SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

Sinhgad Institutes

■ Corporate Office ■

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004. Tel. : (020) 2543 4582 Email : cjnawathe@sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
DIRECTOR (FINANCE)

No. STES/IAD/2021-22/47

Internal Audit Department,
STES, Erandwane, Pune -4
Date: - 02.02.2022

To,
The Principal,
Sinhgad Academy of Engineering,
Kondhwa (Bk), Pune 48.

Sub:-Internal Audit Report on the Accounts of Sinhgad Academy of Engineering, Kondhwa (Bk), Pune for the period 01/04/2020 to 31/03/2021.

General Information

1. Period covered during Audit: 01/04/2020 to 31/03/2021
2. Period during which audit was conducted: 13/01/2022 to 31/01/2022
3. Audit conducted by Shri. K.G.Sinnarkar,Internal Audit Officer, STES Pune.
4. Office bearers during the period of Audit.

Sr. No	Name of the staff Member	Designation	Period
1	Dr. Avdhoot Damodar Pol	Campus Director	1/4/2020 to 31/3/2021
2	Dr. Kishor P. Patil	Principal	1/4/2020 to 31/3/2021
3	Mrs Sunita R .Gadekar	Accounts Officer	1/4/2020 to 31/3/2021
4	Mrs. Varada J. Dhobale	Jr. Accountant	1/4/2020 to 31/3/2021

Part -1

Previous Audit:- Nil.

SINHGAD ACADEMY OF ENGINEERING PUNE - 48. STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Current Audit:- Checking of Internal control system.

The audit of the accounts of Sinhgad Academy of Engineering, Kondhwa, Pune for the year 2020-21 has been conducted and following observations are made:-

Para No 1.:- Fee receipts.

The fee receipts for the year 2020-21 were verified with student-wise details submitted by the admission section and with fee reconciliation statement. The discrepancies noticed were rectified during the course of audit.

Para No 2.:- Cash Transactions.

Cash transactions were verified on sample test basis. The procedure regarding daily writing of cash book and verification of cash in hand at the end of the day was verified. The denominations of cash in hand were specified on the cash book and the signature of the Principal was obtained in the cash book on daily basis were verified during the audit.

Para No 3.:- Salaries.

Salaries of all Teaching and Non- teaching staff are verified from the data received from administrative section and the pay sheet. Sample checking of salary sheets was done for 3 months namely April 2020, July 2020 and March 2021. Yearly increments falling due in July 2020 were verified in 100% cases. In some cases, corrections were got done during the course of audit and recoveries pointed out during audit were made by the College.

Para No 4.:- Purchases.

Major purchases like equipment, instruments, furniture and consumables were verified from the records of the Campus Committee quotations called for, certificates regarding materials received in good condition and materials entered in dead stock registers, consumable registers. Discrepancies noticed during audit were rectified. In general, it was observed that the procedures were properly followed.

Para No 5.:-Approvals.

All purchases and expenses were approved by the Principal / Campus Director and the Hon'ble President.

SINHGAD ACADEMY OF ENGINEERING
PUNE - 48.
STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No 6.:- Inter Branch Transactions.

All Inter branch transactions were verified with ledger extracts of the other units and branches. They were found to be reconciled.

Para No 7.:- Payments to suppliers and contractors.

The payments made to suppliers and contractors were verified with the ledger balances .Most of the payments were made from the Corporate Office for which the Inter branch transactions were verified.

Para No.8 :- Budgets.

The Budgets are approved by the Managing Council every year. In general, it is observed that the expenses were maintained within the limits prescribed in the budget. However, in special circumstances the approval of Hon'ble President was obtained.

Para No.9:- Outstanding fees receivable from students.Rs. 1,03,15,235 /-

As per the information furnished by the college, it is noticed that an amount of Rs. **1,03,15,235 /-** was outstanding to be recovered from the students as on 31/01/2022. The details are as under:-

Sr. No.	Financial Year	No of student	Receivable From Student(Rs.)
1	2013-14	1	45,431
2	2014-15	9	3,64,029
3	2015-16	4	2,40,268
3	2016-17	2	67,112
4	2017-18	7	3,95,547
	Total A	**23**	**11,12,387**
5	2018-19	7	2,44,813
6	2019-20	33	7,81,214
7	2020-21	268	81,76,821
	Total B	**308**	**92,02,848**
	Grand Total (A+B)	**331**	**1,03,15,235/-**

As regards the outstanding fees amounting to **Rs. 11,12,387/-** for the period from 2013-14 to 2017-18, it should be ensured by carrying out case by case study whether these amounts are actually recoverable. If not, the proposal may be sent to the Hon'ble President for writing off these irrecoverable amount. From the above table it is clear that, yearly review of outstanding fees and requirement of writing off unrecoverable amounts was not carried out on year to year basis which was contrary to the instructions given by the Finance Department.

The outstanding fees should be recovered immediately and compliance be reported to the audit.

SINHGAD ACADEMY OF ENGINEERING PUNE - 48. STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No.10:- Scholarship and Free-ship receivable from Social Welfare Department Rs. 1,46,96,288/-

As per the information furnished during the course of audit, it was noticed that an amount of Rs. **1,46,96,288/-**was outstanding to be received from Social Welfare Department as on 31/01/2022. The details are as under:

Sr. No.	Category	Total Stud-ents	2017-18 (Rs.)	2018-19 (Rs.)	2019-20 (Rs.)	2020-21 (Rs.)	Total Amount (Rs.)	Remarks
1	2	3	4	5	6	7	8=(4+5+6+7)	
1	OBC/EWS/ SEBC/ EBC	106	3,648	2,12,869	3,46,679	1,86,57,477	1,92,20,673	Claims Submitted.
2	VJNT	158		2,14,724	1,63,042	1,23,52,098	1,27,29,864	Claims Submitted.
3	SBC	19	6,471	62,648	79,312	25,39,527	26,87,958	Claims Submitted.
4	SC	106	1,82,506	4,10,304	83,603	97,32,723	1,04,09,136	Claims Submitted.
5	ST	18	10,003		1,03,640	3,79,105	4,92,748	Claims Submitted.
	Total	**407**	**2,02,628**	**9,00,545**	**7,76,277**	**4,36,60,930**	**4,55,40,379/-**	
	Amount received during 2020-21						**3,08,44,091/-**	
	Scholarship amount receivable						**1,46,96,288/-**	

The Principal is requested to pursue the matter with Social Welfare Department and compliance be reported to the audit.

Para No. 11 :- Non receipt of Examination grants for Rs. 82,207/- from SPPU Pune

As per the information furnished by the college, it is noticed that the Examination grants amounting to Rs. 82,207/- are receivable from the SPPU, Pune.

The claims for the same are already lodged with SPPU, Pune. The matter may please be pursued with the SPPU, Pune and the amount be recovered and compliance be reported to the audit.

Para No.12 :- Compliance of earlier years audit observations.

The compliance of earlier years audit observations was verified during the course of current audit.

SINHGAD ACADEMY OF ENGINEERING PUNE - 48. SINHGAD ★ STES ★

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No.13:- Replies to Internal Audit Report.

The replies to the Internal Audit Report shall be given within 30 days from the date of receipt of the audit report with a copy to Hon'ble President &Hon'ble Secretary, Pune.

Please ensure that compliance is submitted through the Campus Accounts Officer.

The softcopy of compliance report should also be forwarded to the undersigned on mail (E-mail ID - cjnawathe@sinhgad.edu.)

The Internal Audit Team acknowledges with thanks the co-operation extended by all the concerned during the course of audit.

C.J. Nawathe
Director (Finance)

Copy submitted to:-
1. Hon'ble President, STES, Pune.
2. Hon'ble Secretary, STES, Pune.
3. The Accounts Officer, Kondhwa Campus, Pune.

SINHGAD ACADEMY OF ENGINEERING
PUNE - 48.
STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

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FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
DIRECTOR (FINANCE)

No. STES/IAD/2020-21/124

Internal Audit Department,
STES, Erandwane, Pune -4
Date: - 27.02.2021

To,
The Principal,
Sinhgad Academy of Engineering,
Kondhwa (Bk), Pune 48.

Sub:-Internal Audit Report on the Accounts of Sinhgad Academy of Engineering**, Kondhwa (Bk), Pune for the period 01/04/2019 to 31/03/2020.**

General Information

1. Period covered during Audit: 01/04/2019 to 31/03/2020
2. Period during which audit was conducted: 05/02/2021 to 22/02/2021
3. Audit conducted by Shri. K.G.Sinnarkar,Internal Audit Officer, STES Pune.
4. Office bearers during the period of Audit.

Sr. No	Name of the staff Member	Designation	Period
1	Dr. Avdhoot Damodar Pol	Campus Director	1/4/2019 to 31/3/2020
2	Dr. Kishor P. Patil	Principal	1/4/2019 to 31/3/2020
3	Mrs Sunita R .Gadekar	Accounts Officer	1/4/2019 to 31/3/2020
4	Mrs. Varada J. Dhobale	Jr. Accountant	1/4/2019 to 31/3/2020

Part -1

Previous Audit:- Nil.

SINHGAD ACADEMY OF ENGINEERING ★ STES ★ PUNE - 48.

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Current Audit:- Checking of Internal control system.

The audit of the accounts of Sinhgad Academy of Engineering, Kondhwa, Pune for the year 2019-20 has been conducted and following observations are made:-

Para No 1.:- Fee receipts.

The fee receipts for the year 2019-20 were verified with student-wise details submitted by the admission section and with fee reconciliation statement. The discrepancies noticed were rectified during the course of audit.

Para No 2.:- Cash Transactions.

Cash transactions were verified on sample test basis. The procedure regarding daily writing of cash book and verification of cash in hand at the end of the day was verified. The denominations of cash in hand were specified on the cash book and the signature of the Principal was obtained in the cash book on daily basis were verified during the audit.

Para No 3.:- Salaries.

Salaries of all Teaching and Non- teaching staff are verified from the data received from administrative section and the pay sheet. Sample checking of salary sheets was done for 3 months namely April 2019, July 2019 and March 2020. Yearly increments falling due in July 2019 were verified in 100% cases. In some cases, corrections were got done during the course of audit and recoveries pointed out during audit were made by the College.

Para No 4.:- Purchases.

Major purchases like equipment, instruments, furniture and consumables were verified from the records of the Campus Committee quotations called for, certificates regarding materials received in good condition and materials entered in dead stock registers, consumable registers. Discrepancies noticed during audit were rectified. In general, it was observed that the procedures were properly followed.

Para No 5.:-Approvals.

All purchases and expenses were approved by the Principal / Campus Director and the Hon'ble President.

SINHGAD ACADEMY OF ENGINEERING PUNE - 48. STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No 6.:- Inter Branch Transactions.

All Inter branch transactions were verified with ledger extracts of the other unites and branches. They were found to be reconciled.

Para No 7.:- Payments to suppliers and contractors.

The payments made to suppliers and contractors were verified with the ledger balances .Most of the payments were made from the Corporate Office for which the Inter branch transactions were verified.

Para No.8 :- Budgets.

The Budgets are approved by the Managing Council every year. In general, it is observed that the expenses were maintained within the limits prescribed in the budget. However, in special circumstances the approval of Hon'ble President was obtained.

Para No.9:-Payment of Interest on TDS Rs. 12,85,029/-

It was noticed that the expenditure of Rs. 12,85,029/- has been incurred on payment of Interest on TDS during 2017-18. It was explained during audit that since the amount for payment of TDS was not made available from the Corporate Office, the interest was required to be paid.Hence the above is brought to the notice of Hon'ble President.

Para No. 10 :- Non receipt of Examination grants for Rs. 5,73,719/- from SPPU Pune

As per the information furnished by the college, it is noticed that the Examination grants amounting to Rs. 5,73,719/- are receivable from the SPPU, Pune.
The claims for the same are already lodged with SPPU, Pune. The matter may please be pursued with the SPPU, Pune and the amount be recovered and compliance be reported to the audit.

SINHGAD ACADEMY OF ENGINEERING
PUNE - 48.
STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No.11 :- Compliance of earlier years audit observations.

The compliance of earlier years audit observations was verified during the course of current audit.

Para No.12:- Replies to Internal Audit Report.

The replies to the Internal Audit Report shall be given within 30 days from the date of receipt of the audit report with a copy to Hon'ble President &Hon'ble Secretary, Pune.

Please ensure that compliance is submitted through the Campus Accounts Officer.

The softcopy of compliance report should also be forwarded to the undersigned on mail (E-mail ID - cjnawathe@sinhgad.edu.)

The Internal Audit Team acknowledges with thanks the co-operation extended by all the concerned during the course of audit.

C.J. Nawathe
Director (Finance)

Copy submitted to:-
1. Hon'ble President, STES, Pune.
2. Hon'ble Secretary, STES, Pune.
3. The Accounts Officer, Kondhwa Campus, Pune.

SINHGAD ACADEMY OF ENGINEERING
PUNE - 48.
STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
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SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

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B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
DIRECTOR (FINANCE)

No. STES/IAD/2019-20/ 114

Internal Audit Department,
STES, Erandwane, Pune -4
Date: - 22.11.2019

To,
The Principal,
Sinhgad Academy of Engineering,
Kondhwa (Bk), Pune 48.

Sub:-Internal Audit Report on the Accounts of Sinhgad Academy of Engineering, Kondhwa (Bk), Pune for the period 01/04/2018 to 31/03/2019.

General Information

1. Period covered during Audit: 01/04/2018 to 31/03/2019
2. Period during which audit was conducted: 27/10/2019 to 10/11/2019
3. Audit conducted by Shri. K.G.Sinnarkar,Internal Audit Officer, STES Pune.
4. Office bearers during the period of Audit.

Sr. No	Name of the staff Member	Designation	Period
1	Dr. Avdhoot Damodar Pol	Campus Director	1/4/2017 to 31/3/2018
2	Dr. Kishor P. Patil	Principal	1/4/2017 to 31/3/2018
3	Mrs Sunita R .Gadekar	Accounts Officer	1/4/2017 to 31/3/2018
4	Mrs. Varada J. Dhobale	Jr. Accountant	1/4/2017 to 31/3/2018

Part -1

Previous Audit:- Nil.

SINHGAD ACADEMY OF ENGINEERING PUNE - 48. STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Current Audit:- Checking of Internal control system.

The audit of the accounts of Sinhgad Academy of Engineering, Kondhwa, Pune for the year 2018-19 has been conducted and following observations are made:-

Para No 1.:- Fee receipts.

The fee receipts for the year 2018-19 were verified with student-wise details submitted by the admission section and with fee reconciliation statement. The discrepancies noticed were rectified during the course of audit.

Para No2.:- Cash Transactions.

Cash transactions were verified on sample test basis. The procedure regarding daily writing of cash book and verification of cash in hand at the end of the day was verified. The denominations of cash in hand were specified on the cash book and the signature of the Principal was obtained in the cash book on daily basis were verified during the audit.

Para No3.:- Salaries.

Salaries of all Teaching and Non- teaching staff are verified from the data received from administrative section and the pay sheet. Sample checking of salary sheets was done for 3 months namely April 2018, July 2018 and March 2019. Yearly increments falling due in July 2018 were verified in 100% cases. In some cases, corrections were got done during the course of audit and recoveries pointed out during audit were made by the College.

Para No4.:- Purchases.

Major purchases like equipment, instruments, furniture and consumables were verified from the records of the Campus Committee quotations called for, certificates regarding materials received in good condition and materials entered in dead stock registers, consumable registers. Discrepancies noticed during audit were rectified. In general, it was observed that the procedures were properly followed.

Para No 5.:-Approvals.

All purchases and expenses were approved by the Principal / Campus Director and the Hon'ble President.

SINHGAD ACADEMY OF ENGINEERING * STES * PUNE - 48.

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No 6.:- Inter Branch Transactions.

All Inter branch transactions were verified with ledger extracts of the other unites and branches. They were found to be reconciled.

Para No 7.:- Payments to suppliers and contractors.

The payments made to suppliers and contractors were verified with the ledger balances .Most of the payments were made from the Corporate Office for which the Inter branch transactions were verified.

Para No.8 :- Budgets.

The Budgets are approved by the Managing Council every year. In general, it is observed that the expenses were maintained within the limits prescribed in the budget. However, in special circumstances the approval of Hon'ble President was obtained.

Para No.9:-Payment of Interest on TDS Rs. 5,99,497/-

It was noticed that the expenditure of Rs. 5,99,497/- has been incurred on payment of Interest on TDS during 2018-19. It was explained during audit that since the amount for payment of TDS was not made available from the Corporate Office, the interest was required to be paid.Hence the above is brought to the notice of Hon'ble President.

Para No. 10 :- Non receipt of Examination grants for Rs. 11,91,964/- from SPPU Pune

As per the information furnished by the college, it is noticed that the Examination grants amounting to Rs. 11,91,964/- are receivable from the SPPU, Pune.
The claims for the same are already lodged with SPPU, Pune. The matter may please be pursued with the SPPU, Pune and the amount be recovered and compliance be reported to the audit.

Para No.11 :- Compliance of earlier years audit observations.

The compliance of earlier years audit observations was verified during the course of current audit.

SINHGAD ACADEMY OF ENGINEERING
PUNE - 48.
STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No.12:- Replies to Internal Audit Report.

The replies to the Internal Audit Report shall be given within 30 days from the date of receipt of the audit report with a copy to Hon'ble President &Hon'ble Secretary, Pune.

Please ensure that compliance is submitted through the Campus Accounts Officer.

The softcopy of compliance report should also be forwarded to the undersigned on mail (E-mail ID - cjnawathe@sinhgad.edu.)

The Internal Audit Team acknowledges with thanks the co-operation extended by all the concerned during the course of audit.

C.J. Nawathe
Director (Finance)

Copy submitted to:-
1. Hon'ble President, STES, Pune.
2. Hon'ble Secretary, STES, Pune.
3. The Accounts Officer, Kondhwa Campus, Pune.

SINHGAD ACADEMY OF ENGINEERING
PUNE - 48.
STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
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Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

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PROF. M. N. NAVALE
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B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
DIRECTOR (FINANCE)

No. STES/IAD/2018-19/104

Internal Audit Department,
STES, Erandwane, Pune -4
Date: - 10.10.2018

To,
The Principal,
Sinhgad Academy of Engineering,
Kondhwa (Bk), Pune 48.

Sub:-Internal Audit Report on the Accounts of Sinhgad Academy of Engineering, Kondhwa (Bk), Pune for the period 01/04/2017 to 31/03/2018.

General Information

1. Period covered during Audit: 01/04/2017 to 31/03/2018
2. Period during which audit was conducted: 22/09/2018 to 05/10/2018
3. Audit conducted by Shri. K.G.Sinnarkar,Internal Audit Officer, STES Pune.
4. Office bearers during the period of Audit.

Sr. No	Name of the staff Member	Designation	Period
1	Dr. Avdhoot Damodar Pol	Campus Director	1/4/2017 to 31/3/2018
2	Dr. Kishor P. Patil	Principal	1/4/2017 to 31/3/2018
3	Mrs Sunita R .Gadekar	Accounts Officer	1/4/2017 to 31/3/2018
4	Mrs. Varada J. Dhobale	Jr. Accountant	1/4/2017 to 31/3/2018

Part -1

Previous Audit:- Nil.

SINHGAD ACADEMY OF ENGINEERING PUNE - 48. STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Current Audit:- Checking of Internal control system.

The audit of the accounts of Sinhgad Academy of Engineering, Kondhwa, Pune for the year 2017-18 has been conducted and following observations are made:-

Para No 1. :- Fee receipts.

The fee receipts for the year 2017-18 were verified with student-wise details submitted by the admission section and with fee reconciliation statement. The discrepancies noticed were rectified during the course of audit.

Para No. 2.:- Cash Transactions.

Cash transactions were verified on sample test basis. The procedure regarding daily writing of cash book and verification of cash in hand at the end of the day was verified. The denominations of cash in hand were specified on the cash book and the signature of the Principal was obtained in the cash book on daily basis were verified during the audit.

Para No 3.:- Salaries.

Salaries of all Teaching and Non- teaching staff are verified from the data received from administrative section and the pay sheet. Sample checking of salary sheets was done for 3 months namely April 2017, July 2017 and March 2018. Yearly increments falling due in July 2017 were verified in 100% cases. In some cases, corrections were got done during the course of audit and recoveries pointed out during audit were made by the College.

Para No 4.:- Purchases.

Major purchases like equipment, instruments, furniture and consumables were verified from the records of the Campus Committee quotations called for, certificates regarding materials received in good condition and materials entered in dead stock registers, consumable registers. Discrepancies noticed during audit were rectified. In general, it was observed that the procedures were properly followed.

Para No 5.:-Approvals.

All purchases and expenses were approved by the Principal / Campus Director and the Hon'ble President.

SINHGAD ACADEMY OF ENGINEERING
PUNE - 48.
STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No 6.:- Inter Branch Transactions.

All Inter branch transactions were verified with ledger extracts of the other unites and branches. They were found to be reconciled.

Para No 7.:- Payments to suppliers and contractors.

The payments made to suppliers and contractors were verified with the ledger balances .Most of the payments were made from the Corporate Office for which the Inter branch transactions were verified.

Para No.8 :- Budgets.

The Budgets are approved by the Managing Council every year. In general, it is observed that the expenses were maintained within the limits prescribed in the budget. However, in special circumstances the approval of Hon'ble President was obtained.

Para No.9:-Payment of Interest on TDS Rs. 9,33,186/-

It was noticed that the expenditure of Rs. 9,33,186/- has been incurred on payment of Interest on TDS during 2017-18. It was explained during audit that since the amount for payment of TDS was not made available from the Corporate Office, the interest was required to be paid.Hence the above is brought to the notice of Hon'ble President.

Para No. 10 :- Non receipt of Examination grants for Rs. 1,85,918/- from SPPU Pune

As per the information furnished by the college, it is noticed that the Examination grants amounting to Rs. 1,85,918/- are receivable from the SPPU, Pune.
The claims for the same are already lodged with SPPU, Pune. The matter may please be pursued with the SPPU, Pune and the amount be recovered and compliance be reported to the audit.

Para No.11 :- Compliance of earlier years audit observations.

The compliance of earlier years audit observations was verified during the course of current audit.

SINHGAD ACADEMY OF ENGINEERING
PUNE - 48.
STES

PRINCIPAL
SINHGAD ACADEMY OF ENGINEERING
S. No. 40, Kondhwa - Saswad Road,
Kondhwa (Bk), Pune - 411048

Para No.12:- Replies to Internal Audit Report.

The replies to the Internal Audit Report shall be given within 30 days from the date of receipt of the audit report with a copy to Hon'ble President &Hon'ble Secretary, Pune.

Please ensure that compliance is submitted through the Campus Accounts Officer.

The softcopy of compliance report should also be forwarded to the undersigned on mail (E-mail ID - cjnawathe@sinhgad.edu.)

The Internal Audit Team acknowledges with thanks the co-operation extended by all the concerned during the course of audit.

C. J. Nawathe

Director (Finance)

Copy submitted to:-

1. Hon'ble President, STES, Pune.
2. Hon'ble Secretary, STES, Pune.
3. The Accounts Officer, Kondhwa Campus, Pune.

SINHGAD ACADEMY OF ENGINEERING PUNE - 48. STES

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SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

Sinhgad Institutes

■ Corporate Office ■

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004. Tel. : (020) 2543 4582 Email : cjnawathe@sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
DIRECTOR (FINANCE)

STES/IAD/2017-18/ 68

Internal Audit Department
STES Erandwane, Pune-411004.
Date : 16/10/2017

To,
The Principal,
Sinhgad Academy of Engineering,
Kondhwa (Bk.), Pune-411 048.

Subject :- Internal Audit Report of the Accounts of Sinhgad Academy of Engineering, Kondhwa (Bk.), Pune for the period from 01.04.2016 to 31.03.2017.

General Information :-

1. **Period Covered during Audit** :- 01/04/2016 to 31/03/2017
2. **Period during which Audit was conducted** :- 12/06/2017 to 06/07/2017
3. **Audit Conducted by** :- **Shri. S.A. Lokhande** (Internal Audit Officer)
4. **Office bearers during the period of Audit** :-

Sr. No	Name of The Staff Member	Designation	Period
1	Mr. P.D. Patil	Chief Executive Officer	01.04.2016 to 31.03.2017
2	Dr. Vijay M. Wadhai	Principal	01.04.2016 to 30.09.2016
3	Dr. K.P. Patil	Principal	01.10.2016 to 31.03.2017
4	Ms. D.H. Shelke	Accountant	01.04.2016 to 31.03.2017

Part I :- **Previous Audit (01.04.2014 to 31.03.2016)**

A. Previous audit :- **For the period from 01.04.2014 to 31.03.2015.**

Para 02 : Excess payment of salary to Mr. S.G. Mishra. Further progress in this matter may please be communicated to audit.

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B. Previous audit :- **For the period from 01.04.2015 to 31.03.2016.**

Para 01 : Notice pay of ₹ 42,792/- was not recovered from Mrs. Rachana Santosh Bankar, Asst. Professor.

Para 02 : Debit balances in the account of suppliers of ₹ 8,213/- due to advance payment made to supplier and installation report of final bill is not yet received from supplier. Steps should be taken for the recovery.

Para 03 : Credit balance in the account of supplier of ₹ 31,730/-. It should be ensured, whether these amount are actually payable, if not the amounts may be written back with the sanction of Hon'ble President.

Para 04 : Outstanding recovery amount of ₹ 6,500/-with M/s. Apex Subscripatin Pvt Ltd., Mumbai for non-supply of many Periodicals / Journals.

Para 05 : Factotum Charges of ₹ 1,88,240/- not utilized as per guidelines given by University of Pune.

Para 06 : Fees receivable from students and staff members of ₹ 1,04,79,039/-. Immediate steps should be taken for the recovery.

Para 07 : Fees receivable from Social Welfare Department of ₹ 4,60,32,743/-. Immediate steps should be taken for the recovery.

Part II :- **Current Audit observations**

Para - 1. :- **Dead stock Register.**

The Head of the Institute has carried out physical verification of all stores and equipments of all departments under Engineering College expect Administration Department.

The Principal is requested to arrange the physical verification of Dead Stock of Administration Department, record the certificate in this regards in Dead stock register and submit the same to higher authorities.

Action taken in this regard be communicated to the audit.

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Para - 2. :- Outstanding Advances.

During the audit period, it is noticed that following advances are found outstanding from the staff members up to the audit period.

Sr.No	Name of the Staff Members	Purpose for which advance granted	Amount (₹)	Pending from	Recovered on
1	Mr. S.S. Pawar	Techtonic	10,000/-	01/03/2017	30/06/2017
2	Mr. R.R. Sorate	R&D grant	94,828/-	30/03/2017	02/08/2017
		Total (₹)	**1,04,828/-**		

As a prudent financial practice, the amount of advance should be adjusted / recovered as soon as the work is completed for which the advance is granted.

No advance should be pending for more than a month. After one month the amount of advance should be recovered from the salary of staff members.

In future advance should be recovered / adjusted within a month.

Para - 3. :- Fees receivable from students and staff members.

It was noticed that an amount ₹ 51,10,481/- was outstanding up to the date of audit from the students and the staff members who are pursuing ME Examinations. The year wise breakup of outstanding fees is as under :-

Sr. No	Year	Amount of fees receivable from Students / Staff (₹)
1	2011-12 (MBA)	9,205/-
2	2011-12 (ME)	46,994/-
3	2012-13 (BE)	7,224/-
4	2012-13 (ME)	25,988/-
5	2013-14 (BE)	1,06,504/-
6	2013-14 (ME)	1,40,987/-
7	2014-15 (BE)	8,68,102/-
8	2014-15 (MBA)	82,704/-
9	2015-16 (BE)	17,62,105/-
10	2015-16 (MBA)	54,676/-
11	2016-17 (BE)	20,05,992/-
	Total (₹)	**51,10,481/-**

Immediate steps should be taken for the recovery of outstanding fees from students and compliance be reported to the audit. If the amount is not recoverable the steps to write off the outstanding amount may please be taken. In fact, as a routine practice, the college has to identify the amounts of fees which are not recoverable and, should

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periodically put up the proposals to Hon'ble President to unit off the amounts not recoverable. It is not at all desirable that the fees for even 2011-152 are also shown as recoverable urgent action is needed in this regard.

Para - 4. :- Fees receivable from Social Welfare Department.

It was noticed that an amount of ₹ 15,09,719/- was outstanding from the Social Welfare Department up to the date of audit. The year wise break up of outstanding fees is as under :

Sr.No	Year	Amount of fees receivable from SWD (₹)
1	2013-2014	45,431/-
2	2015-2016	46409/-
3	2016-2017	14,17,839/-
	Total (₹)	**15,09,719/-**

The Principal is requested to follow up the matter with Social Welfare Department and recover the outstanding fees and compliance be reported to audit. If the amount is not recoverable the steps to write off the outstanding amount may please be taken.

Para - 5. :- Replies to Internal Audit Report.

The replies (in enclosed pro forma) to the Internal Audit Report shall be given within 30 days from the date of receipt of audit report with a copy to Hon'ble President, Hon'ble Secretary and Director (Finance), STES, Erandwane campus, Pune - 04. Please ensure that compliance is submitted through the Campus Account Officer.

The softcopy of compliance reports should also be forwarded to the undersigned on E-mail ID (cjnawathe@sinhgad.edu).

The internal Audit Team acknowledges with thanks the cooperation extended by all the concerned during the course of audit.

(C.J.Nawathe)
Director (Finance)

Copy submitted to :

1. Hon' President, STES, Pune-41
2. Hon' Secretary, STES, Vadgaon (Bk), Pune-41
3. Accounts Officer, Kondhwa (Bk.), Pune

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