No. 4-31 V-1, 1st Floor,
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Umesha Rao M. B.Com, FCA, DISA (ICAI)
Chartered Accountant

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

INTERNAL AUDIT REPORT OCTOBER TO DECEMBER 2017

We have completed verification of transactions for the period of October2017 To December 2017 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 2017-18

Course	2016-17 (No. Of Students)	2017-18 (No. Of Students)	% Change (Year to year)	% of Admission to Intake
CSE	122	113	-7.96	94.17
CV	107	90	-18.89	75.00
ECE	99	100	1.00	83.33
IS	58	52	-11.54	86.67
ME	96	91	-5.49	75.83
ME-II shift	21	7	-200.00	11.67
MBA	120	105	-14.29	87.50

Employees Details for the period of October 2017 To December 2017

2017-18			
Month	**No.Employees**	**Salary Payable**	**PF**
Oct-17	263	80,06,231	5,83,965
Nov-17	263	81,00,482	5,82,734
Dec-17	263	80,55,363	5,97,095
		2,41,62,076	**17,63,794**

QUERIES OF DIRECT EXPENSES FOR THE PERIOD OF OCTOBER 2017 TO DECEMBER 2017:

Enclosed in Annexure Q3

SL NO.	TALLY DATE	VOUCHER NO.	EXPENSES	AMOUNT	REMARKS
1	02-10-2017	Journal - 3506	Computer Maintenance	23,700.00	Purchase Order Not Issued.
2	05-10-2017	CP/OCT/0039	Refreshment & Lodging	1,688.00	Cash Payment Voucher not found.
3	11-10-2017	BP/4452	Cultural Programme Exp	19,600.00	Expense details and bill not found
4	23-10-2017	Journal - 3174	Building Maintenance	29,997.00	Bill not found
5	23-10-2017	CP/OCT/0244	Sports Exps	3,120.00	Cash Payment Voucher not found.
6	17-11-2017	Journal - 3506	Cleaning And Maintenance	3,03,400.00	Housekeeping Bill not found
7	22-11-2017	Journal - 3564	Advertisement	1,37,610.00	Advertisement Release Order not issued.
8	14-12-2017	Journal - 3936	Placement Exps	76,700.00	Expense details and bill not found
9	15-12-2017	Journal - 3954	Electrical Maintenance	6,290.00	Bill not found
10	16-12-2017	CP/DEC/0199	Travelling & Conveyance	7,384.00	Expense details and bill not found
11	18-12-2017	Journal - 3987	Lab Maintenance	1,940.00	Purchase Order Not Issued.
12	22-12-2017	BP/6332	Staff Welfare Expenses	23,180.00	Expense details and bill not found
13	27-12-2017	Journal - 4202	Repairs & Maintenance	8,450.00	Work Order not issued
14	31-12-2017	Journal - 4415	Printing & Stationery	33,290.00	Purchase Order Not Issued.

Kindly take necessary action in this regard.

For M UMESHA RAO & CO

M. UMESHA RAO & CO. * MOODBIDRI * M.NO.207339 FRN.0O4131S

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

UMESHA RAO M
Chartered Accountant

Date: 28/02/2018