




**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ph: 23237291

Ref No. MSC/IQAC/SSR-CR6/6.4.1

EXTERNAL AUDIT REPORTS



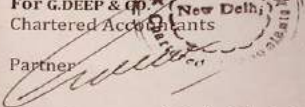
G. DEEP & CO.
Chartered Accountants
102, Samrat Bhawan, Ranjeet Nagar Complex, New Delhi - 110008
Ph. 011-45081050, 25701050, 25709671
Mobile No. 98111-21322
E-Mail: ca.gagandeep@gmail.com, gs55@rediffmail.com
GSTIN: 07AADFG2040F1ZZ

To
The Principal
Mata Sundri College for Women,
University of Delhi,
Mata Sundri Lane,
New Delhi 110002.

Audit Report of College Student Fund for the year ended 31st March 2018

We have audited the annexed Balance Sheet of the **Student Fund of Mata Sundri College for Women - University of Delhi, Mata Sundri Lane, New Delhi** as on **31st March 2018** together with their Receipt and Payments Account for the year ended on that date. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit & we report that:

1. We have obtained all information and explanation which to the best of our knowledge and belief were necessary for the purposes of our audit.
2. In our Opinion, proper books of accounts as required have been kept by the College so far as appears from our examination of those books;
3. The Annexed Balance Sheet & the Receipts and Payment Account dealt with by this report are in agreement with the books of accounts maintained by the College.
4. In our opinion and to the best of our information and according to the explanations given to us, the Balance Sheet & Receipts and Payment Account read together with the notes to accounts thereon & attached thereto, give a true and fair view:
 - a) In the case of the Balance Sheet, Statement of Affairs of the College as on 31st March 2018.
 - b) In the case of the Income & Expenditure account, the Surplus/ Deficit for the accounting year ending on 31st March 2018.

For G. DEEP & CO.
Chartered Accountants
Partner

UDIN: 21092657 AAA ABDS714

Place: New Delhi
Dated: 28.02.2020



**Mata Sundri College for Women
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GSTIN: 07AADFG2040F1ZZ

To
The Principal
Mata Sundri College for Women,
University of Delhi,
Mata Sundri Lane,
New Delhi 110002.

Audit Report of College - Maintenance Fund for the year ended 31st March 2018

We have audited the annexed Balance Sheet of the **Maintenance Fund of Mata Sundri College for Women - University of Delhi, Mata Sundri Lane, New Delhi** as on **31st March 2018** together with their Income and Expenditure Account & Receipt and Payments Account for the year ended on that date. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit & we report that:

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(b) In the case of the Income & Expenditure account, the Surplus/ Deficit for the accounting year ending on 31st March 2018.

For G. DEEP & CO.
Chartered Accountants

Partner



Place: New Delhi

Dated: 28.02.2020

UDIN: 21092657AAAA B D5711



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GSTIN: 07AADFG2040F1Z2

To
The Chairman /Principal
Mata Sundri College for Women,
University of Delhi,
Mata Sundri Lane,
New Delhi 110002.

Audit Report on the Provident Fund Account for year ended 31st March 2018

We have audited the annexed Balance Sheet of the **Provident Fund of Mata Sundri College for Women - University of Delhi, Mata Sundri Lane, New Delhi** as on **31st March 2018**. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit & we report that:

1. We have obtained all information and explanation which to the best of our knowledge and belief were necessary for the purposes of our audit.
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3. The Annexed Balance Sheet dealt with by this report is in agreement with the books of accounts maintained by the College.
4. In our opinion and to the best of our information and according to the explanations given to us, the Balance Sheet read together with the notes to accounts thereon & attached thereto, give a true and fair view of the Statement of Affairs of the College as on 31st March 2018.

For G. DEEP & CO.

Chartered Accountants, New Delhi

Partner



Place: New Delhi

Dated: 28-02-2020

UDIN: 21092657 AAAABDSH14



**Mata Sundri College for Women
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Mobile No. 98111-21322

E-Mail: ca.gagandeep@gmail.com, gs55@rediffmail.com

GSTIN: 07AADFG2040F122

To
The Principal
Mata Sundri College for Women,
University of Delhi,
Mata Sundri Lane,
New Delhi 110002.

Audit Report of College - Maintenance Fund for the year ended 31st March 2017

We have audited the annexed Balance Sheet of the **Maintenance Fund of Mata Sundri College for Women - University of Delhi, Mata Sundri Lane, New Delhi** as on **31st March 2017** together with their Income and Expenditure Account & Receipt and Payments Account for the year ended on that date. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit & we report that:

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(a) in the case of the Balance Sheet, Statement of Affairs of the College as on 31st March 2017.

(b) In the case of the Income & Expenditure account, the Surplus/ Deficit for the accounting year ending on 31st March 2017.

For G. DEEP & CO.
Chartered Accountants

Partner



Place: New Delhi

Dated: 28.02.2020

UDIN: 21092657AAAABC2820



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To
The Principal
Mata Sundri College for Women,
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New Delhi 110002.

Audit Report of College Student Fund for the year ended 31st March 2017

We have audited the annexed Balance Sheet of the **Student Fund of Mata Sundri College for Women - University of Delhi, Mata Sundri Lane, New Delhi** as on **31st March 2017** together with their Receipt and Payments Account for the year ended on that date. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit & we report that:

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For GDEEP & CO.
Chartered Accountants

Partner



Place: New Delhi

Dated: 28.02.2020

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To
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Audit Report on the Provident Fund Account for year ended 31st March 2017

We have audited the annexed Balance Sheet of the **Provident Fund of Mata Sundri College for Women - University of Delhi, Mata Sundri Lane, New Delhi** as on **31st March 2017**. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit & we report that:

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4. In our opinion and to the best of our information and according to the explanations given to us, the Balance Sheet read together with the notes to accounts thereon & attached thereto, give a true and fair view of the Statement of Affairs of the College as on 31st March 2017.

For G. DEEP & CO.
Chartered Accountants

Partner



Place: New Delhi

Dated: 28.02.2020

UDIN: 21092657AAAABC2820



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Mobile No. 98111-21322

E-Mail: ca.gandeep@gmail.com, gs55@rediffmail.com

GSTIN: 07AADFG2040F12Z

To
The Principal
Mata Sundri College for Women,
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Mata Sundri Lane,
New Delhi 110002.

Audit Report of College - Vocational Fund for the year ended 31st March 2017

We have audited the annexed Balance Sheet of the **Vocational Fund of Mata Sundri College for Women - University of Delhi, Mata Sundri Lane, New Delhi** as on **31st March 2017** together with their Income and Expenditure Account & Receipt and Payments Account for the year ended on that date. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit & we report that:

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(a) In the case of the Balance Sheet, Statement of Affairs of the College as on 31st March 2017.
(b) In the case of the Income & Expenditure account, the Surplus/ Deficit for the accounting year ending on 31st March 2017.

For G. DEEP & CO.
Chartered Accountants

Partner



Place: New Delhi



Dated: 28.02.2020
UDIN: 21092657AAAABC2820



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

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INTERNAL AUDIT REPORT

	<p>J K Gulati & Co CHARTERED ACCOUNTANTS B-41 B First Floor, Kalka ji New Delhi-110019 Ph No. 011-40640275, 9311150222 Email: Jugal@cagulati.com</p>
<p>The Principal, Mata Sundri College for Women, Mata Sundri Lane, New Delhi,</p>	
<p>Subject: Internal Audit report for the period from January 2020 to December 2020</p>	
<p>Madam,</p>	
<p>We have conducted the audit of records for the period from January 2020 to December 2020. The observations which are of clerical nature were rectified and are not reported. Due to covid-19 nation-wide lockdown, the college remained closed and the staff was not available. Therefore audit was conducted at the year end.</p>	
<p>We thank the management and the staff for their co- operation in conduct of this audit. Should there be any clarifications management is free to revert to us.</p>	
<p>Thanking You,</p>	
<p>For J K Gulati & Co Chartered Accountants  Jugal Kishore Gulati (Proprietor) 8/06/2021</p>	
<p> Principal Mata Sundri College for Women University of Delhi</p>	



**Mata Sundri College for Women
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Internal audit report

We have conducted the internal audit for the period January 2020 to December 2020 at the college premises at Mata Sundri lane, New Delhi.

During the course of audit, we have observed the following discrepancies:-

I. Bank Account not updated:-

During the course of audit, it was observed that bank accounts pertaining to student fund and maintenance fund ledgers were not up-to date for the period from April 2020 to December 2020. In this regard, we were informed due to nationwide lockdown due to covid-19, colleges were closed and the staff was not available.

Management remarks: All the bank accounts have been updated.

II. TDS as per Income Tax not deducted:-

Teachers for foreign language are on contractual basis. Contractual basis implies that the services have been outsourced. Therefore, as per income tax, TDS under section 194J is applicable on the payments made to the teachers for foreign language.

We suggest deduction of TDS under section professional services (194J) @ 10% on the salaries paid to foreign language teachers.

Management remarks: The same has been noted.

III. GST implication on parties providing Housekeeping services:-

The college has entered into an agreement/ contract with global maintenance services and Bawa housekeeping services for the financial year pertaining to rendering of housekeeping services at a fixed amount of Rs. 2,02,000/- per month and Rs. 2,20,000/- per month respectively.

We have come across the following observations after examining the above vouchers and enclosed invoices:-





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1. The vendor is not registered under GST act 2017. It is mandatory to take GST registration number because value of taxable supplies exceeds Rs. 20 Lakhs. The vendor should apply for GST registration number.
2. Along with the above, the bills raised are Non-GST invoice.

Management remarks:- As informed to us, the college has contracted the parties and thereafter the parties have registered themselves with the GST department.

IV. Invoices:

1. No Tax Invoice attached:-

Voucher No.	Voucher Date	Ledger Name	Amount
245	27.01.2020	Library Reading Room Money Account	1,92,278

During the vouching of the invoices, it came to our notice that a there was a Performa invoice pertaining to purchase of Books from South Asia Distributors and Publishers. Further, the payment was released basis the Performa invoice received.

Performa invoice is not a valid document proof. Therefore, it is suggested to the management to release the Payment only after the receipt of valid and original Tax invoice.

Management remarks: The same has been noted.

V. Vouchers not signed:-

During the course of audit, it was observed that most of the vouchers related to interest received and salary and allowance were not signed by the Treasurer the details of which are mentioned below:-





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1. Interest received

Fund name	Voucher No.	Voucher Date	Amount
Student Fund	149	20.01.2020	Rs. 23,116
	193	31.03.0020	Rs. 13,778
Maintenance Fund	239	24.01.2020	Rs. 3,35,813

2. Details of other vouchers not signed :-

Fund name	Voucher No.	Voucher Date	Ledger Name	Amount	Signatures Missing
Student Fund	141	08.01.20	General Maintenance Fund Expenses	Rs. 29,360/-	Bursar
	146	16.01.20	Student Society Fees	Rs. 7,808/-	Bursar and Principal
	032	01.09.20	General maintenance A/c	Rs. 202,000/-	Treasurer
Maintenance Fund	296	31.03.20	FDR with Medical Fund	4,50,00,000	Treasurer
	056	01.09.20	Salary to class IV staff	Rs. 957,710/-	Treasurer

Voucher attached in Vocational fund pertaining to fees collection for the month of September were not signed by the Bursar and the principal.

Management remarks: The Voucher has now been signed.





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VI. Fixed Assets:-

During the course of audit, it was observed the college is not maintaining the fixed asset register for the assets owned. The purchase of fixed asset is recorded under the head college development fund expenses A/c.

Voucher No.	Voucher Date	Ledger name	Amount	Remarks
153	03.02.2020	College Development Expense Account	Rs. 76,900/-	Purchase of water cooler

Furthermore, **no depreciation has been charged/ booked** on those fixed assets. **No working note** is maintained by the college in order to ascertain the actual balance of the fixed asset as on date.

Therefore, the value of assets mentioned in the books seems to be on a higher side than the realistic value.

Management remarks: The same has been noted.

VII. Stock Register and stock verification:-

During the course of examination of the stock records, the following observations have been made:

1. Place of Utilisation:-

During the verification of the Stock Register it was observed that place of utilisation was not mentioned for the following stock items:-

Page No. of Stock register	Product	Receipt Qty	Issued Qty
129	Submersible Pump	6	6
	Reducing Valve	1	1





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	Nipple	1	1
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It is suggested to the management to mention the place of utilisation of each of the stock item. Also, year separator must be entered at the end of financial year to separate the stock according to the financial year.

Management remarks: The same has been updated in the records.

2. Stock issue slips:-

It was observed that stock is issued without issue slips. There is no issue slip maintained by the store department for the stock issued.

It is suggested to the management to generate issue slips for the stock issued.

Management remarks: The same has been noted.

3. Incomplete details in Stock register:-

During the scrutiny of the stock register, it was observed that the department name and the date of issue is not mentioned against the stock issued.

Management remarks: The same has been noted.

4. Signature of the receiver not mentioned on the stock register:-

In few cases, the signature of the receiver is not mentioned on the stock register. The details have been highlighted below:-

Folio No.	Item name	Issue date
135	Gel blue pen	19/08/2020 24/11/2020 28/12/2020
318	Phenyle Can	04/12/2020 28/12/2020

Management remarks: The same has been noted.





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VIII. Gatekeeper register, inward register and outward register:-

1. Visitor Register:-

During the course of audit, it was noticed that the gatekeeper is maintaining a register of the daily visitors. However, there is no system for issuing visitor pass to the visitor.

It is suggested to the management to issue visiting pass to the visitor at the gate after confirmation with the concerned person.

Management remarks: The same has been noted.

2. Inward register:-

During the course of audit, it was informed that the management is not maintaining the inward register for recording the goods entering the college premises.

It is suggested to the management to maintain the inward register on daily basis for recording the goods entering the college in detail.

Management remarks: The same has been noted.

IX. Attendance records of teaching, non-teaching and Adhoc staff:-

Teaching Staff:- Exempted from Attendance records

Non- Teaching (Admin staff):- Biometric machine is installed in the college premises for maintaining the attendance record (Biometric till February 2020, March 2020 onwards attendance is recorded manually due to Covid 19)

Adhoc Staff:- Register is maintained to record the attendance manually.





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1. Manual register for Adhoc staff:-

During the course of audit following are the points noted while examining the manual attendance register for Adhoc staff:-

- a. Some of the entries were blank which neither has the signature of the teacher nor Leave marked. It is difficult to identify whether it was a week off or the teacher was absent.
- b. The marking for leaves is done by putting a cross with pencil which can easily be altered.

We suggest the keeper of the register to mark the leaves at the end of the day with a ink pen.

2. Biometric machine report:-

The biometric machine report is for the admin staff.
Following are the points noted while examining the manual attendance register for Adhoc staff:-

- a. If any staff is on half day due to official work then segregation between official half day and unofficial half day cannot be made.
- b. Also it was observed that exit was not punched by staff on some days.

We suggest to put remark as official and unofficial in the remark columns for better clarity.

Management remarks: The same has been noted.

X. Leave records of teaching, non-teaching and Adhoc staff:-

On the scrutiny of the leave registers, certain points were noted out and are mentioned as below:-





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A. Missing Leave Applications of Adhoc and Teaching staff:-

During the course of verification of the leave register and the leave application form, It was observed that the leave applications were missing for the below employees:

Name of the employee	Department	Department	Leave taken
Jagjeet Kaur	Adhoc	Punjabi	28.02.2020
Ishpreet Virdi	Adhoc	Commerce	16.01.2020 30.01.2020
Menka Ahlawat	Adhoc	English	03.03.2020
Dr Kavita Singh	Adhoc	Environmental	27.01.2020 11.02.2020 19.02.2020
Mrs Jatinder Kaur	Teaching staff	Assistant Professor-Commerce	31.01.2020 13.02.2020- 14.02.2020
Mrs Chetan Kaur	Teaching staff	Assistant Professor-Commerce	08.01.2020

Management remarks: The same has been noted.

B. Leave application attached for the leave taken but the period of leave taken not mentioned in the casual leave register:-

Name of the employee	Department	Department	Leave taken
Mrs Priya Sawalia Assistant Professor-Commerce)	Teaching staff	(Assistant Professor-Commerce)	22.01.2020- 24.01.2020
Raudas Kumar	Non-Teaching staff	Office Attendant	09.03.2020





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Management remarks: The same has been noted.

C. Sign of sanctioning authority missing on leave applications:-

Name of the employee	Type	Department	Leave taken
Anil Kumar	Non-Teaching	MTS	09.01.2020
Puran Mal	Non-Teaching	MTS	12.03.2020

Management remarks: The same has been noted.

XI. Library:-

1. Fines/ penalty for delay in return of books:-

Fines and penalty are charged in case the books are not returned after the prescribed days. A software LIBWARE is used which records the issued for book, return of book and calculate the fines, if any applicable. But the software does not specifies the no. of days delayed and how the fines have been calculated.

Management remarks: The same has been noted.

2. Weeded out/ Scrap books sale:-

It was noted that the list of scrap and weeded booked was prepared last in the year 16-17.

Initiation and approval letter from principal ma'am was showed for weeding out books for 19- 20 but no books have been weeded out till date. The weeding out of books is under process.

Management remarks: The same has been noted.

3. It was also informed that the tracing of missing Books for the F.Y. 19-20 is still under process.





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XII. Proper utilisation of GeM portal:-

As a Govt. concern, college should purchase goods or take services from the parties registered on the GeM portal. During the course of audit, it was observed that the college is not utilising the portal for purchasing goods or for services.

We suggest the college to properly use the portal for the procurement of goods and services.

Management remarks: The same has been noted.



Section Officer (Accounts)
Mata Sundri College for Women
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Coordinator
Internal Quality Assurance Cell
Mata Sundri College for Women
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Principal
Mata Sundri College For Women
University of Delhi