

**Umesha Rao M.** B.Com, FCA, DISA (ICAI)  
Chartered Accountant

No. 4-31 V-1, 1<sup>st</sup> Floor,  
Arihantha Complex, Main Road,  
Moodbidri – 574227, Mangalore Tq., D.K.  
**Ph: 08258 – 238769, +91 9448300325**  
E-mail: umeshraom@rediffmail.com

To,  
The Chairman/Managing Trustee  
Alva's Education Foundation  
Moodbidri

### **INTERNAL AUDIT REPORT APRIL TO JUNE 2018**

We have completed verification of transactions for the period of April 2018 To June 2018 of Alva's Institute of Engineering and Technology. Report for the same is enclosed here.

The areas covered are Student Admission, Employees Salary and payroll, Purchases, Expenses and Bank Payments.

#### **AIET Admission Details 2018-19**

Course	2017-18 (No. Of Students)	2018-19 (No. Of Students)	% Change (Year to year)	% of Admission to Intake
CSE	113	97	-16.49	80.83
CV	90	49	-83.67	40.83
ECE	100	60	-66.67	50.00
IS	52	27	-92.59	45.00
ME	91	33	-175.76	27.50
ME-II shift	7	5	-40.00	8.33
MBA	105	88	-19.32	73.33

#### **Employees Details for the period of April 2018 To June 2018**

2018-19			
Month	No. Employees	Salary Payable	PF
Apr-18	246	81,63,884	6,73,811
May-18	246	79,24,662	6,80,897
Jun-18	245	78,64,959	6,78,542
		<b>2,39,53,505</b>	<b>20,33,250</b>

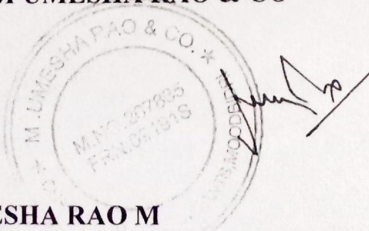


**QUERIES OF DIRECT EXPENSES FOR THE PERIOD OF APRIL TO JUNE 2018:**

Enclosed in Annexure Q1

SL NO.	TALLY DATE	VOUCHER NO.	EXPENSES	AMOUNT	REMARKS
1	01-04-2018	Journal - 5	Generator Expenses	31,790.00	Bill Not Found
2	06-04-2018	CR/APR/0061	Placement Expense	12,596.00	Cash Payment Voucher Not Found.
3	14-04-2018	Journal - 73	Repairs & Maintenance	14,450.00	Work Order Not Issued
4	17-04-2018	Jv-Creditor-Exp - 7	Building Maintenance	1,82,869.00	Purchase Order Not Issued.
5	16-05-2018	BP/1001	Student Welfare Expenses	37,000.00	Details Not Found
6	18-05-2018	Journal - 378	Fest Expense	51,055.00	Expense Details And Bill Not Found
7	22-05-2018	BP/1161	Sports Expenses	2,500.00	Expense Details And Bill Not Found
8	23-05-2018	Journal - 400	Advertisement	56,134.00	Advertisement Release Order Issued After Invoice Date.
9	01-06-2018	Jv-Creditor-Exp - 214	Refreshment & Lodging	2,70,000.00	Approval From Management Not Found
10	02-06-2018	CP/JUN/0022	Garden Maintenance	2,150.00	Cash Payment Voucher Not Found.
11	02-06-2018	Jv-Creditor-Exp - 235	Lab Maintenance	1,129.00	Expense Details And Bill Not Found
12	05-06-2018	Jv-Creditor-Exp - 255	Computer Maintenance	12,625.00	Bill Not Found
13	06-06-2018	Jv-Creditor-Exp - 258	Postage & Telegram	1,883.00	Bill Not Found
14	07-06-2018	Jv-Creditor-Exp - 261	NCC Expense	42,072.00	Purchase Order Not Issued.
15	22-06-2018	Jv-Creditor-Exp - 363	Cleaning And Maintenance	1,24,490.00	House Keeping Bill Not Found
16	27-06-2018	Jv-Creditor-Exp - 423	Cultural Program Expense	13,806.00	Bill Not Found

Kindly take necessary action in this regard.

**For M UMESHA RAO & CO****UMESHA RAO M**  
Chartered Accountant

Date: 10/01/2019.

  
PRINCIPAL  
Siva's Institute of Engg. & Technology,  
Mijer. MOODIDRI - 574 225, D.K



**Umesha Rao M.** B.Com, FCA, DISA (ICAI)  
Chartered Accountant

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E-mail: umeshraom@rediffmail.com

To,  
The Chairman/Managing Trustee  
Alva's Education Foundation  
Moodbidri

**INTERNAL AUDIT REPORT JULY TO SEPTEMBER 2018**

We have completed verification of transactions for the period of July 2018 To September 2018 of Alva's Institute of Engineering and Technology. Report for the same is enclosed here.

The areas covered are Student Admission, Employees Salary and payroll, Purchases, Expenses and Bank Payments.

**AIET Admission Details 2018-19**

Course	2017-18 (No. Of Students)	2018-19 (No. Of Students)	% Change (Year to year)	% of Admission to Intake
CSE	113	97	-16.49	80.83
CV	90	49	-83.67	40.83
ECE	100	60	-66.67	50.00
IS	52	27	-92.59	45.00
ME	91	33	-175.76	27.50
ME-II shift	7	5	-40.00	8.33
MBA	105	88	-19.32	73.33

**Employees Details for the period of July 2018 To September 2018**

2018-19				
Month	No. Employees	Salary Payable	PF	ESI
Jul-18	242	79,01,693	6,72,614	
Aug-18	246	79,63,567	6,60,394	50,877
Sep-18	241	82,32,392	6,50,662	51,667
		<b>2,40,97,652</b>	<b>19,83,670</b>	<b>1,02,544</b>



**QUERIES OF DIRECT EXPENSES FOR THE PERIOD OF JULY 2018 TO SEPTEMBER 2018:**

**Enclosed in Annexure Q2**

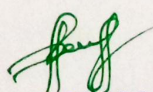
SL NO.	TALLY DATE	VOUCHER NO.	EXPENSES	AMOUNT	REMARKS
1	04-07-2018	Jv-Creditor-Exp - 484	Student Welfare Expenses	1,35,405.00	Expense details and bill not found
2	07-07-2018	Journal - 820	Fest Expense	52,813.00	Expense details and bill not found
3	07-07-2018	Jv-Creditor-Exp - 488	Project Sponsorship	44,250.00	Bill not found
4	11-07-2018	Jv-Creditor-Exp - 547	Building Maintenance	7,875.00	Purchase Order Not Issued.
5	14-07-2018	Jv-Creditor-Exp - 563	Placement Expense	41,268.00	Expense details and bill not found
6	31-07-2018	Jv-Creditor-Exp - 683	Cleaning And Maintenance	1,59,010.00	Housekeeping Bill not found
7	07-08-2018	Journal - 1081	Generator Expenses	34,685.00	Bill not found
8	10-08-2018	Journal - 264	Computer Maintenance	52,794.00	Purchase Order Not Issued.
9	28-08-2018	Jv-Creditor-Exp - 841	Cultural Program Expense	17,150.00	Bill not found
10	01-09-2018	Jv-Creditor-Exp - 871	Repairs & Maintenance	19,406.00	Bill not found
11	11-09-2018	Jv-Creditor-Exp - 939	NCC Expense	3,000.00	Expense details and bill not found
12	11-09-2018	Jv-Creditor-Exp - 934	Refreshment & Lodging	90,000.00	Approval from Management not found
13	14-09-2018	Jv-Creditor-Exp - 961	Sports Expenses	28,474.00	Purchase Order Not Issued.
14	19-09-2018	Jv-Creditor-Exp - 985	Lab Maintenance	23,600.00	Expense details and bill not found
15	22-09-2018	CP/SEP/0208	Garden Maintenance	700.00	Cash Payment Voucher not found.
16	26-09-2018	Jv-Creditor-Exp - 1072	Postage & Telegram	3,552.00	Bill not found
17	29-09-2018	Journal - 1517	Advertisement	1,41,750.00	Advertisement Release Order not issued

Kindly take necessary action in this regard.

**For M UMESHA RAO & CO**

**UMESHA RAO M.**  
Chartered Accountant

Date: 10/01/2019.

  
PRINCIPAL

Govt's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K.



**Umesha Rao M.** B.Com, FCA, DISA (ICAI)  
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To,  
The Chairman/Managing Trustee  
Alva's Education Foundation  
Moodbidri

### **INTERNAL AUDIT REPORT OCTOBER TO DECEMBER 2018**

We have completed verification of transactions for the period of October 2018 To December 2018 of Alva's Institute of Engineering and Technology. Report for the same is enclosed here.

The areas covered are Student Admission, Employees Salary and payroll, Purchases, Expenses and Bank Payments.

#### **AIET Admission Details 2018-19**

Course	2017-18 (No. Of Students)	2018-19 (No. Of Students)	% Change (Year to year)	% of Admission to Intake
CSE	113	97	-16.49	80.83
CV	90	49	-83.67	40.83
ECE	100	60	-66.67	50.00
IS	52	27	-92.59	45.00
ME	91	33	-175.76	27.50
ME-II shift	7	5	-40.00	8.33
MBA	105	88	-19.32	73.33

#### **Employees Details for the period of October 2018 To December 2018**

2018-19				
Month	No. Employees	Salary Payable	PF	ESI
Oct-18	237	78,50,672	6,49,472	41,726
Nov-18	235	78,59,534	6,44,874	41,802
Dec-18	233	77,27,918	6,36,660	41,329
		<b>2,34,38,124</b>	<b>19,31,006</b>	<b>1,24,857</b>



**QUERIES OF DIRECT EXPENSES FOR THE PERIOD OF OCTOBER 2018 TO DECEMBER 2018:**

Enclosed in Annexure Q3

SL NO.	TALLY DATE	VOUCHER NO.	EXPENSES	AMOUNT	REMARKS
1	18-10-2018	Jv-Creditor-Exp - 1225	Repairs & Maintenance	7,670.00	Expense details and bill not found
2	22-10-2018	Journal - 1624	Generator Expenses	74,065.00	Bill not found
3	23-10-2018	Jv-Creditor-Exp - 1251	Postage & Telegram	4,171.00	Bill not found
4	25-10-2018	Jv-Creditor-Exp - 1267	Project Sponsorship	3,20,850.00	Approval from Management not found
5	27-10-2018	Jv-Creditor-Exp - 1274	NCC Expense	1,600.00	Bill not found
6	29-10-2018	Jv-Creditor-Exp - 1292	Cultural Program Expense	10,000.00	Bill not found
7	31-10-2018	BP/4900	Student Welfare Expenses	2,999.00	Expense details and bill not found
8	29-11-2018	Jv-Creditor-Exp - 1426	Placement Expense	31,916.00	Expense details and bill not found
9	30-11-2018	Jv-Creditor-Exp - 1445	Cleaning And Maintenance	2,12,700.00	Housekeeping Bill not found
10	01-12-2018	CP/DEC/0002	Garden Maintenance	1,700.00	Cash Payment Voucher not found.
11	02-12-2018	Journal - 1915	Sports Expenses	38,833.00	Expense details and bill not found
12	07-12-2018	Journal - 1986	Advertisement	4,53,175.00	Advertisement Release Order issued after invoice date.
13	10-12-2018	Jv-Creditor-Exp - 1537	Computer Maintenance	2,41,950.00	Purchase Order Not Issued.
14	19-12-2018	Jv-Creditor-Exp - 1618	Building Maintenance	34,983.00	Work Order Not Issued.
15	19-12-2018	Jv-Creditor-Exp - 1608	Lab Maintenance	27,200.00	Expense details and bill not found
16	22-12-2018	Journal - 2158	Refreshment & Lodging	36,880.00	Bill not found

Kindly take necessary action in this regard.

**For M UMESHA RAO & CO**

**UMESHA RAO M**  
Chartered Accountant

Date: 07/03/2019.

**PRINCIPAL**

Alva's Institute of Engg. & Technology,  
Majar. MOODSURI - 574 225, D.K.



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To,  
The Chairman/Managing Trustee  
Alva's Education Foundation  
Moodbidri

### **INTERNAL AUDIT REPORT JANUARY TO MARCH 2019**

We have completed verification of transactions for the period of January 2019 To March 2019 of Alva's Institute of Engineering and Technology. Report for the same is enclosed here.

The areas covered are Student Admission, Employees Salary and payroll, Purchases, Expenses and Bank Payments.

#### **AIET Admission Details 2018-19**

Course	2017-18 (No. Of Students)	2018-19 (No. Of Students)	% Change (Year to year)	% of Admission to Intake
CSE	113	97	-16.49	80.83
CV	90	49	-83.67	40.83
ECE	100	60	-66.67	50.00
IS	52	27	-92.59	45.00
ME	91	33	-175.76	27.50
ME-II shift	7	5	-40.00	8.33
MBA	105	88	-19.32	73.33

#### **Employees Details for the period of January 2019 To March 2019**

2018-19				
Month	No. Employees	Salary Payable	PF	ESI
Jan-19	230	76,38,294	6,32,790	42,359
Feb-19	228	73,14,151	6,23,756	43,839
Mar-19	226	74,79,007	6,22,374	44,775
		<b>2,24,31,452</b>	<b>18,78,920</b>	<b>1,30,973</b>



**QUERIES OF DIRECT EXPENSES FOR THE PERIOD OF JANUARY 2019 TO MARCH 2019:**

**Enclosed in Annexure Q4**

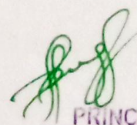
SL NO.	TALLY DATE	VOUCHER NO.	EXPENSES	AMOUNT	REMARKS
1	01-01-2019	Jv-Creditor-Exp - 1724	Computer Maintenance	37,800.00	Purchase Order Not Issued.
2	11-01-2019	BP/7065	Sports Expenses	11,455.00	Expense details and bill not found
3	17-01-2019	BP/7175	Project Sponsorship	1,03,342.00	Expense details and bill not found
4	25-01-2019	Jv-Creditor-Exp - 1835	Postage & Telegram	2,962.00	Bill not found
5	29-01-2019	Journal - 2554	Cultural Program Expense	13,790.00	Bill not found
6	30-01-2019	BP/7438	Placement Expense	8,133.00	Expense details and bill not found
7	02-02-2019	CP/FEB/0012	Repairs & Maintenance	15,200.00	Cash Payment Voucher not found.
8	08-02-2019	Jv-Creditor-Exp - 1950	Building Maintenance	10,240.00	Purchase Order Not Issued.
9	28-02-2019	Jv-Creditor-Exp - 2104	Cleaning And Maintenance	70,800.00	Housekeeping Bill not found
10	02-03-2019	CP/MAR/0008	Garden Maintenance	750.00	Cash Payment Voucher not found.
11	02-03-2019	Jv-Creditor-Exp - 2111	Refreshment & Lodging	24,600.00	Bill not found
12	07-03-2019	Journal - 3089	Fest Expense	11,693.00	Expense details and bill not found
13	15-03-2019	Jv-Creditor-Exp - 2174	Student Welfare Expenses	1,320.00	Work Order Not Issued.
14	16-03-2019	Jv-Creditor-Exp - 2177	Printing & Stationery	27,735.00	Purchase Order Not Issued.
15	30-03-2019	Journal - 3535	Generator Expenses	33,985.00	Bill not found
16	30-03-2019	Journal - 3410	Lab Maintenance	3,229.00	Expense details and bill not found
17	31-03-2019	Journal - 3611	Advertisement	32,760.00	Advertisement Release Order issued after invoice date.

Kindly take necessary action in this regard.

**For M UMESHA RAO & CO**

**UMESHA RAO M**  
Chartered Accountant

Date: 31/08/2019.



PRINCIPAL

Alva's Institute of Engg. & Technology,  
Majur. MOODBIDRI - 574 225, D.K