19880
Miscellaneous/Stationery	-38613
C.D.M.Tech	151500
C.D.B-Tech	791253
Temporary Remittance	726966
Book Bank Fund	56500
TOTAL	24,68,310

8) FBS

Annual Reconciliation of FBS account is not seen made till date. Though 3 staff members are subscribing to the scheme, as per Salary bill of 9/2016, the entries are not made in FBS Broadsheet after 31.3.2015. Necessary entries should be made and report to audit. Ensure early settlement of FBS benefits to retired staff.

9) P.A.REGISTER

The sanctioned amount in P.A.Account of the Institution is Rs.1000/-. Now there is no Cash Balance in P.A.Rs.1000/- had been paid as Advance to A.A. on 17/6/2016 for purchasing A4 size white papers locally for the works related to KTU affiliation. In the P.A.Register there were the proceedings and submission for the Advance kept safely. But the voucher/Bill for Rs.1000/- is not seen attached. So the Audit suspects that the purchase had been effected. Immediate steps should be taken to recover or recoup the P.A.advance of 17/6/16 and report to Audit.

10) STAMP ACCOUNT

The Audit physically verified Stamp Account and found correct. It is found that the monthly closing Balance of Stamp Account is not being verified by the A.A.

11) NATIONAL PENSION SCHEME(NPS)

As per the Pay Bill of 9/2016, 14 staff members are subscribing to NPS. But No Register is seen opened for recording the monthly subscription details. A Register should be opened for NPS Register, which will be useful in future.

Cash Balance as on 18.10.2016 was Rs.220723/- which is physically verified by the Senior Finance Officer. Out of which, more than Rupees 2 Lakhs is kept undischursed in students Aquittance Vol.19 and 20. Necessary steps should be taken to disburse the amounts and report to Audit.

MAIN IRREGULARITIES FOUND IN CASH BOOK ARE AS FOLLOWS

- (1) On 25/4/2015 Rs.39630/- encashed vide P.B.No.10/15-16. But the date is NOT marked in Treasury Bill Book.
- (2) In Cash book, on 11/4/2016 it is mentioned "No Receipts". But in Treasury Bill Book 3 Bills have been encashed on 11/4/16. Details there to have been entered in Cash book on 13/4/16.
- (3) On 12/2/16,Details of 3 Bills have been entered in Treasury Bill Book
- (4) On 22/2/16, Details of 2 Bills have been entered in Treasury Bill Book
- (5) On 14/3/16, Details of 1 Bill have been entered in Treasury Bill Book
- (6) On 18/3/16, Details of 1 Bill have been entered in Treasury Bill Book
- (7) On 19/3/16, Details of 6 Bills have been entered in Treasury Bill Book
- (8) On 29/3/16, Details of 1 Bill have been entered in Treasury Bill Book
- (9) On 31/3/16, Details of 1 Bills have been entered in Treasury Bill Book

But these Bills were NOT seen entered in Cash Book in the above dates. Explain the reason to audit.

Details of Demand Drafts received from Entrance Commissioner and that towards Security Deposit/EMD are not entered in Cash book. They are recorded only in D.D.Register. All the amounts which may be cash/Cheque/D.D. have to be routed through Cash Book. There is no need of Special effort for this. When D.D. is received in office from Entrance Commissioner's office, the Academic Section should hand over the D.D to the Head Accountant immediately and the Head Accountant should record it in D.D. Register as well as in the receipt column of Cash book and present the D.D. through Chalan receipt in Government Treasury for Transfer Credit and treat it as debit and record it in the debit column of cash book in the very same day itself. In February 2014, a D.D for Rs.16,68,325/- was received from Entrance Commissioner. But it was not entered in credit/Debit columns of Cash book. Even now, this practice is continuing. So steps should be taken to make entries in cash Book as and when Demand Drafts/Cheques are received.

13) ALLOTMENT//OPERATOR REGISTER

On verification, the unspent balance amounts as per Allotment Register are not seen Surrendered to Director of Technical Education, Thiruvananthapuram in time during 2014-15 and 2015-16. Explain.

14) RECONCILIATION OF EXPENDITURE

As per the documents submitted to the Audit, reconciliation of expenditure upto June 2016 had been made and copy forwarded to Senior Finance Officer, Directorate of Technical Education, Thiruvananthapuram on 19/8/2016.

As per the Reconciliation statement of Expenditure as on 31.3.2016, the expenditure in Non-Plan Heads during 2015-16 was Rs.717,36,832/- and in the Plan Head there had the expenditure of Rs.2,00,95,410/- and the Grand Total was Rs.91832242/-

15) ANNUAL STOCK VERIFICATION

Necessary steps should be taken to solve the defects found out in the Annual Stock Verification 2015-16 and report to Audit.

16) T.A. REGISTER

T.A. Register is not maintaining in the instituton. So necessary steps should be taken to open T.A Register in prescribed form and report to Audit.

17) AUDIT OBJECTION REGISTER

Audit objection Register is maintained. Its way of maintaining is NOT satisfactory. Steps should be taken to maintain it properly as per rules.

18) STOCK REGISTER OF RECEIPT BOOKS

The Audit found that there are 5 Nos. TR-5 Receipt Books, 29 Tuition Fee Receipt Books, 16 Bus fee Receipt Books and 5 Hostel fee Receipt Books in stock as on 21/10/2016.

19) GATE SCHOLARSHIP

In the bank account opened at SBI Mananthavady for GATE SCHOLARSHIP, there have not seen any transaction of scholarship amount during 2015-16. The account is using only for the online submission of KSEB Bill amounts of the institution to Vydyuthi Bhavan, Thiruvananthapuram. Please explain.

20) BANK ACCOUNT

In the Bank account opened at SBI, Mananthavady for KTU activities there is a balance amount of Rs.503173/- as on 16.7.2016 and no transaction is found in Bank Pass book thereafter.

21) E-GRANTZ

In the bank account opened at SBI, Mananthavady for E-Grantz there is a Cash Balance of Rs.381403/- as on 17.10.16. Necessary steps should be taken to draw the amount from bank and disburse/remit the same in treasury and report to audit.

22) CFR

Education concession details of many students are NOT seen recorded in CFR from 2013-14 admission onwards.

Fee details of Shri.G.Unnikrishnan(Adm.No.11 D030) are NOT recorded in the CFR of M.Tech Course. Fees details of two Ph.D students are NOT recorded in CFR.

23) C.D.REGISTER(M.Tech)

(a) As per C.D Register Vol.III page No.251, the details of only 18 M.Tech students of 2011-12 are available. There after No details are recorded. Out of the said 18 M.Tech students, Caution Deposit of 4 of them had been disbursed on 2/2/16 (Ad.no.11 D 005,31,35 and 39) through P.D.Vouchers and NOT by affixing signature of the students in C.D. Register column. There find No authentication of Administrative Assistant in C.D. Register in these columns. The C.D. amount Rs.4000/- was seen directly transferred to Alumni Association, on Receipt from the Treasurer, Alumni Association(P.D.voucher). Consent letter of the student is not seen.

C.D.REGISTER B.Tech

(b) As per the C.D.Register, the Caution Deposit of the students of 2008-09, 2009-10, 2010-11 admission are NOT disbursed. It is seen that on 2/2/2016, the C.D.of 136 B.Tech students of 2011-12 had been directly transferred to Alumni Association on receipt from the Treasurer, Alumni Association. There were No signature or consent of students and authentication of Administrative Assistant in the columns concerned in the C.D.Register. Explain.

24) LIBRARY

In the College library, there have more than Seventeen thousand books. E-books and E-Journals are also there. The Automatic Teller System(RFID) worth about Rs.4 Lakhs installed by KELTRON is NOT functioning. The audit

viewed that the e-books are not accessible in the computers of college library. The audit view that there is no special advantage as envisaged by AICTE, if the e-books and e-journals are accessible only in college library. This facility should be available in the computers of the students also. Then only, they can easily utilize the service of e-books and thus the expenditure becomes fruitful. Now, only a small portion of students avail this service. Necessary steps are to be taken to widen the accessibility of the e-journals and e-books to all the students of the institution even without visiting library.

25) EVENING B-Tech COURSE

As per G.O(Rt) No.1824/2013, H.Edn, TVM, dated 4/9/2013, B-Tech evening course in Electronics and Communication Engineering in self-financing manner has been started in Government Engineering College, Wayanad during 2014-15 with an intake of 30 students. More than 20 students joined for the course. But some of them were discontinued their study. It is seen that the fees collected from the discontinued students are not recorded in CFR. Though, the course was started in self-financing basis, the remuneration to teaching faculties and office staff are meeting from the salary Head of Government allotment. This is a serious irregularity. Explain whether there is any supporting order from the Department/Government to make use of Government money for conducting Part-Time/Evening B-Tech Courses in self - financing basis. If there is no relevant Order in this regard, necessary steps may be taken to make good the loss sustained to Government on account of remuneration paid from Government allotment.

As per the statement submitted to the audit, the total fees collected from 2014-15 to 2016-17 is a total amount of Rs.839000/- (Rupees Eight Lakhs, Thirtynine Thousand only). An amount of Rs.707760/- (Rupees Seven Lakhs Seven Thousand Seven Hundred and Sixty only) have been spent upto June 2016, from 2203-00-112-93-01-Salaries(Non-Plan). But it is not clear that the fees collected had been remitted to government treasury, Explain to Audit.

26) GIS

As per the Statement submitted to the audit, the submission to GIS Account of some incumbents are NOT in accordance with the Government order issued in September, 2016. Necessary steps should be taken in this regard and report to audit

27) PTA FUND

According to the statement submitted to audit, the total income of PTA from 1.4.2015 to 31.5.2016 is Rs.50,64,810/- (Rupees fifty Lakhs Sixty four Thousand eight hundred and Ten only). Out of which Rs.29,66,907/- has already been spent. Rs.11,69,331/- (Rupees Eleven Lakhs sixty Nine Thousand three hundred and thirty one only) have been given as Advances to office, college Bus, Hostel, NSS, TEQIP, etc. and have a Cash Balance of Rs.928572/- (Rupees Nine Lakhs Twenty Eight thousand, Five Hundred and Seventy two only). The Audit find that the Advances from PTA are NOT get recouped in time. As per the Government order issued in 2015, the PTA fund is also come under the purview of Government money and hence the Advances should be recouped within maximum 3 months. Otherwise, 18% of penal Interest is to be realized from the officers concerned. The Advances paid in July, 2015 is still pending for recoupment. Necessary steps should be taken to get recouped the Advances at the earliest and report to the audit.

28) ATTENDANCE REGISTER

Many irregularities are found in the maintenance of Attendance Register. The punching machines installed are NOT functioning. Hence punching Statements are also NOT available. In the Attendance Register monthly carry over of casual leaves are NOT made properly. The Office Attendants conduct Treasury Duty and receive T.A. But no marking is seen in the columns of Attendance Register. The A.N. portion of the columns are kept blank without marking O/D or T/D. In all institutions one attendance Register is used for an entire year. But, here in 2014, monthly wise attendance registers were seen used for office and all Departments. The reason for this action has to be explained to Audit. There found mistakes in the calculation of casual lave of Shri.M.V.Seethanathan, Librarian during July, August 2015. Rectify this and report to Audit.

On verification of Attendance Registers of 2014,2015 and 2016 the columns in Attendance Registers of the following staff are kept blank, without marking leave/reason. As salary had already been paid to these staff, this is a serious mistake from the part of the controlling officer. Rectify the mistakes and send copies of the relevant pages of the attendance registers to audit. This type of negligence should be avoided in future.

2014 (COMPUTER)

Valsaraj.K.S, Assistant Professor	6/1/14 to 31/1/14
Dr.V.S.Amitha, Professor	13,20 to 24, 27 to 31 in October 2014
Smitha Karunan, Assistant Professor	23/10/14
Dr.Anitha.V.S, Professor	4/11/14 to 30/11/14
Prabhakaran, Tradesman	10/11/14 to 14/11/14
Dr.V.S.Anitha, Professor	1/12/14 to 31/12/14

2015 (COMPUTER)

Casual Leaves are NOT carried over to next months page.

Jyothi, Computer programmer	3,4,5 of June 2015
Madhu.K.P, Assistant Professor	15/9/2015
Shabeer.K.P., Assistant Professor	2/9/2015
Jyothi.T, Computer Programmer	2/9/2015
Prasad.M.V, Tradesman	2/9/2015
Sajithkumar.K.B, Trade Instructor	3,17,31 of October 2015
Sankaran Namboodiri, Tradesman	3,31 of October 2015

NOVEMBER 2015

Shabeer.K.P, Assistant Professor	3,23,24
Madhu.K.P, Assistant Professor	9/11/2015
Abid Theruvath, Computer Programmer	3 to 6,9 to 13, 17 to 20
Jaikumar.K.K, computer Programmer	3 to 6,9,25 to 28
Rajeswary.V.P, Instructor	11,25 to 27
Sajith Kumar.K.B, Trade Instructor	3,11,16
Sankaran Namboodiri, Tradesman	3,4,9,30
Prasad.V.V, Tradesman	11/11/2015

DECEMBER 2015

Madhu.K.P, Assistant Professor	7 to 11, 28 and 29
Dhanya Raj.P, Asistant Professor	7 to 11, 28 and 29
Abid Theruvath, Computer Programmer	28 and 29
Jaikumar.K.K, Computer Programmer	1 to 4, 14 to 18, 31
Rajeswary.v.P, Instructor	15,16
Sajithkumar.K.B, Trade Instructor	2 to 4, 10,28,29,31
Sankaran Namboothiri, Tradesman	1 to 4, 10, 28 to 30
Prasad.V.V, Tradesman	1 to 4, 14, 30 to 31

2015 (APPLIED SCIENCE)

Dr.Sabin.P.Joseph, Assistant Professor	22/1/15
Mathew Mecheril, Assistant Professor	16,22 of January 2015 and 6/3/15
Aswathy.P.A, Assistant Professor	21/8/15
Dr.Sabin.P.Joseph, Assistant Professor Aswathy.P.A, Assistant Professor Mathew Mecheril, Assistant Professor	2/9/2015

2015 (NON INDUSTRIAL STAFF)

Pradeepan.N	30/4/15
M.V.Thomas	30/4/15
P.K.Pramod	27,30/4/15
C.Shaji	30/4/15
Dhanya.M.A.	30/4/15
A.J.Jini	30/4/15
Sainava Karikandy	30/4/15
K.V.Chandran	22/4/15
K.Mahija	5,26/12/2015

2016 (MINISTERIAL STAFF)

Rajesh.K, Gardener	Casual Leave Not counted properly
Babu.P.K.	9/3/16, 10/3/16
Muhammed Arangath	Casual Leave NOT Marked properly
Thomas.K.J	Leave NOT marked

2016 (TEACHING STAFF)

Jai Kumar.K.K, Computer Programmer	14 to 18/3/16
N.Balan, Electronics Department	4, 8 to 15 and 29 to 31 of March 2016

2015 ELECTRICAL

Subash.P.T, Trade Instructor	22/1/15
Vishal.M.J, Assistant Professor	16/2/15
Sony.M.G, Assistant Professor	16/2/15
Lalgi Gopi, Assistant Professor	16/2/15
Remya Sukumaran, Assistant Professor	16/2/15
Suresh.K.Damodaran	2/9/15
Manojkumar.M.V	2/9/15
Elizabeth Cheriyan	22/9/15, 23/9/15
Sajitha.M	6/11/15
Dr.Manu.V, Associate Professor, Mechanical	27to30/1/14,21to 22/2/14
Prasanth.V.S, Associate Professor, Mechanical	3,4,11 to 30/6/14
Mohandas.V.P, HOD, Mechanic	30/6/14, 19/9/14
Dr.R.Wilbert	29/12/14
Bobby.P.S, Tradesman Civil	29/12/14
K.V.Sivadasan	8,9 and 11/1/14
Shilpi.M	15,29, 30/12/14
Laiju Lukose	28/3/16
Ragesh.P.D, Associate Professor Civil	27/6/16 to 10/7/16

2015 (MINISTERIAL STAFF)

Pradeepan.N	30/4/15
M.V.Thomas	30/4/15
P.K.Pramod	27,30/4/15
C.Shaji	30/4/15
Dhanya.M.A.	30/4/15
A.J.Jini	30/4/15
Sainava Karikandy	30/4/15
K.V.Chandran	22/4/15
K.Mahija	5,26/12/2015

2016 (MINISTERIAL STAFF)

Rajesh.K, Gardener	Casual Leave Not counted properly
Babu.P.K.	9/3/16, 10/3/16
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2016 (TEACHING STAFF)

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N.Balan, Electronics Department	4, 8 to 15 and 29 to 31 of March 2016

2015 ELECTRICAL

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Sony.M.G, Assistant Professor	16/2/15
Lalgi Gopi, Assistant Professor	16/2/15
Remya Sukumaran, Assistant Professor	16/2/15
Suresh.K.Damodaran	2/9/15
Manojkumar.M.V	2/9/15
Elizabeth Cheriyan	22/9/15, 23/9/15
Sajitha.M	6/11/15
Dr.Manu.V, Associate Professor, Mechanical	27to30/1/14,21to 22/2/14
Prasanth.V.S, Associate Professor, Mechanical	3,4,11 to 30/6/14
Mohandas.V.P, HOD, Mechanic	30/6/14, 19/9/14
Dr.R.Wilbert	29/12/14
Bobby.P.S, Tradesman Civil	29/12/14
K.V.Sivadasan	8,9 and 11/1/14
Shilpi.M	15,29, 30/12/14
Laiju Lukose	28/3/16
Ragesh.P.D, Associate Professor Civil	27/6/16 to 10/7/16

It is noted that entries including names, roll numbers, designation and scale of pay of each member, should be written above his name. Public Holidays, Sundays and vacation period should be clearly marked in the attendance Register. Page certification of each Register should be made.

The above mentioned drawbacks should be rectified and reported to Audit with photocopies of relevant pages. The controlling officer should be more vigilant on maintaining attendance Registers in future.

29) FEES RECEIPT BOOK:

(1) Total amount of each receipt should be written in words, as well as in figures. Details of students (class and year/sem) must be written in the fee Receipts.

(2) Amount collected vide Fee Receipt No.606593 on 4/06/2014 is shown in the Daily Collection Register and cash book on 2/06/2014, ie. two days before. This is to be explained.

(3) The total amount shown in the fee receipt book is not seen signed by the AA/Superintendent. This is to be done everyday. Daily total of the collection is to be written in the Fee Receipt book with the initials of AA/Superintendent.

(4) **Fee Receipt No.607196 to 607207:** In all the receipts, the amount collected is noted as 10800/- and corrected as 9800/-. Total amount in the Daily Collection Register is shown a Rs.107800/-(9800x11). But the daily total shown in the Receipt Book is (Rs.119800). Please explain this. The correction in the fee receipts is to be avoided in future.

(5) On 11/9/2014 vide fee Receipt No.607208 and 607209 Rs.One lakh (Rs.50000+Rs.50000) Collected as liquidated damages from two students. On 16/09/2014, 27/9/14, 13/10/14 etc. the amount is collected using TR-5 Receipts. Explain the reason for using two types of receipts. Actually the amount is to be collected using TR-5 Receipt and remitted to Revenue account.

(6) **Fees receipt book no.8:** In Fee Receipt No.607239 to 607400 and Book No.9,10,11,12,13 the entries are seen printed. This is done by detaching the pages serially numbered in duplicate. This is highly irregular. Explanation from concerned staff member should be obtained and reported to the audit.

There is chances of malpractices during the printing process. This type of receipts should be written in hand with carbon paper. Modern Electronics receipts can be issued using special softwares which can be verified later. The method adopted for this printing cannot be verified later. Therefore, this must be avoided.

(7) As per Fee Receipt No.58182 to 58244 dated 22/04/2014 an amount Rs.875/- (eight hundred and seventy five only) is collected as cost of Tenders forms. But in Daily Collection Register and cash book it is entered and 835/- The balance Rs.40/- must be recovered from the staff member and report to the audit.

(8) As per Fee Receipt No.58182 to 58379 dated 22/04/14 the total amount collected is Rs.157040/- ($26 \times 20 = 520 + 172 \times 910 = 156520$) But as per Daily Collection Register Vol.VIII page 242, Rs.145470/- is seen remitted. The balance amount Rs.11570/- is to be recovered from the Head Accountant and remitted to Government account. The details may be reported to the audit.

(9) As per fee receipt book: Receipt No.58369 to 58379 Rs.910/- is collected. But in Daily Collection Register, the collected amount is Rs.20/- only per receipt (11 receipts). This may be explained and reported to the audit.

(10) In Fee Receipt Book No.140 Original fees receipts from No.058182 to 058200 are not issued to the students. This may be explained.

(11) In TR-5 Receipt No.324905 the original receipt is cancelled. But as per Daily Collection Register Rs.20/- is collected and remitted. This is to be explained and reported.

(12) Vide TR-5 Receipt No.324913 to 324915 dated 21/7/2015 collected Rs.70/-. But it is not seen entered in Daily Collection Register of that date. In other dates also it is noticed that the amount collected through TR-5 Receipt is not entered in Daily Collection Register. This is not a good practice. All amounts collected through TR-5, and fee Receipt must be entered in Daily Collection Register, in future.

(30) BUS ACCOUNT

RECEIPT BOOKS OF BUS ACCOUNT: Total of Daily collection should be written in the receipt book with initials of the concerned officer.

(31) STOCK REGISTER: In Stock Register of Chemistry Lab, there is no signature of the receiver. In every page, the receiver should affix his signature against each entry in the register and report.

(32) PURCHASE FILES

(1) File No.D2/6602/2016: Purchase of login Register for CSE Department. It is seen that the items are not taken into stock. Stock certificate is not seen in the office copy of the bills.

(2) FILE No.D2/5268/15: Purchase of Toner for CSE Department. The item is not seen taken into day book of the institution. Stock certificate regarding the entry in Day Book is necessary. Explain this.

(7) As per Fee Receipt No.58369,6274, dated 22/2014 a amount Rs.875/- (Eight hundred and Seventy five only) is collected as cost of Study forms. But in Daily Collection Register and cash book it is entered and 835/- The balance Rs.40/- must be recovered from the staff member and report to the audit.

(8) As per Fee Receipt No.58182 to 58379 dated 22/04/14 the total amount collected is Rs.157040/- ($26 \times 20 = 520 + 172 \times 910 = 156520$) But as per Daily Collection Register Vol.VIII page 242, Rs.145470/- is seen remitted. The balance amount Rs.11570/- is to be recovered from the Head Accountant and remitted to Government account. The details may be reported to the audit.

(9) As per fee receipt book: Receipt No.58369 to 58379 Rs.910/- is collected. But in Daily Collection Register, the collected amount is Rs.20/- only per receipt (11 receipts). This may be explained and reported to the audit.

(10) In Fee Receipt Book No.140 Original fees receipts from No.058182 to 058200 are not issued to the students. This may be explained.

(11) In TR-5 Receipt No.324905 the original receipt is cancelled. But as per Daily Collection Register Rs.20/- is collected and remitted. This is to be explained and reported.

(12) Vide TR-5 Receipt No.324913 to 324915 dated 21/7/2015 collected Rs.70/-. But it is not seen entered in Daily Collection Register of that date. In other dates also it is noticed that the amount collected through TR-5 Receipt is not entered in Daily Collection Register. This is not a good practice. All amounts collected through TR-5, and fee Receipt must be entered in Daily Collection Register, in future.

(30) BUS ACCOUNT

RECEIPT BOOKS OF BUS ACCOUNT: Total of Daily collection should be written in the receipt book with initials of the concerned officer.

(31) STOCK REGISTER: In Stock Register of Chemistry Lab, there is no signature of the receiver. In every page, the receiver should affix his signature against each entry in the register and report.

(32) PURCHASE FILES

(1) File No.D2/6602/2016: Purchase of login Register for CSE Department. It is seen that the items are not taken into stock. Stock certificate is not seen in the office copy of the bills.

(2) FILE No.D2/5268/15: Purchase of Toner for CSE Department. The item is not seen taken into day book of the institution. Stock certificate regarding the entry in Day Book is necessary. Explain this.

13) FILE No.D2/3967/15: (Purchase of consumables). It is noticed that items purchased through local purchase for various sections are not seen entered in Day Book of General store. Stock certificate of the Store Keeper is necessary. Items are directly taken in to the stock register of the concerned sections. This is to be avoided. All items purchased must be entered into the Day Book of Stores and then issued to the concerned sections with proper indent.

(4) FILE No.D2/3967/15: (Purchase of items for Series Test). As per proceedings No.D2/3967/15/GED/WYD dated 09/09/2015 Payment Sanction is accorded for Rs.14023/-. But, the secretary, Wayanad Government Engineering College Co-operative Society has reported that two bills are pending with the office (Rs.14023 and Rs.2100/-) on 26/11/15.

Report the reason for the non payment of the amounts.

(5) FILE No.D2/6679/2015: Purchase of 1KVA UPS for Ladies Hostel. Details of payment made to M/s.Esquire Associates, Thrissur are not seen in the file. Report whether the amount is paid to the firm.

(6) LOCAL PURCHASE FILES: On verification of local purchase files, it is noticed that most of the items are not entered in the Day Book. They are directly entered in the department stock register and stock certificate is issued by the concerned staff member.

All items purchased with Government money must be entered in the Day Book of Stores. It is seen that in most of the files the file ends with a bill/voucher from the firms. The details of payments made/receipt etc. are not seen attached to the file. Therefore all the files are incomplete.

After making payment, when the actions relating to the purchase is over steps should be taken to close the file. From the files submitted, it is not clear whether the payment is done or not.

(7) FILE No.D1/2630/15/GEC,WYD: Purchased furniture from M/s RUBCO for Rs.761563/-. Principal is not competent to issue A.S/P.S for the amount. As per delegation of powers furniture worth 2 Lakhs only can be purchased by DTE. A.S. from Government should have been obtained for this purchase. Explain this and report to Audit

(8) D1/5470/15: Purchased 40 Computers for Rs.1456172/- violating the delegation of purchase power of Principal. Explain.

33) CONTINGENT BILLS

(1) CB No.04/2014-15: for Rs.1631/- (Electricity Charges) There is only a copy of proceedings attached. Passed for payment and cancelled copy of Bill must be attached to the bill and report.

(2011) No. 17/14-15: Contingent bill passed. The bill is not attached.

(3) CB No.7/14-15: Passed and cancelled Electricity Bill for Rs.155353/- and receipt from KSEB should be attached to the file and report.

(4) CB No.14/2014-15: Passed and cancelled telephone bills to be attached.

(5) CB No.15/14-15: Receipt for Rs.4900/- from the Wayanad District Printing and Publishing Society Ltd. Mananthavady is to be attached to the contingent bill and reported to the audit.

(6) CB No.16/14-15: Receipt for Rs.3850/- from M/s Zygonet System, Kalpetta and for Rs.3100/- from M/s Unicorn Infotel Pvt.Ltd. may be obtained and attached to the Bill.

(7) CB No.19/14-15: Receipt for Rs.504/- from M/s Karvy Data Management System is not seen attached with Bill.

(8) CB No.21/14-15: Passed and cancelled telephone bills for Rs.167/- and Rs.514/- are to be attached to the bill.

(9) CB No.22/14-15: Passed and cancelled Electricity bill for Rs.19452/- is to be attached.

(10) CB No.24/14-15: Receipt for Rs.2200/- from M/s APS Marketing Company required.

(11) CB No.26/14-15: Electricity Bill for Rs.7700/- passed and cancelled bill and receipt from KSEB required.

(12) CB No.27/14-15: Receipt for Rs.1970/- from M/s Neo Electricals, Mananthavady required.

(13) CB No.29/14-15: Telephone bills for Rs.167/- and Rs.448/- passed and cancelled copies are to be attached to the bill and report.

(14) CB No.32/14-15: An amount of Rs.4602/- is drawn for the purchase of refreshment items for principal. The amount is debited to the Head of Account 2203-00-112-81-34-OC(3)-OI-Non Plan. Report whether the Principal is authorized to purchase refreshment items for his use with Government money from this Head of Account. This may be explained.

(15) CB No.33/2014-15: Passed and cancelled Bills for Rs.7492/-, Rs.7193/- and Rs.7305/- from BSNL should be attached and reported.

(16) CB No.34/14-15: Passed and cancelled bills for Rs.78634/-, Rs.70988/- and Rs.50650/- should be attached to the bill and reported.

(17) CB No.36/14-15: Passed and cancelled bill for Rs.77480/- from KSEB should be attached to the bill and report.

(18) CB No.49/2011: Passed and cancelled bill for Rs.800/- from M/s. Amount of Rs.800/- is claimed as per bill attached to the bill.

(19) CB No.40/14-15: Receipt for Rs.485/- from M/s Karvy Data Management System required.

(20) CB No.51/14-15: Passed and cancelled bill from KSEB for Rs.86210/- required.

(21) CB No.55/14-15: Passed and cancelled bill for Rs.7546/- from BSNL required.

(22) CB No.66/2014-15: Telephone Bill for Mobile No.9400006414 for the month of September 2014 is passed for Rs.177/- excess amount claimed Rs.10/- may be recovered from the Principal and report.

(23) CB No.67/14-15: Purchased refreshment items for the Principal for Rs.1850/- debiting the expenditure to the head of account 2203-00-112-81-05-OE(4)-01 Non Plan. Explain the authority.

(24) CB No.108/2014-15: Telephone charges mobile No.9400006414 claimed Rs.177/- Excess claimed Rs.10/- Recover and report.

(25) CB No.118/2014-15: An amount of Rs.1307/- is remitted as Building tax at Thavinjal Grama Panchayath. Explain.

(26) CB No.121/14-15: Telephone charges for mobile No.9400006414 claimed is Rs.177/- (Order No.D1/16410/2012/DTE dated 26/5/2012) Recover Rs.10/-

(27) CB No.45/2015-16: An amount of Rs.426/- is claimed as Telephone charges for mobile No.9400006414. The admissible amount is Rs.167/- Excess amount claimed is Rs.259/- and it may be recovered from the Principal.

(28) CB No.30/2015-16: An amount of Rs.426/- is claimed as Telephone charges for mobile No.9400006414. Excess amount claimed is Rs.259/- (426-167). This may be recovered from the principal and reported to the audit.

(29) CB.No.56/15-16: An amount of Rs.426/- is claimed as Telephone charges for Mobile No.9400006414. Excess amount claimed Rs.259/- may be recovered from the Principal and reported.

(30) CB.No.66/15-16: An amount of Rs.426/- is claimed as Telephone charges for Mobile No.9400006414. Excess amount claimed Rs.259/- may be recovered from the Principal and reported.

(31) CB No.75/15-16: An amount of Rs.378491/- is paid to M/s KELTRO, Thiruvananthapuram for modernization of Library by installing RFID card and other connected equipments.

The equipments have been installed during September 2015. But till now the system is not working. It is directed to furnish explanation for lapse from the part of concerned staff members. The expenditure incurred without feasibility study is objected.

Urgent steps should be taken to repair the equipments installed and report to the audit, otherwise the loss sustained to Government should be made good by appropriate method.

(32) CONTINGENT REGISTER 2014-15: No indication of dates of encashment and authentication of Administrative Assistant in CB.Nos.145,146 and 150.

(33)CB No.77/15-16:

An amount of Rs.436/- is claimed as telephone charges for mobile No.9400006414. Excess amount claimed Rs.259/- may be recovered from the Principal and report to the audit.

(34) CB No.90/15-16: An amount of Rs.426/- is claimed as Telephone charges for mobile phone No.9400006414. Excess amount Rs.259/- may be recovered from the Principal and report to audit.

(35) CB No.105/15-16: An amount of Rs.438/- is claimed as Telephone charges for mobile No.9400006414. Excess amount Rs.271/- may be recovered from the Principal and reported to audit.

(36) CB No.110/15-16: An amount of Rs.1307/- is claimed as Telephone charges for mobile No.9400006414. Excess amount Rs.1140/- (1307-167) may be recovered from the Principal and reported to audit.

(37) CB No.123/15-16: An amount of Rs.449/- is claimed as Telephone charges for mobile No.9400006414. Excess amount Rs.282/- This may be recovered from the Principal and reported to audit.

(38) CB No.128/15-16: An amount of Rs.428/- is claimed as Telephone charges for mobile No.9400006414. Excess amount Rs.261/- may be recovered from the Principal and reported to audit.

(39) CB No.07/16-17: Telephone charges of mobile No.9400006414 Rs.428/- claimed. Excess drawn Rs.261/- may be recovered from the Principal and reported to audit.

GENERAL OBSERVATIONS

The sub vouchers in contingent Bills are NOT cancelled after payment.

34) CASUAL LEAVE REGISTER.

1. Casual Leave Register of office staff submitted is incomplete and not authenticated by the sanctioning authority. This is to be rectified and reported.
2. Casual Leave Register from other departments WERE Not available. Strict instruction must be issued to maintain Casual Leave Register in all Departments.

35) SERVICE BOOKS

(1) JAMES.P.J, Senior Clerk: First appointment details are not entered in the Service Book history page. His date of promotion as UDC was changed from 1/10/12 to 4/1/13. The excess pay drawn by him is not seen recovered till date. Recover the excess pay drawn in lump and report to audit, immediately.

(2) K.V.CHANDRAN, LIBRARIAN GRADE IV: He joined duty as Librarian Grade IV on 30.06.2011 after relieving from the post of Police Constable. His scale of pay in the post of Police constable was Rs.13900-24040. But the scale of pay of Librarian Grade IV is Rs.11620-20240. Therefore he is not eligible to get pay protection in the post of Librarian Gr.IV. Hence his pay is to be regulated accordingly. Recover the excess pay paid to him and report to audit(KSR Rule - 37(b) and GO(P)211/05/fin dated 11.05.2005

(3) SURESH.P, WATCHMAN: He had appointed as watchman vide Order No.E2/550/13 dated 2/5/13 and joined duty on 13/05/2013. But his appointment is not regularized till date. On verification of the File, it is seen that the person was involved in a criminal case and sentenced for 7 years rigorous imprisonment and availed bail from High Court and filed appeal before High court, Kerala. At the time of joining duty at Government Engineering College, Wayanad, he was on bail. It is seen that the officers concerned of Government Engineering College, Wayanad did not obtained the police verification report from the party and not verified. As per the rules, he was not eligible to join in Government service, as he was convicted for 7 years rigorous imprisonment. He is still continuing in service. Therefore personal explanation is to be obtained from the officers(Section clerk, Establishment Superintendent, Administrative Assistant) for the lapse and forward to audit, with the remarks of the principal.

(4) NAKKARULLARI, PTS: His educational Qualification is not seen entered the Service Book. It should be done and report to audit.

(5) GIREESH KUMAR.O, PTS: His Educational qualification is not seen entered in the Service Book. It should be done and report to audit.

(6) RAMLATH.K.A.PTS: Educational Qualifications are NOT entered in her Service Book.

(7) USHA.K.E,PTS: Her pay was fixed in the scale of pay Rs.8200-13340 instead of Rs.9340-14800. She is eligible to get the scale of pay Rs.9340-14800. Reason for the change of scale is to be explained.

(8) SREELAL KAKKANATTU, PTS: Not sanctioned eligible pay scale. Explain.

(9) VASANTHAKUMARI KELOTH,PTS: Educational Qualification is not entered in the Service book. It should be done and report to audit.

(10) AMBUJAKSHAN.S, TRADESMAN: He was appointed as Tradesman in by transfer on 20.01.2015 while he was working as peon. As he was posted to vacation Department from 20/1/2015 he is not eligible for Earned Leave from 1/6/2014 onwards. It is seen that his Earned Leave was calculated upto 31/10/2014. Recalculate the Earned Leave upto 31/5/2014 and report to audit. (Note(4) to Rule 81, part-I, KSR)

(11) KRISHNAPRASAD.V, TRADE INSTRUCTOR: In page No.24 of Service Book, it is recorded that Shri.Balan.N, Trade Instructor has availed HBA for Rs.9,37,000/- and authenticated by Administrative Assistant. Please furnish the details of loan availed and its recovery with copy of sanction order to audit for further verification.

36) AMENITY BUILDING (FILE NO.D2/219/01): PWD had handed over the Amenity building on 26/9/2013 vide letter No.B2/7/2003(A). It is seen that an amount of Rs.10,00,000/- (Rupees Ten Lakh only) was sanctioned for the additional works and repair of the building. The copy of A.S and estimates are not seen in the file. If there is any repair work to be done, it must be carried out by the contractor, because the defect was noticed within the liability period. Hence steps may be taken to realize the cost of repair works done during the liability period, from the contractor through PWD. The present stage of the work and payment details may be obtained from PWD and report to audit. As per the request of SBT, Mananthavady, Rs.36,000/- was expended by the Principal for making arrangements for Installing ATM Counter. But till date the ATM is not installed. Take urgent action in contact with the General Manager, SBT for installing the ATM.

An amount of Rs.3,16,981/- was expended for purchasing furniture viz Table-16, Cot-16, Chair-16, Almara-8 for Amenity building. Eight rooms are