

# INTERNAL AUDIT REPORT



# CHRIST COLLEGE

PULIYANAMALA, KATTAPPANA

Approved by UGC and Affiliated to MG University, Kottayam (3521/1/14/Ac A VII)  
A Minority Institution Managed By CMI Fathers

Puliyanamala P.O, Idukki - 685 515, Ph: 04868 270400, 297401, M: 9946 944 499

[www.christcollegekattappana.org](http://www.christcollegekattappana.org)

[christcollegekattappana@gmail.com](mailto:christcollegekattappana@gmail.com)



**JCC & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

PARTNERS:  
CA. SAM CHACKO M.COM, ACA  
CA. SHINE P JOSEPH B.COM, ACA  
CA.RINTO CHANDY M.COM, ACA

02.11.2017

To,

**The principal,**  
CHRIST COLLEGE  
PULIYANMALA

Dear Sir,

**Sub:** *Internal Audit for the half year ended 30.09.2017 of Christ College, Puliyanmala.*

**Ref:** *letter of Appointment dated 28.03.2017*

We have been appointed as the Internal Auditors of Carmel CMI Public School and Christ College, Puliyanmala for the Financial Year 2017-18 onwards vide the above-mentioned letter in reference, issued by CARMEL VIDYA PEET, an educational and charitable trust registered vide Reg. No. 33/2006.

For conducting the Internal Audit for the 1<sup>st</sup> half of financial year 2017-18. We are deputing the following persons and their signatures are attested below.

1) JESTIN GEORGE

Audit Assistant

2) BASIL SAJU

Audit Trainee

We request you to kindly extend your co-operation and support for conducting our audit effectively and request you to kindly provide us the books of accounts, Bank Statements and other supporting documents and computer systems necessary for conducting the Internal Audit.

Thanking You

Yours truly,

For JCC & ASSOCIATES  
Chartered Accountants

CA.Rinto Chandy M.Com,ACA  
Partner,MRN:235735  
FRN:015585S







**JCC & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

PARTNERS:  
CA. SAM CHACKO M.COM, ACA  
CA. SHINE P JOSEPH B.COM, ACA  
CA.RINTO CHANDY M.COM, ACA

15.05.2018

To,

**The Principal,**  
CHRIST COLLEGE  
PULIYANMALA

Dear Sir,

**Sub:** *Internal Audit for the period 01.10.2017 to 31.03.2018 of Christ College, Puliyanmala.*

**Ref:** *Letter of Appointment dated 28.03.2017*

We have been appointed as the Internal Auditors of Carmel CMI Public School and Christ College, Puliyanmala for the Financial Year 2017-18 onwards vide the above-mentioned letter in reference, issued by CARMEL VIDYA PEET, educational and charitable trust registered vide Reg. No. 33/2006.

For conducting the Internal Audit for the 2nd half of financial year 2017-18. We are deputing the following persons and their signatures are attested below.

1) AIVIN JAMES

Audit Assistant

We request you to kindly extend your co-operation and support for conducting our audit effectively and request you to kindly provide us the books of accounts, Bank Statements and other supporting documents and computer systems necessary for conducting the Internal Audit.

Thanking You

Yours truly,

**For JCC & ASSOCIATES**  
**Chartered Accountants**

**CA.Rinto Chandy M.Com,ACA**  
**Partner,MRN:235735**  
**FRN:015585S**





# JCC & ASSOCIATES

## CHARTERED ACCOUNTANTS

PARTNERS:

CA. SHINE P JOSEPH B.COM, ACA  
CA. RINTO CHANDY M.COM, ACA

17.12.2018

To,

The Principal  
CHRIST COLLEGE  
Puliyamala

Dear Rev.Fr.

**Sub:** Internal Audit for the half year ended 30.09.2018 of Christ College,Puliyamala.

**Ref:** Letter of Appointment dated 28.03.2017

We have been appointed as the Internal Auditors of Carmel CMI Public School and Christ College, Puliyamala for the Financial Year 2017-18 onwards vide the above-mentioned letter in reference, issued by CARMEL VIDYA PEET, educational and charitable trust registered vide Reg.No.33/2006.

For conducting the Internal Audit for the 1<sup>st</sup>half of financial year 2018-19, we are deputing the following persons and their signatures are attested below.


- 1) AHALYA M U Executive Audit Officer 
- 2) MINTU MARIA GEORGE Article Assistant 

We request you to kindly extend your co-operation and support for conducting our audit effectively and request you to kindly provide us the Books of Accounts, Bank Statements, Vouchers and other supporting documents and computer systems necessary for conducting the Internal Audit.

Thanking You

Yours truly,

For JCC & ASSOCIATES  
Chartered Accountants

  
CA.Rinto Chandy M.Com,ACA  
Partner,MRN:235735  
FRN:015585S







# JCC & ASSOCIATES

## CHARTERED ACCOUNTANTS

PARTNERS:

CA. SHINE P JOSEPH B.COM, ACA  
CA. RINTO CHANDY M.COM, ACA

06-05-2019

To,

The Principal  
CHRIST COLLEGE  
Puliyannala

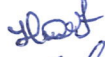

Dear Rev.Fr,

**Sub:** Internal Audit for the period ended 30.03.2019 of Christ College, Puliyannala.

**Ref:** Letter of Appointment dated 28.03.2017

We have been appointed as the Internal Auditors of Carmel CMI Public School and Christ College, Puliyannala for the Financial Year 2017-18 onwards vide the above-mentioned letter in reference, issued by CARMEL VIDYA PEET, educational and charitable trust registered vide Reg.No.33/2006.

For conducting the Internal Audit for the 2<sup>nd</sup> half of financial year 2018-19, we are deputing the following persons and their signatures are attested below.

- 1) HEMANT MOHANAN                      Audit Assistant                      
- 2) JOSEPH P S                              Articled Assistant                      

We request you to kindly extend your co-operation and support for conducting our audit effectively and request you to kindly provide us the Books of Accounts, Bank Statements, Vouchers and other supporting documents and computer systems necessary for conducting the Internal Audit.

Thanking You

Yours truly,

For JCC & ASSOCIATES  
Chartered Accountants

  
CA. Rinto Chandy M. Com, ACA  
Partner, MRN:235735  
FRN:015585S





# JCC & ASSOCIATES

## CHARTERED ACCOUNTANTS

PARTNERS:

CA. SHINE P JOSEPH B.COM, FCA

CA. RINTO CHANDY M.COM, FCA

23/11/2019

To,

The Principal  
**CHRIST COLLEGE**  
Puliyannmala

Dear Rev.Fr,

**Sub:** Internal Audit for the 1<sup>st</sup>half of the Financial year 2019-20 of Christ College, Puliyannmala.

**Ref:** Letter of Appointment dated 28.03.2017

We have been appointed as the Internal Auditors of Christ College, Puliyannmala for the Financial Year 2017-18 onwards vide the above-mentioned letter in reference, issued by CARMEL VIDYA PEET, educational and charitable trust registered vide Reg.No.33/2006.

For conducting the Internal Audit for the 1<sup>st</sup>half of financial year 2019-20, we are deputing the following persons and their signatures are attested below.

- |                       |                   |                                                                                      |
|-----------------------|-------------------|--------------------------------------------------------------------------------------|
| 1) MINTU MARIA GEORGE | Article Assistant |  |
| 2) SACHIN P SUNNY     | Article Assistant |                                                                                      |

We request you to kindly extend your co-operation and support for conducting our audit effectively and request you to kindly provide us the Books of Accounts, Bank Statements, Vouchers and other supporting documents and computer systems necessary for conducting the Internal Audit.

Thanking You

Yours truly,

**For JCC & ASSOCIATES**  
**Chartered Accountants**  
  
**C.A. Rinto Chandy M.Com, FCA**  
**Partner, MRN: 235735**  
**FRN : 0155855**







# JCC & ASSOCIATES

## CHARTERED ACCOUNTANTS

PARTNERS:

CA. SHINE P JOSEPH B.COM, FCA

CA. RINTO CHANDY M.COM, FCA

01/06/2020

To,

The Principal  
**CHRIST COLLEGE**  
Puliyannamala

Dear Rev.Fr,

**Sub:** Internal Audit for the 2<sup>nd</sup> half of the Financial year 2019-20 of Christ College, Puliyannamala.

**Ref:** Letter of Appointment dated 28.03.2017

We have been appointed as the Internal Auditors of Christ College, Puliyannamala for the Financial Year 2017-18 onwards vide the above-mentioned letter in reference, issued by CARMEL VIDYA PEET, educational and charitable trust registered vide Reg.No.33/2006.

For conducting the Internal Audit for the 2<sup>nd</sup> half of financial year 2019 20, we are deputing the following persons and their signatures are attested below.

1) ALWIN ISSAC Article Assistant

2) SACHIN P SUNNY Article Assistant

We request you to kindly extend your co-operation and support for conducting our audit effectively and request you to kindly provide us the Books of Accounts, Bank Statements, Vouchers and other supporting documents and computer systems necessary for conducting the Internal Audit.

Thanking You

Yours truly,

For JCC & ASSOCIATES  
Chartered Accountants

CA. Rinto Chandy M.Com, FCA, DISA  
Partner, MRN : 235735  
FRN: 015585S



# J C C & ASSOCIATES

Chartered Accountants

Client: CHRIST COLLEGE

Description : Second Level Audit Query Sheet

Period: 1st November 2019 to 31st March 2020

Sl. No.	Area of Audit	Observation/Query	Annexure	Management Response
1	<p><u>Loan A/c</u></p> <p>Loan from Provincial House and Carmel Estate</p> <p>Chavara Educational &amp; Federal Bank &amp; SIB Bank</p> <p>Loan from St. Joseph provincial house</p> <p>Unsecured Loan</p>	<p>Loan balance confirmation should be obtained from Provincial House and Carmel Estate showing credit balances of 92,23,250 and 19,80,000 respectively.</p> <p>No transactions found during the period, confirm balance.</p> <p>Please obtain an interest &amp; balance confirmed certificate from both banks. Reimbursement amount debited to loan account shown as interest received, which should be adjusted against interest payment. Please correct it.</p> <p>No transactions found during the current period, confirm balance.</p> <p>Unsecured loan from fathers (Unknown) and Ac/918, No transaction during the year please check the balance, and confirm.</p>		Confirmed
2	<p><u>Current Liabilities</u></p> <p>Salary payable to Fathers</p> <p>Sundry Creditors 16-17, 2017-18</p> <p>Sundry Creditors 18-19</p> <p>TDS Payable</p>	<p>Opening balance continued till closing date, ie showed as unpaid, check &amp; correct</p> <p>Sundry creditors are shown in four heads like creditors 16-17,17-18,18-19,19-20. If write-off sundry creditors have made it should be shown in Tally. Creditors with opening balance remain unpaid is shown in <b>Annexure I</b></p> <p>Many parties showed as payable, but there is a chance of Discount received, or cash payment to small balances. Confirm. It is necessary to obtain the transaction and balance confirmation from all/atleast from major parties. Some of the creditors has got debit balance and these balance has to be shown as</p> <p>TDS for Certain transaction in the financial year 2019-20 is not deducted. Amount and TDS to be paid is shown in <b>Annexure II</b>. The last date for filing TDS return for the last quarter is July 31st.</p>	<p>Annexure I</p> <p>Annexure II</p>	Confirmed
3	<p><u>Fixed Asset</u></p>	<p>Capital expenditure include items of revenue nature. Also duplication of ledger is also noticed, it should be grouped under one ledger. <i>It is better to show the Fixed asset in Group as per Income Tax Act. The group should include all the assets in the same Depreciation category. Further WIP &amp; Additions can shows as a separate Item in a financial year. At the time of Tax audit, please transfer it to group, after considering Tax Auditors views</i></p>		Confirmed
4	<p><u>Current Assets</u></p> <p>Cash</p> <p>T D S Receivable</p> <p>Arrear Fee</p> <p>Advance for expenses</p>	<p>Date mismatch of many cash payments are noticed between voucher and Tally. It is explained that it is to avoid negative balances in cash, Please try to avoid such type of situations in future.</p> <p>There is an opening balance of Rs, 2699 not adjusted yet. If it is in with the Trust Account, it should be adjusted against Trust A/c</p> <p>Total Fee receivable for the FY 19-20 should be shown as Arrear Fee Receivable under Current Assets &amp; student fees should be shown under Direct Opening balance still continues. Normally these types of advacnes are adjusted in April 2019. Please confirm it</p>		Confirmed
<b>Profit &amp; Loss Account</b>				
5	<p><u>Direct Expenses</u></p> <p>Indirect Expense</p>	<p>Indirect expenses should be shown seperately from Direct expenses, Please</p> <p>Some of the heads of expenses has been not properly entered ;e.g. Guest lecturer expenses has been shown under Electricity Bills, Please correct it</p>		



		Some of the amount in the bill and the entry in the tally were mismatched and were <b>spot rectified</b> ;e.g, Employer contribution were shown as Employee contribution,Audit Fee, 09/01/20- postage charge tally (40*3), on bill (25*3), 21/01/2020-Parking charges tally(96), on bill (20)		<b>Confirmed</b>
6	<b>Ledger</b> <b>Duplicate ledgers</b>	Loan to Bus Section and Loan to Vehicle are of same nature , clarify and change accordingly & please try to avoid duplicate ledgers for the same nature and kind of transactions		<b>Confirmed</b>
7	<b>Vouching</b> <b>Cash Receipts and Payments: No supporting Documents</b>	On our verification it was noted that there were certain payments without supporting documents and noted that vouchers without proper sign and stamp were mentioned in <b>Annexure III</b> .Correct it There are certain transactions with vouchers missing in Tally, it may be due to adjustment of date and these are mentiuned in <b>Annexure IV</b>	Annexure 3 Annexure 4	

	<b>Cash Payment exceeding Rs.10,000</b>	Section 40A (3) of the Income tax Act provides that any expenditure incurred in respect of which payment is made in a sum exceeding Rs. 10,000 in a single day by cash shall not be allowed as deduction. It was noted that cash payments in excess of Rs. 10,000 was made during the year. Kindly refer <b>Annexure V</b> and clarify. We strictly recommend to avoid such type of transactions in the	Annexure 5	
8	<b>General Audit Recommendations</b>	Provide depreciation to fixed assets as per Income Tax Act, 1961 Many of the vouchers lack signature of the receivers. Voucher should get properly signed & stamped if the amount exceeds 5000 .		
		<b>Audit Assistants</b>		<b>Partner - In - Charge</b>
<b>Name</b>		Alwin Issac		CA Rinto Chandy M. Com,

		Sachin P Sunny		
<b>Date</b>		01/11/2019 and 31/03/2020		Report Date:09/06/2020

# ***J C C & ASSOCIATES***

Chartered Accountants

Client: CHRIST COLLEGE

Description : Second Level Audit Query Sheet

Period: 1st November 2019 to 31st March 2020

Annexure-4

## **Entries Missing In Tally**

<b>Date</b>	<b>Particulars</b>	<b>Voucher/Bill No</b>	<b>Amount</b>	<b>Response</b>
12/27/2019	Printing & Stationary		100	<b>corrected</b>
12/27/2019	Printing & Stationary		190	<b>corrected</b>
1/4/2020	Fuel Expenses		200	<b>corrected</b>



# **J C C & ASSOCIATES**

Chartered Accountants

Client: CHRIST COLLEGE

Description : Second Level Audit Query Sheet

Period: 1st November 2019 to 31st March 2020

## **Annexure I**

### **Creditors still remaining as unpaid**

#### **Creditors Outstanding More Than 6 Months**

<b>Sl No.</b>	<b>Creditors</b>	<b>Amount</b>
1	Kollumkudiyil Agencies	33146
2	Santhigiri Offset Printers	17248
3	Aluminium House	49212
4	Mundamattam Saniwares	18986.2
5	Ross Electricals	12925
6	S.Squared Technologies	9600

#### **Creditors Outstanding More Than 1 Year**

<b>Sl No.</b>	<b>Creditors</b>	<b>Amount</b>
1	Aji Granite	250000
2	Highrange Engineering Works	29686

# JCC & ASSOCIATES

Chartered Accountants

Client: CHRIST COLLEGE

Description : Second level Audit Query Sheet

Period: 1st November 2019 to 31st March 2020

Annexure-5

CASH PAYMENTS EXCEEDING RS.10000

Date	Particulars	Voucher No:	Credit	TOTAL	Response
11/14/2019	Refrehment To Staff	2815	9,954.00	19,908.00	Adjusted
11/14/2019	Refrehment To Staff	2816	9,954.00		Adjusted
1/4/2020	Refrehment To Staff	2921	7,254.00	14,508.00	Adjusted
1/4/2020	Refrehment To Staff	2922	7,254.00		Adjusted
2/5/2020	Refrehment To Staff	2972	6,350.00	12,700.00	Adjusted
2/5/2020	Refrehment To Staff	2973	6,350.00		Adjusted
2/6/2020	Refrehment To Staff	2974	6,350.00	12,700.00	Adjusted
2/6/2020	Refrehment To Staff	2975	6,350.00		Adjusted
3/2/2020	Refrehment To Staff	3204	9,324.00	18,648.00	Adjusted
3/2/2020	Refrehment To Staff	3205	9,324.00		Adjusted
3/29/2020	Refrehment To Staff	3235	6,073.00	12,145.00	Adjusted
3/29/2020	Refrehment To Staff	3236	6,072.00		Adjusted

# J C C & ASSOCIATES

## Chartered Accountants

Client: CHRIST COLLEGE

Description : Second Level Audit Query Sheet

Period: 1st November 2019 to 31st March 2020

### Annexure 3

#### Payments without bill and supporting evidence

Date	Particulars	Amount	Response
2/17/2020	Medical Expenses	90.00	Available
	No bill		
3/2/2020	Carmel S.H.G Canteen	3370.00	Available
	No bill		
3/4/2020	Express Publications	9000.00	Available
	No bill		
3/7/2020	Programme Expenses(Travelling)	300.00	
	No bill		
3/9/2020	Medical Expenses	1490	Available
	No bill		
3/9/2020	Medical Expenses	790	Available
	No bill		

#### Vouchers without stamp


Date	Voucher No	Amount	Response
3/2/2020	3204	9324	Corrected
3/2/2020	3205	9324	Corrected



**Vouchers without sign**

Voucher No:

- 2864
- 2871
- 2872
- 2874
- 2875
- 2876
- 2877
- 2878
- 2879
- 2882
- 2887
- 2891
- 2900
- 2904
- 2909
- 2912
- 2913
- 2918
- 2919
- 2933
- 2943
- 2960
- 2962
- 2974
- 2975
- 2979
- 2995



No Receiver Signature

Voucher No:

# J C C & ASSOCIATES

## Chartered Accountants

Client: CHRIST COLLEGE

Description : Second Level Audit Query Sheet

Period: 1st November 2019 to 31st March 2020

### Annexure II

#### Transactions for which the TDS was not deducted

Date	Particulars	Voucher No in Tally	Credit	Notes	Response
1/23/2020	<i>College Day Phothography- Take One Media</i>	238	40,000.00	TDS should be deducted at 2% under section 194C of income tax 1961	
2/5/2020	<i>Add on programme(IELTS) Expense-Christ Academy</i>	253	156,000.00	TDS should be deducted at 2% under section 194C of income tax 1961	

**Management Audit Programme for Educational Institutions Managed by Carmelites of Mary Immaculate (CMI)**

Name of the Institution	Christ College
Place	Puliyamala, Kattappana
Name of the Trust	Carmel Vidya Peet
Manager of the Monastery/House	Fr. Jose parakattil CMI
Director of the College	Fr. Jose parakattil CMI
Principal	Fr. Alex Louis Thannippara CMI
Administrator/Bursar	
Deputy Principal	N/A

**1. Statutory/Legal Matters**

No	Particulars	Details/Status	Shelf/File No
1	Trust Deed and Registration Details	Yes	5
2	12A Registration Details	Yes/C.No.307/Terch/12AA(341)/07-08	5
3	PAN	Yes/AABTC3468R	5
4	Audited Financial Statements	Yes (2014-15, 2015-16 & 2016-17, 2017-18)	5
5	Annual Return 10B/Audit Report	Yes, Reg.No.010860S	5
6	Acknowledgement of Income Tax Returns Filed		
7	Acknowledgement of quarterly TDS Return	Up to date	9
8	Foreign Contribution Documents/RBI Approval	N/A	
9	Government Documents/Corporation/Panchayath records	Yes	6
10	Permission Records of Nursery	N/A	
11	Permission Records of Primary	N/A	
12	Permission Records of High School	N/A	
13	Permission Records of College	Yes/3521/1/14/Ac AVII	25

**2. Affiliations & Approvals**

No.	Particulars	Detail/Status	Shelf/File No
-----	-------------	---------------	---------------

1	MG University Affiliation	Yes	25
2	Minority Status	On process	Mr.C T MadhuSoodhanan
3	Kerala State Higher Education Council	Submitted the Application(Ref No.2060600033)	Ms.Swetha Sojan
4	NSS	Submitted the Application	Mr.C T MadhuSoodhanan
5	Approval of Add on Programme by C-DIT	On Process	Dr.Prakash

### 3. Land Documents

No	Particulars	Details/Status	Shelf/File No
1	Sale Deed	N/A	
2	Land Sketch	Yes	
3	Land Tax	Yes(Land details)	5
4	Encumbrance Certificate	Yes(Land details)	5
5	Building Permit	Yes	5
6	Building Tax	Yes	6
7	Provincial House Approval For (A)Building Construction (B) Sourse of Finance	Yes A. First floor Plan Approved, Second Floor plan-Revised B.External Sourse-Loan from Federal & South Indian Bank	5
8	Building Permit from local/District/State	Yes	5
9	Obtain minimum 3 quotations from Engineers	Not Available (Construction by Mr.Thankanchan Y,Contractor	
10	Check the Minutes of the meeting for award of contract	Not Available	
11	Check whether the building construction expenses has been provided in the annual budget	Yes	6
12	Construction pending under litigation/dispute	N/A	

### 4. I.T Infrastructure

No	Particulars	Details/Status	Shelf/File No
1	Details of the software used for Accounting - Original - Pirated	Tally ERP 9	
2	Any customisation done?	N/A	
3	Back dated entry possible or not?	N/A	
4	Access control defined or not?	Yes ,Only to the Principal/Bursar & Accountant	



5	Details of Smart School Supplier and Agreement	Claveland Technologies, Ettumanoor	
6	Annual Maintenance Contract	Ten rupees per head( staff & students)+Customiztaion charges during the initial period	
7	Availability of LAN	Yes, Office and Computer Lab	
8	Password Security and Virus Control Software's	Yes	
9	Availability of software for the administration of Accademic and Finance	Yes Academic-Smart School Solutions Finance-Tally ERP 9	

### 5 Budget

No	Particulars	Details/Status	Shelf/File No
1	Availability of Approved Financial and Operational Budget(Manager/Provincial Approval)	Yes	6
2	Minutes of the Budget Meeting		
3	Basis for preparation of Budget and Assumptions should also form part of Budget	Yes (Based on No. students)	
4	Quarterly variance analysis by budget committee	Yes	
5	Variances above 10% should be reported to Manager/Provincial for Ratification	Yes	

### 6. Fixed Assets Register

No	Particulars	Details/Status	Shelf/File No
1	Availability of Fixed Assets Register	Available	
2	Updated on .....	25.07.2019	
3	Check whether assets are properly numbered	No	
4	Check the quotations available (Minimum 3)	Yes	
5	Additions /Deletions are properly entered	Yes	
6	Yearly verification date and removal of scrap from records/register	Yes	

7	Purchases below Rs.5000 should be expensed	Yes	
8	Mode of Maintenance - Manual/System	Computerised	

### 7. Lab Register/Inventory Register

No	Particulars	Details/Status	Shelf/File No
1	Availability of Lab/Inventory Register	Yes	9
2	Updated on .....	25.07.2019	
3	Mode of maintenance- Manuel/System	System	
4	Additions/Deletions are properly entered	Regular	
5	Yearly verification date and removal of scrap from records/register	Regular	
6	Verify the inventory/lab items and report exceptions	Regular	

### 8. Admissions/Removal of Staff and Administrative matters

No	Particulars	Details/Status	Shelf/File No
1	Obtain list of staff - category wise	Yes	
2	Obtain list of staff admitted/resigned during the period- category wise	Yes Separate files are maintained for both Appointment and Resignation	13
3	Obtain the procedure followed for Staff recruitment	Yes Conducted by the interview board under the guidance of Fr.Director	13
4	Any agreement with Recruitment Agency	N/A	
5	Check News Paper Add is available	Yes	
6	Check the application forms received	Yes	
7	Check the interview Procedure followed	Yes Director,Principal,Vice Principal,Bursar and Subject Expert	
8	Check any donations involved for admissions	No	
9	Compare the salary offered with existing staff	Balanced - A pattern is maintained	

10	Check any relatives of employers are appointed (furnish the details,if any)	N/A	
11	Check the signed Job contract is available or not	Yes	
12	Number of staffs resigned during the period and reason, notice period,relieving order	Yes	
13	Staff Memo register	Yes	7
14	Teaching and Non-Teaching Staff Register	Yes	
15	List ESI/PF Covered Staff	Yes	11
16	Salary Acquaintance register	Yes	

### 9. Admissions - Students

No	Particulars	Details/Status	Shelf/File No
1	Obtain the procedure followed for students admission	Yes (University procedure followed)	
2	Check the number of applications received	Yes	
3	Check application fee is properly collected and accounted	Yes	
4	Check the Interview Procedure followed	Yes	
5	Check any donations involved for admissions	No	

### 10. Verification of Income

1	Availability of approved fee structure by the management	Yes	
2	Is there any difference between the approved fee structure and the fee structure given by the board/university	For the trust fees -Rs.2000/-	

### 10.1 Application Fees

No	Particulars	Details/Status	Shelf/File No
1	Check the number of applications sold	Up to date	
2	Rate per Application UG	300	
3	Rate per Application PG	600	
4	Check the serial continuity of receipts	Yes	
5	Vouch the total receipts with receipts issued	Yes	

6	Mode of collection - Cash/bank	Cash (Accounted through the software)	
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### Reconciliation of Application Fees

SI No	Particulars	Amount/Value	
1	Check the number of applications sold	Up to date	
2	Rate per Application UG	300	
3	Rate per Application PG	600	
4	Total Application Fees Receivable	N/A	
5	Application Fees Accounted	Yes	
6	Variance	No	
7	Reason for variances	N/A	

### 10.2 Admission Fees

No	Particulars	Details/Status	Shelf/File No
1	Obtain list of class wise admissions	Yes	
2	Admission Fee - Class wise	N/A	
3	Check whether new admissions are entered in the admission register	Up to date	
4	Vouch the total receipt with receipts issued	Yes	
5	Mode of collection - Cash/bank	Cash - Through College Software	

### Reconciliation of Admission Fees

No	Particulars	Amount/Value	
1	Total Number of New Admissions (UG & PG)	229 as on 25.07.2019	
2	Admission Fees	Nil	
3	Total Admission Fees Receivable	N/A	
4	Admission Fees Accounted	N/A	
5	Variance	N/A	
6	Reason for variances	N/A	

### 10.3 Tuition Fees

No	Particulars	Details/Status	Shelf/File No
1	Obtain list of class wise strength-Opening	Available & Up to date	
2	Obtain class wise tuition fees	Available as per the software	



3	Obtain list of new admissions during the period	Available	
4	Obtain list of students relieved	Available	
5	Mode of collection - Cash/bank	cash - Through the Software	
6	List of Arrear Fees - Opening	Available	
7	List of Arrear Fees - Closing	Available	
8	List of Advance Fees - Opening	N/A	
9	List of Advance Fees - Closing	N/A	
10	Method of Accounting - Accrual/cash basis	Cash Basis	
11	Class wise list of students under fees concession	Available as per the details	
12	Method of Accounting concession- Refund/Adjusting	Adjusting through the software	
13	Reconciliation of Fees Accounted with Due	Available as per the software	

#### 10.4 Donation

No	Particulars	Details/Status	Shelf/File No
1	Whether separate receipts voucher system exist?	N/A	
2	Purpose of donation - Revenue/Capital/Spl Purpose	N/A	
3	Reconciliation of Accounted with Receipts	N/A	
4	Check the nature the same and decided whether it should be accounted in House Book or Instruction	N/A	
5	Mode of collection - Cash/bank	N/A	
6	List of Unaccounted donations?	N/A	
7	Any other comments	N/A	

#### 10.5 Agricultural Income

Sl.No	Particulars	Details/Status	Shelf/File No
1	Whether separate receipts voucher system exist?	N/A	
2	Prepare a separate income and expenditure a/c for the same	N/A	
3	Reconciliation of Accounted with Receipts	N/A	

While verifying the income part you may frame separate audit programme for different incomes mentioned under. It will be decided based on the materiality concept

SI No	Particulars	Details/Status	Shelf/File No
1	Tuition Fee Collection	Through the office by using the college software	
2	Smart Class Fee Collection	N/A	
3	College Development Fee	N/A	
4	Bus Fee Collection	Through the office by using the college software	
5	Co-Curricular Activities Fee	N/A	
6	Text Books Fee Collection	N/A	
7	Spoken English Fee Collection	N/A	
8	Abacus Fee Collection	N/A	
9	Uniform Fee Collection	Through the office	
10	Hostel Fee Collection	Through the office	
11	New College Admission Fee	N/A	
12	New Nursery school Admission Fee	N/A	
13	Books	N/A	

## 11. Verification of Expenses

### 11.1 Staff Cost

No	Particulars	Details/Status	Shelf/File No
1	Obtain list of Teaching and Non-Teaching Staff	Available	
2	Obtain the salary structure	Available	
3	Obtain Attendance record on test basis	Available	
4	Do the reconciliation work -ie Due Vs Paid	N/A	
5	Obtain list of Opening and Closing Arrear Salary list	Available	
6	Obtain list of Opening and Closing Advance Salary list	N/A	
7	Salary advance above one month should be monitored and has to be sanctioned with the approval of Manager	N/A	
8	Obtain list of Employee loan	N/A	
9	Check the loan sanction letter	N/A	
10	Check ESI/PF calculation and ensure that payment is done within the due date	ESI & PF - Up to date	
11	Check the TDS applied and ensure that payment is done within the due date	Up to date	

12	Ensure that TDS returns filed within the due date	Yes	
13	Salary payment must be routed through bank	Yes , South Indian Bank	

### 11.2 Other expenses/Vouching

No	Particulars	Details/Status	Shelf/File No
1	Proper voucher system is followed for each payment	Yes	
2	Ensure that adequate supporting documents are attached with each voucher(like bills,receipts etc)	Yes	
3	Rs.20,000 or above should be paid through account payee cheque or RTGS.	Yes	
4	Obtain the list of expenses which are not spend for college purpose	N/A	
5	Check TDS deducted where ever applicable	Yes	
6	Check the Signature of Maker/Approval/Receiver	Yes	
7	Ensure that appropriate classification is given for each expenses	Yes	
8	Ensure that serial continuity is followed	Yes	

### 12. Cash/Bank/Fixed Deposit

No	Particulars	Details/Status	Shelf/File No
1	Obtain the cash certificate from cashier	Available,Up to date	
2	Verify the cash or Request the Manager to verify the cash and get the cash certificate counter signed	N/A	
3	Ensure that cash book is properly maintained in all respects	Yes	
4	Check the cash balance with cash balance disclosed in the budget and financial statements	Up to date	
5	If any variances in cash - reconcile the same	Yes	
6	Obtain list of bank balances	Yes	

7	Obtain confirmation statement from bank	Yes	
8	Check the frequency in preparing the Bank reconciliation statement	Monthly	
9	Obtain the bank reconciliation and verify	Up to date	
10	Obtain list of fixed deposits	Two Deposits 1. Deposit to University Rs.3,00,000/- 2. Deposit to Electricity Rs.26,895/-	
11	Obtain the bank confirmation for fixed deposit/Verify fixed deposit receipts	N/A	

### 13. Loans

No	Particulars	Details/Status	Shelf/File No
1	Obtain list of bank loans and confirmation from bank	Total number of loans-3 1. From Federal Bank for the first phase of Construction 2. From South Indian Bank for the second phase of Construction 3. From South Indian Bank for the College Bus	
2	Check whether instalments and interest are serving properly	Yes	
3	Ensure that interest rate applied is as per the sanction letter		
4	Check is there any penal interest	As per the bank details	
5	Ensure that loan is availed after getting the sanction of Provincial/manager	No	
6	Obtain reconciliation statement for the same	Up to date	
7	Any other matters	No	

### 14. Vehicle Department

No	Particulars	Details/Status	Shelf/File No
1	Obtain list of vehicles	One college bus	
2	Prepare the profit statement for each vehicle	Available	
3	Find out the vehicle with highest expense and report for corrective action	Available	




4	Check the authenticity of repair bills	Available	
5	Ensure that Tax, Insurance and other statutory dues are up to date	Up to date	
6	Obtain list of students using the vehicle facility	Nil	
7	Obtain fees structure of vehicle	Available	
8	Do reconciliation of income with receipts	Up to date	
9	Obtain list of Arrear fees - opening and closing	Available	
10	Obtain list of Advance Fees - Opening and Closing	N/A	

### 15.Mens Hostel

No	Particulars	Details/Status	Shelf/File No
1	Obtain list students	Yes	
2	Obtain fees structure		
3	Obtain list of Arrear Fees-Opening and Closing	Up to date	
4	Obtain list of Advance Fees-Opening and Closing	N/A	
5	Do reconciliation of income with receipts	Up to date	
6	Ensure that proper voucher system is followed for all expenses	Available	
7	Do reconciliation of income with receipts	Up to date	
8	Check the application and students register and ensure that the records are reconciled	Available	
9	General rules applied for payment of salary and expenses should be followed	N/A	
10	Check whether separate bank accounts are maintained and reconciliation of the same	N/A	

  
Fr. Jose Parekkattu CMI  
Director



  
Fr. Alex Louis Thannippara CMI  
Principal




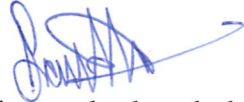


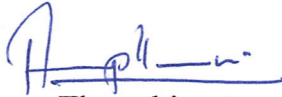
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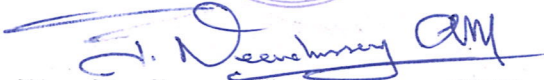
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Fr. Alex Louis Thannipara CMI  
Principal

  
Fr. Santhosh Chempakathumkal CMI  
Vice Principal

  
Fr. Anoop Thuruthimattom CMI  
Administrator

  
Fr. Burney Tharappil CMI  
Secretary

  
Rev. Fr. James Neendusery CMI  
Manager & Director



## 2. General Information

No.	Principal	Details
1	Name of the Institution	Christ College
2	Place	Puliyamala, Kattappana
3	Name of the Trust	Carmel Vidya Peet Trust
4	Date & Year of Establishment - Trust	30.01.2006
5	Date & Year of Establishment - College	08.07.2014
6	Secretary of the Trust	Fr. Burney Jose Tharappil CMI
7	Manager of the Monastery	Fr. James Neendusery CMI
8	Director of the College	Fr. James Neendusery CMI
9	Principal	Fr.Dr.Alex Louis Thannippara CMI
10	Administrator/Bursar	Fr. Anoop Kurian Thuruthimattom CMI
11	Vice Principal	Fr. Santhosh Chempakathumkal CMI

## 3. Present and Former Administration Details

<b>A. Secretary</b>			
No.	Name	Details	File No./POC/Remark
1	Fr. Robins Jacob Kunnumyalil CMI	01.07.2014 to 02.11.2020	-
2	Fr. Burney Jose Tharappil CMI	02.11.2020 to till date	-
<b>B. Director &amp; Manager</b>			
No.	Name	Details	File No./POC/Remark
1	Fr. Tom Jose Mathacheril CMI	01.08.2014 to 15.05.2017	-
2	Fr. Jose Parekkattu CMI	16.05.2017 to 02.10.2020	-
3	Fr. James Neendusery CMI	02.10.2020 to till date	-
<b>C. Principal</b>			
No.	Name	Details	File No./POC/Remark
1	Fr. Dr.Jose J Nedumpara CMI	01.08.2014 to 15.05.2016	-
2	Fr. Dr.Alex Louis CMI	16.05.2016 to till date	-
<b>C. Vice-Principal</b>			
No.	Name	Details	File No./POC/Remark



1	Fr. Santhosh Chempakathukal CMI	01.08.2014 to 30.06.2015	-
2	Fr. Jenty Mukulel CMI	01.07.2015 to 01.06.2016	-
3	Fr. Santhosh Chempakathukal CMI	01.06.2016 to till date	-

#### **D. Administrator**

No.	Name	Details	File No./POC/Remark
1	Fr. Anoop Kurian Thuruthimattom CMI	16.08.2021 to till date	-

#### **E. Bursar**

No	Name	Details	File No./POC/Remark
1	Fr. Jomy George CMI	02.06.2016 to 20.07.2017	-
2	Fr. Anoop Kurian CMI	21.07.2017 to 17.05.2019	-

#### **4. Statutory/Legal Matters**

No	Particulars	Details/Status	File No./POC/Remark
1	Trust Deed and Registration Details (Copy of Both Original and Supplementary Deed)	Yes	5
2	12A Registration Details	Yes/C.No.307/Terch/12AA(341)/2007-08	5
3	PAN	Yes/AABTC3468R	5
4	Audited Financial Statements	Yes (From 2014-15 to 2019-20)	5
5	Annual Return 10B/Audit Report	Yes, Reg.No.010860S	5 (2015-16, 2016-17, 2018-19, 2019-20)
6	Acknowledgement of Income Tax Returns Filed (Form ITR -V)	Yes (Assessment Year 2015-16 to 2019-20)	-
7	Acknowledgement of quarterly TDS Return	From 10.08.2017 to till date	9
8	Foreign Contribution Documents/RBI Approval	N/A	-

9	Government Documents/Corporation/Panchayath records	Yes	Few general Files (6)
10	Permission Records of Nursery	N/A	-
11	Permission Records of Primary	N/A	-
12	Permission Records of High School	N/A	-
13	Permission Records of College	Yes/3521/1/14/AcAVII	25

### 5. Affiliation Details

No.	Particulars	Detail/Status	File No./POC/Remark
1	MG University Affiliation	Yes	25
2	College Affiliation No	3521/I/14/AcAVII	-
3	Date of Establishment	08.07.2014	-
4	2 (f) Colleges eligible for central assistance from the Government of India - UGC	Under Process	Submitted the application to the Registrar, MG University for further process
5	12 (B) central assistance (UGC grant)	Not yet started	After getting 2 (f)
6	Permanent Affiliation	Not yet started	After getting 2 (f) subject to the permission of the government and university

### 6. Approvals (Registration Details with other Bodies)

No.	Particulars	Detail/Status	File No./POC/Remark
1	Minority Status	On process at Delhi	Government of India
2	NOC	On process at Trivandrum	Government of Kerala
3	Kerala State Higher Education Council	Submitted the Application(Ref No.2060600033)	Government of Kerala
4	NSS	Unit No: NSS/SFU/MGU/IDK/8	MG University

5	Approval of Add on Programme by C-DIT	On Process	Government of Kerala
6	NGO Darpan	ID: KL/2019/0245074	Government of India - Minority Commission
7	SWAYAM - NPTEL Local Chapter	Non paid Add on Programs/LCID: 4114	NPTEL Coordinator - Promoting new initiatives among students
8	NSP (National Scholarship Portal)	ID: C-51978	Ministry of Minority Affairs - Providing Scholarships
9	AISHE - All India Survey on Higher Education	ID: C-51978	Govt of India, Ministry of Human Resource Development - Survey on Higher Education
10	NAD (National Academic Depository)	Registration by Students	UGC - Government of India
11	NAAC/SAAC/IQAC - Co-ordinators	Progressing	Progressing
12	Memorandum of Understanding regarding NAAC/SAAC/IQAC between Rajagiri & Christ College	Progressing	Dr.Kiran Thampi (Rajagiri College) - Coordinator Christ College)
13	YIP - Young Innovators Programme	Progressing	Government of Kerala - Promoting new initiatives among students
14	MGNCRE (Mahatma Gandhi National Council of Rural Education)	Ministry of Human Resource Development	Conducting workshops
15	ASAP CELL	Organised by Government of Kerala	To disseminate new initiatives of ASAP to the student community - An initiative of National Innovation and Start-up Mission
16	SES & REC	Government of India	For promoting Social Entrepreneurship, Swachhta and Rural Engagement related Workshops, activities, ranking and Certification

17	COGNITO	Director of Collegiate Education Government of Kerala	Furnishing the details of Self Financing Colleges
18	Anty Sexual Harassment Cell	UGC	Lodging complaints of SC/ST Students
19	Harassment Against OBC Students	UGC	Lodging complaints of OBC Students
20	KSI (Kerala Statistical Institute	Government of Kerala	Progressing

### 7. Course Details

<b>A. Under Graduate Program</b>			
No	Course	Total Number of Seats	File No./POC/Remark
1	B. Com Finance & Taxation	60	Total Number of Seats - 440
2	B. Com Computer Application	60	
3	B. Com Trade & Tourism (Model II)	60	
4		40	
5	BBA	60	
6	BA English	60	
7	BA Economics	60	
8	BCA	40	
<b>B. Post Graduate Program</b>			
No	Course	Total Number of Seats	File No./POC/Remark
1	M.Com Finance & Taxation	20	Total Number of Seats - 40
2	MA English	20	
<b>C. Proposed Courses for the Academic Year 2021-22</b>			
No	Course	Total Number of Seats	File No./POC/Remark
1	MSW	20	Total Number of Seats - 40
2	MA Economics/Econometrics	20	
<b>D. Proposed Courses for the Academic Year 2022-23</b>			
No	Course	Total Number of Seats	File No./POC/Remark
1	B.Sc. Psychology	40	Total Number of Seats - 40

### 8. Add on Program Details

<b>No</b>	<b>Course</b>	<b>Details of the Agency/ Course Provider</b>	<b>File No./POC/Remark</b>
1	Stand Up Comedy	Manorama Horizon - My Captain	1600/-
2	Business Analytics	Manorama Horizon - My Captain	3100/-
3	Search Engine Optimization	Manorama Horizon - My Captain	1600/-
4	Fashion Designing	Manorama Horizon - My Captain	1600/-
5	Graphic Designing	Manorama Horizon - My Captain	1600/-
6	Social Media Content creation	Manorama Horizon - My Captain	4100/-
7	Entrepreneurship	Manorama Horizon - My Captain	1500/-
8	Marketing and Advertising	Manorama Horizon - My Captain	1500/-
9	Stock Market and Finance	Manorama Horizon - My Captain	1500/-
10	Journalism and Media Studies	Manorama Horizon - My Captain	1500/-
11	Creative Writing	Manorama Horizon - My Captain	1500/-
12	Data Analytics	Awake Academy	2000/-
13	Digital Marketing	Awake Academy	1800/-
14	Diploma in International Logistics and Supply Chain Management	Eurasian Institute of Management	30000/-
15	Diploma in Aviation, Hospitality and Travel and Tourism	Eurasian Institute of Management	51000/-
16	Professional English	English Talks	2500/-

17	Tally Pro	Computer Park	5200/-
18	English Communications Skills	Jubilant Academy	4000/-
19	Microsoft Applications (Word, Excel, Power point)	Santhisoft	1800/-
20	Communicative English, Soft Skill and IT Training	ASAP Kerala	6000/-
21	Foundation Course For Competitive Examination	Christ College	1600/-
22	Adobe Photoshop	Christ College	2000/-

### 9. Land Documents

No	Particulars	Details/Status	File No./POC/Remark
1	Sale Deed	N/A	-
2	Land Sketch	Yes	-
3	Land Tax	Yes(Land details)	5
4	Encumbrance Certificate	Yes(Land details)	5
5	Building Permit	Yes	Under Renewal Process
6	Building Tax	Yes	Under Process
7	Provincial House Approval For (A) Building Construction (B) Source of Finance	Yes A. First floor Plan Approved, Second Floor plan- Revised	Construction of the uncompleted portion of the second floor is going on and source of fund is loan from Provincial House.
8	Building Permit from local/District/State	Yes	5
9	Obtain minimum 3 quotations from Engineers	Available	Mr. Alphonse
10	Check the Minutes of the meeting for award of contract	Not Available	-
11	Check whether the building construction expenses has been provided in the annual budget	Yes	-
12	Construction pending under litigation/dispute	N/A	-
13	Fire & Safety	N/A till the completion of three stories of the building	-



### 10. I.T Infrastructure

No	Particulars	Details/Status	File No./POC/Remark
1	Details of the software used for Accounting - Original - Pirated	Tally ERP 9	-
2	Any customisation done?	N/A	-
3	Back dated entry possible or not?	N/A	-
4	Access control defined or not?	Yes ,Only to the Principal/Administrator & Accountant	-
5	Details of Smart School Supplier and Agreement	Cleveland Technologies, Ettumanoor	-
6	Annual Maintenance Contract	Ten rupees per head( staff & students)+Customization charges during the initial period. Offline mode will be converted into online mode within a stipulated time (going on)	-
7	Availability of LAN	Yes, Office and Computer Lab	-
8	Password Security and Virus Control Software's	Yes	-
9	Availability of software for the administration of Academic and Finance	Yes A - Academic-Smart School Solutions & Online Internal Exam Software-LMS, B- Finance Tally ERP 9	-

### 11. Budget

No	Particulars	Details/Status	File No./POC/Remark
1	Availability of Approved Financial and Operational Budget(Manager/Provincial Approval)	Yes	6
2	Minutes of the Budget Meeting	Available with Trust Secretary	-
3	Basis for preparation of Budget and Assumptions should also form part of Budget	Yes (Based on No. students)	-
4	Quarterly variance analysis by budget committee	Yes	-
5	Variances above 10% should be reported to Manager/Provincial for Ratification	Yes	-

### 12. Fixed Assets Register

No	Particulars	Details/Status	File No./POC/Remark
1	Availability of Fixed Assets Register	Available	-
2	Updated on	22.09.2021	-
3	Check whether assets are properly numbered	No	-
4	Check the quotations available (Minimum 3)	Yes	-
5	Additions /Deletions are properly entered	Yes	-
6	Yearly verification date and removal of scrap from records/register	Yes	-
7	Purchases below Rs.5000 should be expensed	Yes	-
8	Mode of Maintenance - Manual/System	Computerised	-

### 13. Lab Register/Inventory Register

No	Particulars	Details/Status	File No./POC/Remark
1	Availability of Lab/Inventory Register	Yes	-
2	Updated on .....	22.09.2021	-

3	Mode of maintenance- Manuel/System	System	-
4	Additions/Deletions are properly entered	Regular	-
5	Yearly verification date and removal of scrap from records/register	Regular	-
6	Verify the inventory/lab items and report exceptions	Regular	-

#### 14. Admissions/Removal of Staff and Administrative matters

No	Particulars	Details/Status	File No./POC/Remark
1	Obtain list of staff - category wise	Yes	-
2	Obtain list of staff admitted/resigned during the period- category wise	Yes Separate files are maintained for both Appointment and Resignation	13
3	Obtain the procedure followed for Staff recruitment	Yes Conducted by the interview board under the guidance of Fr. Director/Manager	13
4	Any agreement with Recruitment Agency	N/A	Through Advertisement
5	Check News Paper Add is available	Yes	-
6	Check the application forms received	Yes	13
7	Check the interview Procedure followed	Yes Director, Principal, Vice Principal, Bursar and Subject Expert	13
8	Check any donations involved for admissions	No	-

9	Compare the salary offered with existing staff	Balanced - A pattern is maintained	-
10	Check any relatives of employers are appointed (furnish the details, if any)	N/A	Mr. Melbin George (Office Staff) and Mrs. Silpa Jose - wife of Mr. Melbin (Assi. Librarian)
11	Check the signed Job contract is available or not	Yes	13
12	Number of staffs resigned during the period and reason, notice period, relieving order	Yes	13
13	Staff Memo register	Yes	7
14	Teaching and Non-Teaching Staff Register	Yes	Register
15	List ESI/PF Covered Staff	Yes	11
16	Salary Acquaintance register	Yes	-

#### 15. Admissions - Students

No	Particulars	Details/Status	File No./POC/Remark
1	Obtain the procedure followed for students admission	Yes (University procedure followed)	CAP & Management Admission through online
2	Check the number of applications received	Yes	Online Applications
3	Check application fee is properly collected and accounted	Yes	-
4	Check the Interview Procedure followed	Yes	-
5	Check any donations involved for admissions	No	-

#### 16. Verification of Income

No	Particulars	Details/Status	File No./POC/Remark
1	Availability of approved fee structure by the management	Yes	-

2	Is there any difference between the approved fee structure and the fee structure given by the board/university	For the trust fees - Rs.2000/- for the admission through the management category	-
---	----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	---

### 16.1 Application Fees

No	Particulars	Details/Status	File No./POC/Remark
1	Check the number of applications sold	Up to date	Online Application forms
2	Rate per Application UG	300	-
3	Rate per Application PG	600	-
4	Check the serial continuity of receipts	Yes	-
5	Vouch the total receipts with receipts issued	Yes	-
6	Mode of collection - Cash/bank	Cash/Bank (Accounted through the software)	-

### Reconciliation of Application Fees

No	Particulars	Amount/Value	
1	Check the number of applications sold	Up to date	-
2	Rate per Application UG	300	-
3	Rate per Application PG	600	-
4	Total Application Fees Receivable	2	-
5	Application Fees Accounted	Yes	-
6	Variance	No	-
7	Reason for variances	N/A	-

### 16.2 Admission Fees

No	Particulars	Details/Status	File No./POC/Remark
1	Obtain list of class wise admissions	Yes	-
2	Admission Fee - Class wise	N/A	-

3	Check whether new admissions are entered in the admission register	Progressing	-
4	Vouch the total receipt with receipts issued	Yes	-
5	Mode of collection - Cash/bank	Cash/Bank - Through College Software	-
<b>Reconciliation of Admission Fees</b>			
<b>No</b>	<b>Particulars</b>	<b>Amount/Value</b>	
1	Total Number of New Admissions (UG & PG)	99 as on 22.09.2021	-
2	Admission Fees	Nil	-
3	Total Admission Fees Receivable	N/A	-
4	Admission Fees Accounted	N/A	-
5	Variance	N/A	-
6	Reason for variances	N/A	-

### 16.3 Tuition Fees

No	Particulars	Details/Status	File No./POC/Remark
1	Obtain list of class wise strength-Opening	Available & Up to date	-
2	Obtain class wise tuition fees	Available as per the software	-
3	Obtain list of new admissions during the period	Available	-
4	Obtain list of students relieved	Available	-
5	Mode of collection - Cash/bank	Cash/Bank - Through the Software	-
6	List of Arrear Fees - Opening	Available	-
7	List of Arrear Fees - Closing	Available	-
8	List of Advance Fees - Opening	N/A	-
9	List of Advance Fees - Closing	N/A	-
10	Method of Accounting - Accrual/cash basis	Cash Basis	-
11	Class wise list of students under fees concession	Available as per the details	-
12	Method of Accounting concession-Refund/Adjusting	Adjusting through the software	-



13	Reconciliation of Fees Accounted with Due	Available as per the software	-
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#### 16.4 Donation

No	Particulars	Details/Status	File No./POC/Remark
1	Whether separate receipts voucher system exist?	N/A	-
2	Purpose of donation - Revenue/Capital/Spl Purpose	N/A	-
3	Reconciliation of Accounted with Receipts	N/A	-
4	Check the nature the same and decided whether it should be accounted in House Book or Instruction	N/A	-
5	Mode of collection - Cash/bank	N/A	-
6	List of Unaccounted donations?	N/A	-
7	Any other comments	N/A	-

#### 16.5 Agricultural Income

No	Particulars	Details/Status	File No./POC/Remark
1	Whether separate receipts voucher system exist?	N/A	-
2	Prepare a separate income and expenditure a/c for the same	N/A	-
3	Reconciliation of Accounted with Receipts	N/A	-

#### 16.6 Other Income

No	Particulars	Details/Status	File No./POC/Remark
1	Tuition Fee Collection	Trough the office by using the college software	-
2	Smart Class Fee Collection	N/A	-
3	College Development Fee	N/A	-

4	Bus Fee Collection	Through the office by using the college software	Not operating due to Covid - 19
5	Co-Curricular Activities Fee	N/A	-
6	Text Books Fee Collection	N/A	-
7	Spoken English Fee Collection	N/A	-
8	Abacus Fee Collection	N/A	-
9	Uniform Fee Collection	Through the office	settled with the Carmel & Associates
10	Hostel Fee Collection	Through the office (Men)	Settled with the party & Women's hostel is managed by CMC Sisters, Puliyanmala
11	New College Admission Fee	N/A	-
12	New Nursery school Admission Fee	N/A	-
13	Books	N/A	-

## 17. Verification of Expenses

### 17.1 Staff Cost

No	Particulars	Details/Status	File No./POC/Remark
1	Obtain list of Teaching and Non-Teaching Staff	Available	-
2	Obtain the salary structure	Available	-
3	Obtain Attendance record on test basis	Available	-
4	Do the reconciliation work - i.e. Due Vs Paid	N/A	-
5	Obtain list of Opening and Closing Arrear Salary list	Available	-
6	Obtain list of Opening and Closing Advance Salary list	N/A	-
7	Salary advance above one month should be monitored and has to be sanctioned with the approval of Manager	N/A	-
8	Obtain list of Employee loan	Available	-
9	Check the loan sanction letter	Available	-
10	Check ESI/PF calculation and ensure that payment is done within the due date	ESI & PF - Up to date	-

11	Check the TDS applied and ensure that payment is done within the due date	Up to date	-
12	Ensure that TDS returns filed within the due date	Yes	-
13	Salary payment must be routed through bank	Yes , South Indian Bank	-

### 17.2 Other expenses/Vouching

No	Particulars	Details/Status	File No./POC/Remark
1	Proper voucher system is followed for each payment	Yes	-
2	Ensure that adequate supporting documents are attached with each voucher(like bills, receipts etc)	Yes	-
3	Rs.20,000 or above should be paid through account payee cheque or RTGS.	Yes	-
4	Obtain the list of expenses which are not spend for college purpose	N/A	-
5	Check TDS deducted where ever applicable	Yes	-
6	Check the Signature of Maker/Approval/Receiver	Yes	-
7	Ensure that appropriate classification is given for each expenses	Yes	-
8	Ensure that serial continuity is followed	Yes	-

### 18. Summary of College Income & Expenditure of the Previous Years \*

No	Financial Year	Income	Expenditure
1	2014-15	1,543,425.00	4,072,173.00
2	2015-16	5,385,644.00	4,373,081.00
3	2016-17	9,007,516.00	13,114,903.00
4	2017-18	12,502,668.00	17,605,614.00
5	2018-19	14,872,435.00	25,344,066.00
6	2019-20	17,347,151.00	23,274,526.00
7	2020-21	17,198,593.89	20,768,189.56
8	2021-22 (Till 22.09.2021)	5,572,117.00	7,415,168.04

**\* Further details can be explained or verified with the help of audited balance sheet**

**19. Summary of Financial Assistance from the province \***

No	Financial Year	For Loan Repayment	For Salary payment & Settlement of Construction liabilities
1	2014-15	-	2,370,000.00
2	2015-16	-	3,433,620.00
3	2016-17	5,680,000.00	2,735,737.00
4	2017-18	4,300,000.00	-
5	2018-19	7,684,636.00	1,538,614.00
6	2019-20	8,470,079.00	1,000,000.00
7	2020-21	1,600,540.00	-
8	2021-22 (Till 22.09.2021)	3,970,948.00	1,000,000.00

\* Further details can be explained or verified with the help of audited balance sheet

**20. Summary of Financial Assistance from the Carmel School & Carmel Estate\***

No	Financial Year	Carmel School	St. Antony's Monastery
1	2014-15	-	-
2	2015-16	-	-
3	2016-17	-	-
4	2017-18	925,720.00	-
5	2018-19	-	1,730,000.00
6	2019-20	-	250,000.00
7	2020-21	65,00,000.00 (GECL)	-
8	2021-22 (Till 22.09.2021)	-	-

\* Further details can be explained or verified with the help of audited balance sheet

**21. Cash/Bank/Fixed Deposit**

No	Particulars	Details/Status	File No./POC/Remark
1	Obtain the cash certificate from cashier	Available, Up to date	-

2	Verify the cash or Request the Manager to verify the cash and get the cash certificate counter signed	N/A	-
3	Ensure that cash book is properly maintained in all respects	Yes	-
4	Check the cash balance with cash balance disclosed in the budget and financial statements	Up to date	-
5	If any variances in cash - reconcile the same	Yes	-
6	Obtain list of bank balances	Yes	-
7	Obtain confirmation statement from bank	Available, Up to date	-
8	Check the frequency in preparing the Bank reconciliation statement	Daily	-
9	Obtain the bank reconciliation and verify	Up to date	-
10	<b>Obtain list of fixed deposits</b>		
	1. SBI - Fixed Deposit with MG University - Rs. 3,00,000.00 (Submitted to University on 26.08.2021 as a part of the renewal of FD)		
	2. SBI - Fixed Deposit - Rs. 3,00,000.00 Since 06.08.2014- It was with MG university and collected back on 10.09.2021		
	3. SIB - Fixed Deposit - Rs. 80,000.00 (Since 14.02.2020, raised by the Charity wing of the college for the purpose of the construction of a house for poor)		
	4. SBI - Fixed Deposit - Rs. 50,000.00 ( Since 24.12.2020, NSS Unit)		
	5. SBI - Fixed Deposit - Rs. 50,000.00, (Since 20.04.2021, NSS unit)		
	6. Cash deposit of Rs. 26,895.00 with Electricity Board (Since 04.07.2018)		
11	Obtain the bank confirmation for fixed deposit/Verify fixed deposit receipts	N/A	-

## 22. Details of the Bank Accounts

SI No	Name of the Bank	Details of the Account	
1	South Indian Bank, Puliyanmala	Account Type	Current A/c
		Account Name	Christ College
		Account Number	893073000000016 IFSC:SIBL0000893
		Opened In	01.12.2015
		Signatories	Manager & Principal, Christ College

		Purpose	College Fee Receipts & Payments of all expenditure
2	South Indian Bank (Vehicle), Puliyanmala	Account Type	Saving A/c
		Account Name	Christ College
		Account Number	893053000000281 IFSC:SIBL0000893
		Opened In	06.07.2015
		Signatories	Principal & Bursar/Administrator
		Purpose	Receipts of Bus Fee & Transaction of Bus Expenditure
3	South Indian Bank, Puliyanmala	Account Type	College Loan A/c
		Account Name	Christ College
		Account Number	893652000000020 IFSC:SIBL0000893
		Opened In	04.04.2017
		Signatories	Principal, Christ College
		Purpose	Rs. 80,00,000/- for II Phase of Building Construction
4	South Indian Bank, Puliyanmala	Account Type	Vehicle Loan A/c
		Account Name	Christ College
		Account Number	893655000000009 IFSC:SIBL0000893
		Opened In	07.07.2016
		Signatories	Principal, Christ College
		Purpose	Rs. 17,00,000/- for purchasing a bus for the college
5	State Bank of India, Kattappana	Account Type	Current A/c
		Account Name	Carmel Vidya Peet
		Account Number	67288444407 IFSC:SBIN0070698
		Opened In	06.08.2014
		Signatories	Secretary, Carmel Vidya Peet
		Purpose	College Other Fee Receipts as Trust Fees
		Account Type	Current A/c
		Account Name	Christ College



6	State Bank of India, Kattappana	Account Number	67354945997 IFSC:SBIN0070698
		Opened In	29.02.2016
		Signatories	Principal, Christ College
		Purpose	Remittance of university exam fee and other fees related to university through the online banking system
7	State Bank of India (NSS), Kattappana	Account Type	Current A/c
		Account Name	Christ College
		Account Number	34088995058 IFSC:SBIN0070698
		Opened In	11.10.2014
		Signatories	Principal, Christ College
		Purpose	Receipt of amount from NSS students and payment of expenditure related to NSS
8	Federal Bank, Kattappana	Account Type	College Loan A/c
		Account Name	Carmel Vidya Peet
		Account Number	14267100001451 IFSC:FDRL0001426
		Opened In	27.05.2015
		Signatories	Secretary, Carmel Vidya Peet & Principal, Christ College
		Purpose	Rs.4,00,00,000/- for the I phase of building construction

### 23. Loans

No	Particulars	Details/Status	File No./POC/Remark
	<b>Obtain list of bank loans and confirmation from bank</b>		

1	1.From Federal Bank for the first phase of Construction	Rs.4,00,00,000.00 Since 29.05.2021	A. Balance as on 22.09.2021 - 2,78,31,054.41 Approximate Month & Year of completion of the loan - 29.05.2025
	2.From South Indian Bank for the second phase of Construction	Rs. 80,00,000.00 Since 30.03.2017	A. Balance as on 22.09.2021 - 52,53,553.90 Approximate Month & Year of completion of the loan - 30.03.2024
	3.From South Indian Bank for the College Bus,	Rs. 17,00,000.00 Since 05.07.2016	A. Balance as on 22.09.2021 - 1,37,248.00 Approximate Month & Year of completion of the loan - 07.01.2022
	4. Loan obtained under the provision of GECL from Federal Bank through Carmel School	Rs. 80,00,000.00 Since 28.10.2020	A. Balance as on 22.09.2021 - 65,00,000.00 Approximate Month & Year of completion of the loan - 28.10.2024
	<b>Total outstanding loan as on 22.09.2021</b>		<b>39,721,856.31</b>
2	Check whether instalments and interest are serving properly	Yes	-
3	Ensure that interest rate applied is as per the sanction letter	will be varied as per the changes and request	-
4	Check is there any penal interest	As per the bank details	-
5	Ensure that loan is availed after getting the sanction of Provincial/manager	Yes	-
6	Obtain reconciliation statement for the same	Up to date	-
7	Any other matters	No	-

## 24. Vehicle Department

No	Particulars	Details/Status	File No./POC/Remark
1	Obtain list of vehicles	One college bus	-
2	Prepare the profit statement for each vehicle	Available	-
3	Find out the vehicle with highest expense and report for corrective action	Available	-
4	Check the authenticity of repair bills	Available	-
5	Ensure that Tax, Insurance and other statutory dues are up to date	Up to date	-
6	Obtain list of students using the vehicle facility	N/A	Running as a spare bus for the School
7	Obtain fees structure of vehicle	N/A	-
8	Do reconciliation of income with receipts	Up to date	-
9	Obtain list of Arrear fees - opening and closing	N/A	-
10	Obtain list of Advance Fees - Opening and Closing	N/A	-

### 25.Mens Hostel

No	Particulars	Details/Status	File No./POC/Remark
1	Obtain list students	Yes	Manged by a Third Party (Under process)
2	Obtain fees structure	N/A	-
3	Obtain list of Arrear Fees-Opening and Closing	Up to date	-
4	Obtain list of Advance Fees-Opening and Closing	N/A	-
5	Do reconciliation of income with receipts	Up to date	-
6	Ensure that proper voucher system is followed for all expenses	Available	-
7	Do reconciliation of income with receipts	Up to date	-
8	Check the application and students register and ensure that the records are reconciled	N/A	-

9	General rules applied for payment of salary and expenses should be followed	N/A	-
10	Check whether separate bank accounts are maintained and reconciliation of the same	N/A	-

**26. Total students in Roll during the previous academic years**

No	Academic Year	No of Students in Roll and % of filled seats	Total Sanctioned Strength
1	2014-15	81 (57.86%)	140
2	2015-16	223 (58.68%)	380
3	2016-17	410 (63.27%)	648
4	2017-18	560 (66.83%)	838
5	2018-19	634 (67.88%)	934
6	2019-20	664 (65.74%)	1,010
7	2020-21	621 (60.29%)	1,050
8	2021-22	478 (43.85%)	1,090

**27. No of Courses & pass % each admission batch**

No	Academic Year	Number of Course	Pass % *
<b>A. Under Graduate Program</b>			
1	2014-17	3	30.95
2	2015-18	6	34.62
3	2016-19	7	41.00
4	2017-20	7	80.60
5	2018-21	7	63.49
6	2019-22	7	53.99
7	2020-23	7	-
8	2021-24	8	-
<b>B. Post Graduate Program</b>			
1	2019-21	1	11.76
2	2020-22	2	-

**28. Files and Documents maintained in the College Office**

No	Particulars	Details/Status	File No./POC/Remark
Available			

**Fr. Alex Louis Thannippara CMI**  
Principal

**Fr. Santhosh Chempakathumkal CMI**  
Vice Principal

**Fr. Anoop Thuruthimattom CMI**  
Administrator

**Fr. Burney Tharappil CMI**  
Secretary

**Rev. Fr. James Neendusery CMI**  
Director & Manager

