

P.N.DAS COLLEGE

INTERNAL AUDIT REPORT **FOR THE YEAR 2021-2022**

DHIRAJ AGARWAL & ASSOCIATES

CHARTERED ACCOUNTANTS

27/1 ORPHANGUNGE ROAD

KOLKATA-700 023

Dhiraj Agarwal & Associates

Chartered Accountants

27/1, Orphangunge Road, Kolkata-700 023



To,

The Principal
Dr. Sharmila Dey
P.N.Das College
Santinagar, Palta
PO. Bengal Enamel,
PS: Mohanpur, Dist., North 24 Parganas
West Bengal PIN-743122

Dear Sir,

Sub:- Internal Audit Report for the year FY 2021-2022

We have conducted the Internal Audit of **P.N.Das College**, for the Financial Year 2021-22.

We Report as under: -

We have gone through Trial Balance, Receipts & Payment vouchers, Bank Statements, Journal vouchers & other relevant documents. We conducted our Audit in accordance with the internal auditing procedures generally accepted in India. An Audit includes examining on the test basis, evidence supporting the amounts and disclosures in the financial statements.

We have reviewed existing system and internal checks / internal control on operation. Report on compliance with various applicable statutory requirements and adherence to statutory payments schedule. Checked and verified various supporting documents such as bills, internal voucher, agreements and financial authorization etc., for validating all relevant transactions.

We have following observations:

A) Income:

Income of the College comprises of Receipts from Students as Tuition Fees, Exam Fees etc.

Interest Income is accounted on the accrual basis.

B) Expenses:

Expenses of the College comprises of Electricity & Fuel, Employee Expenses, Research and Development, Salary for Management Appointee Exp and other Expenses including the Statutory charges.

Other Expenses have been booked on actual basis, and wherever required; the period ended provisions are made by the college.



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C) Current Liabilities, Provisions and Taxes:

Expenses relating to the period under review but falling due for payment in subsequent period are provided for as provisions for Expenses.

D) Investments:

During the year under review, College has not made any fresh investments.

E) Other Information:

1. There has been no change in the Accounting Policies and Practices followed by the college.
2. We have checked / verified, on test check basis, the scan copies of supporting documents such as bills, internal vouchers, agreements, financial authorizations, for validating revenue transactions. We have not found any discrepancy in the same. The College has followed the financial authorizations as laid down by the management.
3. Risk Management: We were informed that the periodic back up of the data / information is taken by the College.

We thank the management and the team for their co-operation in conduct of this audit.

Thanking You,

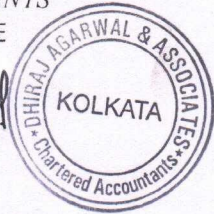
For **DHIRAJ AGARWAL & ASSOCIATES**
CHARTERED ACCOUNTANTS
Registration No. 329972E

Dhiraj Agarwal

(DHIRAJ AGARWAL)

Proprietor

Membership No. 304955



PLACE : KOLKATA

DATE : 25/11/2022

UDIN: 22304955BECHRA3874

INTERNAL AUDIT REPORT FOR THE PERIOD FROM 01.04.2021 to 31.03.2022

PART –A: BRIEF DETAILS OF THE AUDITEE AND THE AUDITORS

a. Name and address of the Auditee (College)	P.N.Das College Santinagar,Palta PO.Bengal Enamel, PS.Mohanpur,Dist., North 24 Parganas West Bengal
b. Name of the Auditors	Dhiraj Agarwal & Associates
c. Period covered in the Previous audit	Not Applicable
d. Period covered in the current audit	01/04/2021 to 31/03/2022

About the College

P.N.Das College was established on 20th August 1962, in which Sri Debesh Das, a well wisher, donated a huge sum to facilitate the establishment of the college in the name of his father, Late Priya Nath Das (P.N. Das). Suddenly, Santinagar assumed a respectable seat in the field of higher education. P.N. Das College got affiliation from the University of Calcutta for teaching some subjects in the Arts faculty and in 1975-76 the department of Commerce was affiliated with the same. Subsequently, Honours courses in Commerce and in different subjects in the Arts faculty were extended by the University. Affiliation of the B. Sc. (General) stream was also obtained in 2003-04. Presently, the College is affiliated to the West Bengal State



University. The College is situated in Santinagar, some steps away from Palta Railway Station. The College campus measures 4.3 acres constituting a vast expanse of green fields dotted with tall trees and a water body. Buildings with classrooms, Library, Hostel and Administrative work encircle the greenery.

ICT based education is effectively implemented. Learning Material is uploaded on the Learning Management System of the college. There are sixteen departments in the College namely Bengali, Education, English, History, Physical Education, Political Science, Philosophy, Mathematics, Hindi, Economics, Geography, Sanskrit, Physics, Chemistry, Computer Science and Commerce.

Vision, Mission and Motto of the College

Vision	The vision of the institute is to achieve excellence while remaining faithful to its commitment to the empowerment of the weaker sections of the society through knowledge that equips and enlightens.
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Mission

The main mission constitutes:-

- To equip and empower students, especially from displaced (consequent to the Partition of the nation) and socio-economically backward families with updated knowledge, competence and creativity to face global challenges.
- To impart value based and value added education to breed a set of socially responsible and self-confident citizens for the future.
- To educate the pupils from socially and economically backward community and to enlighten them with the idea of and pride in the rich cultural tradition of our nation.
- To evolve innovations in teaching-learning, research and extension activities to achieve national standards.
- To promote women's education and eradication of illiteracy.
- To generate consciousness of our national heritage, culture and value system along with a rational, scientific temper well



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	<p>aware of issues related to human rights and environment.</p> <ul style="list-style-type: none">• To realize the constitutional goal of equity through education to all, irrespective of caste and creed.
Motto	<p>From Darkness, lead me to light. (तमसो मा ज्योतिर्गमय)</p>



PART –B: EXECUTIVE SUMMARY

(a) OBJECTIVES OF AUDIT

The objectives of internal audit are as follows –

- To evaluate the adequacy of internal control system
- To ensure compliance of laid down policies and procedures as documented in the Financial Management Manual of the project.

Internal audit provides project management with timely information and recommendations on financial management aspects to enable the management to take corrective actions, wherever necessary, in due time.

(b) METHODOLOGY OF AUDIT

We have conducted the Internal Audit of P.N. Das College, for the period from 01st April 2021 to 31st March 2022. We carried out the audit as per the terms of reference provided to us and in accordance with the standards on auditing promulgated by the Institute of Chartered Accountants of India.

(c) STATUS OF IMPLEMENTATION OF THE FINANCIAL MANAGEMENT SYSTEM

During the audit we noted that the Financial Management System has been implemented for the period 01st April 2021 to 31st March 2022.



PART –C: KEY AREAS THAT ARE CLASSIFIED INTO FOLLOWING STRUCTURE:

1. GOVERNANCE

- ✓ The Governing Body is the highest decision making body of the college. The Principal is the ex-officio Secretary of the Governing Body. There is representation from the Teaching staff, Office Staff, Students, Affiliating University and the Government.
- ✓ Biometric attendance has been introduced for the staff.
- ✓ The minutes of the Governing Body and other Committee are duly recorded. In the pandemic period, the meetings were conducted through virtual mode also.
- ✓ Members of the Committees are Teachers, Non-teaching Staff, Students, and members of the Governing Body and any other external member recommended by the Governing Body.

2. Financial Management

- ✓ There was a proper budgetary control adopted by the administration. It provides the college with a clear view of how it intends to use its resources and sets out in clear terms how the college applies its financial resources to implement and development plan.
- ✓ Regular monitoring of the budget was done by the Principal of the college and Bursar to effective proper internal control. It helps them to monitor potential overspends and promptly identify remedial actions, if any.





- ✓ Every year, the Budget is prepared and placed in the Finance Sub Committee for discussion and was finally approved by the Governing Body of the college in its Governing body meetings, considering the long term objectives and overall development of the college.
- ✓ There was a proper internal control for the procurement of goods/stock. The invoices of the vendor are properly checked by the Purchase Committee and then entered into the system for accounting entry. If any discrepancies were found in the invoices, then the concerned Committee report to the Principal for resolve.
- ✓ It has been seen that advance payment to vendors has been done after ascertaining the requirements of the work for conducting the work.
- ✓ The income of the college is recorded on receipt basis and expenses are recorded on accrual basis.
- ✓ While conducting the audit, we had come across the following certain expenditures that are incurred and are reported for the year 2021-2022

Head of Expenditure(Operating)	Amount Incurred (Rs)
Electricity & Fuel	1,12,262.00
Ceremonial Expenses	18,711.00
Financial Transactions Processing & Clearing Ch.	22,168.25
Concession of Fees	2,870.00
Maintenance /Development(Dev. of Academic Facilities)	2,19,519.00
Maintenance/Development(Dev. of Physical Facilities)	11,84,515.00
Institutional Social Responsibilities	25,000.00
Research &Development	20,000.00
Grants in Aid	455,40,866.00
Salary for Management Appointee (Part Time Teachers and Non Teaching Staff)	7,47,944.00

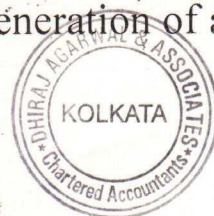


Head of Expenditure(Non-Operating)	Amount Incurred (Rs)
Furniture & Fixture	38,000.00
Electric Installation	12,146.00
Library Books	81,846.00
Laboratory Equipments	4,100.00
Sanitary Napkin Vending Machine	13,570.00
Computer & Accessories	31,683.00
Solar Light	53,950.00
Students' Canteen	1,25,140.00

Apart from above expenditures, there are also certain expenditures that are incurred for day to day activities required for the overall functioning of the college.

It has been noted that **Rs.455,40,866.00** had been received from Government of West Bengal in the form of Pay Packet towards **Pay and Allowances** of the staff in government payroll and disbursed to the respective employees through Barrackpore Treasury-I.

- ✓ With respect to the incomes of the college, all are recorded at the point of receipt and banked accordingly. Generally, the receipts are admission fees, Tuition Fees, Application fees, Session fees etc and other nature of fees, collected from the students, as internal source of income. There are also certain income from Bank Interest, as external sources which are also utilised for the benefits of the students in terms of Scholarships and other awards for their recognition in respective fields.
- ✓ Cash is managed by the cashier and is reconciled on a day to day basis. Generally all cash received at the college is banked but certain cash is kept in the college for its petty use purposes.
- ✓ There is no letting policy for the generation of any income adopted by the college.



3. Academic and Administration

- ✓ Total Roll Strength of Students of the College are 1118 students for the session 2021-22. The no. of students in Class and subjects wise are as under:-

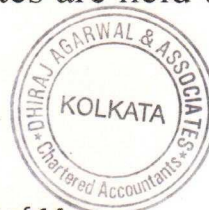
Class	First Semester		Third Semester		Fifth Semester	
	UG Pass	UG Hons	UG Pass	UG Hons	UG Pass	UG Hons
Political Science	0	9	0	7	0	6
English	0	31	0	31	0	23
Bengali	0	03	0	06	0	12
Accounts	22	28	4	08	04	10
History	0	20	0	12	0	19
Geography	0	22	0	22	0	15
Education	0	10	0	18	0	07
B.Sc	12	0	10	0	5	0
B.A.	396	0	187	0	159	0
Total No of Students is 1118	430	123	201	104	168	92



- ✓ There was a proper internal control adopted by the college authority for the admission procedure and is done on the basis of guidelines of the Directorate of Public Instruction West Bengal and West Bengal State University.
- ✓ On reviewing, the Closing Stock of the Books in the Library as on 31.03.2022 are ascertained as under:-

Opening Balance as on 01/04/2021	15034
Additions during the year	339
Closing Balance as on 31/03/2022	15373

- ✓ The College Library is fully automated using Integrated Library Management System (ILMS) software KOHA. The central library support teaching, learning and research across a wide range of all conceivable disciplines with its resource of 15373 books, 16 periodicals and CDs. Computers, Photocopiers, Scanners, Printers etc. are also there. The college library is fully automated with 15373 books and the college has subscription to NLIST enabling access to 6000 + ejournals, 199,500 + ebooks and 6,00,000 ebooks through National Digital Library (NDL).
- ✓ The College has a well defined organizational setup headed by the Governing Body. The Principal enjoys full financial and administrative powers and controls the academics under the direct guidance of the Governing Body.
- ✓ The college has formed different types of cells for the benefit of students, teaching and non-teaching staff.
- ✓ Special care is taken for the overall development of the students' capacity for social interaction. Workshop on skill development, Quiz and Debates are held to nurture and enhance soft skills.



- ✓ The students of the college have won accolades in the field of sports, culture and other competitive events.
- ✓ The institution encourages online classes; sharing of study material on Google classrooms (since 2017), Whatsapp groups, and college LMS; preparation of e-modules; online evaluation of assignments, online collaborative projects (like Google Docs, slides and sheets) etc.
- ✓ Meetings with students are held on a regular basis in order to help them in all ways and also to dispel any fears which they may have regarding academics or otherwise.
- ✓ The Human Resource Management policy of the institution provides support for the advancement of the faculty members and their optimum involvement in the academic and other activities, this helps in maintaining good human relations with the management. The policy laid down by the affiliating university for the recruitment of the faculty is strictly followed.
 - i) Permanent Teaching Staffs are recommended by the College Service Commission but appointed by the Governing Body.
 - ii) Permanent Non Teaching Staffs are appointed by the Governing Body by Post Creation memo and due approval by State Govt.
 - iii) State Aided College Teachers sanctioned by the State Government.
- ✓ All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders.



- ✓ The College has a strong monitoring system, where the Principal checks all the classes, course coverage and attendance through the Academic Sub Committee headed by the Academic- in-charge.

Besides this, the teachers submit a monthly report of their academic activities in each course. They also submit session and course completion reports to the Principal. This ensures holding of regular classes and organization of the academic activities such as class tests, assignments etc.

4. Innovations and Research

- ✓ Besides learning as per the contents adopted by the affiliating university, the college has made scope in the academic calendar for other learning activities such as remedial classes, course based exercises as home assignments, holding unit wise internal test, question bank and invited talks on the subjects. The students also develop knowledge through seminars and conferences, besides participation in co curricular activities.

- ✓ During the internal audit, we came across some innovative decision taken, adopted and implemented for the welfare of the students and overall benefits of the college, which are as under:-

- National Service Scheme (NSS)** - It aims to develop the personality of student volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio-economic realities of India.
- Health awareness programmes** - Every year, Awareness programmes on Water borne diseases are held; Seminars are also organized to create awareness on Thalassemia, AIDS, and Cancer. In 2021-22, Cancer and Healthy Lifestyle Awareness Programme was organised in collaboration with Sanjeevani - Life Beyond Cancer, Kolkata.





- iii. **Existence of Covid Cell –2021** – In alignment with the Government’s commitment towards control of Covid, the Covid Cell continues to exist.
- iv. **Shishu Bhavan** - It is an initiative where orphan children of the lower economic groups of the neighbourhood stay in the orphanage Shishu Bhavan. The NSS volunteers of P.N. Das College Unit undertake disease control measures, cleanliness and sanitation drives and create awareness about these issues among the orphan children.
- v. **Environmental Consciousness:** The College had formed an innovative Committee called Nature Club which focusses on awareness of environment related issues through seminars and activities involving students.
- vi. **Sharing and Caring Programme :** An initiative of College Staff Members of the activities involving Distribution of food packets, stationery and other useful items to the inmates of Shishu Bhawan.
- vii. **Concession to the students :** The concessions are offered to need-based cto candidates to allow them to complete their education in spite of not being able to meet the financial requirements. Rs 2,870.00 was given as concession from SAF, wherein 07 students have been benefited in the year 2021-2022.To prevent cases of drop-outs due to financial crises, provisions for financial help for the needy students in the form of concession or
“Earn while You Learn” Programme



5. Observations and Recommendation

- ✓ Alumni Association is not registered and alumni activities need to be strengthened.
- ✓ To get the state Government to sanction some new teaching posts.
- ✓ To build on the progress already made and improve NAAC Grade.
- ✓ To contribute more, and more directly, to its immediate locality, in terms of increasing outreach activities involving other educational institutions in the area.
- ✓ Motivate teachers to apply for major research projects for UG level and other funding agencies.
- ✓ Communication is relatively poor. To start a language laboratory to improve Spoken English capabilities of students and also start a business lab for commerce students.
- ✓ Accounting entry should be done and posted into proper head. It should be recorded and accounted for properly.
- ✓ Feedback mechanism may be introduced from internal and external stakeholders



