



Shobhit University

EDUCATION EMPOWERS

Adarsh Institutional Area, Babu Vijendra Marg,
Gangoh, Distt. Saharanpur 247341 (U.P.)
247341, India
Tel: +91 7830810052
E-mail: registrargangoh@shobhituniversity.ac.in
Web: www.sug.ac.in

Ref./SUG/FO/ADM/6/2024

Dated: April 18, 2024

Inter Office Note

To, Finance Officer

Subject: Request for Internal Audit

Dear Sir,

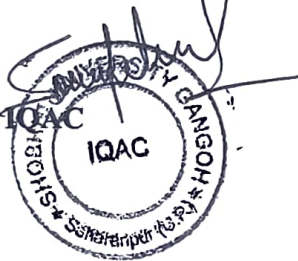
This is to formally request the initiation of an internal audit for the current financial period. The audit is scheduled to be conducted by **Dr. Somprabh Dubey** and **Mr. Adesh Kumar**.

Kindly extend all necessary support and provide access to the relevant financial records, documents, and systems to facilitate a smooth and comprehensive audit process.

Please coordinate with the auditors and ensure that all required arrangements are made in a timely manner.

Thank you for your cooperation

Director - IQAC



CC to

1. PA to VC
2. Registrar Office for records



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Dated: April 22, 2024

[Signature]
22/5/25
(Internal Auditor)



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Ref: SUG/FO/1/2024

Dated: April 22, 2024

Office of the Finance Officer

Action Taken Report (ATR)

Subject: Internal Audit Held on April 22, 2024

In reference to the Internal Audit conducted on **April 22, 2024**, the following actions have been taken in response to the observations and suggestions made by the audit team:

1. Fee Collection Monitoring:

As per the auditors' recommendation, greater emphasis has been placed on ensuring the **timely collection of fees** from students. Schools and departments have been advised to regularly communicate with students and parents regarding pending dues, and automated reminders through SMS and email are being implemented.

2. Record Maintenance:

Financial records and documentation processes have been reviewed and standardized to ensure consistency, accuracy, and compliance with internal policies.

3. Reconciliation Procedures:

Monthly reconciliation of fee records and accounts has been initiated to avoid discrepancies and ensure updated financial tracking.

We acknowledge the valuable suggestions provided by the audit team and remain committed to continual improvement in financial management and compliance.

Finance Officer
Shobhit University, Gangoh





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Ref./SUG/FO/ADM/11/2023

Dated: April 7, 2023

Inter Office Note

To, Finance Officer

Subject: Request for Internal Audit

Dear Sir,

This is to formally request the initiation of an internal audit for the current financial period. The audit is scheduled to be conducted by **Dr. Somprabh Dubey** and **Mr. Adesh Kumar**.

Kindly extend all necessary support and provide access to the relevant financial records, documents, and systems to facilitate a smooth and comprehensive audit process.

Please coordinate with the auditors and ensure that all required arrangements are made in a timely manner.

Thank you for your cooperation

Director - IQAC



CC to

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File No. B-3/ADM/RO/2023/

Dated: April 12, 2023

To,
The Vice Chancellor
Shobhit University Gangoh
Adarsh Institutional Area, Babu Vijendra Marg,
Gangoh, Distt. Saharanpur (U.P.) 247341, India

Sub: Internal audit report for the period from 1st April 2022 to 31st March 2023.

Dear Sir,

This is to inform you that we have conducted internal audit for checking the efficiency & effectiveness of the internal controls and verification of related financial records. Further we have given recommendations for rectifying / strengthening the same as follows:

1. We have checked all the bank vouchers with the bank statements and bank reconciliations and found all the entries to be proper and correct except two entries where the heads were not proper in our books and complying the suggestions, the entries were corrected. We appreciate that all the bank entries are properly reconciled.
2. We checked all the cash books and cash vouchers.
3. We have checked the debtors and creditors and found that there is no pending payment of any creditors. Payments are well in time.
4. We checked all the fees received from students, found that some students have not paid the fees on time but they have taken permission from Registrar. Otherwise in respect of accounting it is properly maintained.
5. We also checked Salary and Wages account and found that the salary is paid on 07th of every month.
6. Checked all the TDS entries which we found proper and deposited the TDS well on time.

Suggestions: To collect the fees from students on time.


(Internal Auditor)


(Internal Auditor)


Account Officer
Shobhit University Gangoh
Distt. Saharanpur, 247341 (U.P.)





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Ref: SUG/FO/16/2023

Dated: April 25, 2023

Office of the Finance Officer

Action Taken Report (ATR)

Subject: Internal Audit Conducted on April 12, 2023

This is to submit the Action Taken Report in response to the Internal Audit conducted on **April 12, 2023**.

Audit Observation:

It was observed that there is a need to strengthen the process of **timely collection of student fees** to maintain financial discipline and smooth functioning of the institution.

Action Taken:

1. All departments have been reminded to ensure **timely communication with students regarding fee dues**.
2. Regular updates are being sent to students through class mentors or any nominated by the Director/HoD/Principal.
3. Departments have been advised to follow up systematically and escalate cases of prolonged non-payment to the Finance Office.
4. A monthly review mechanism has been initiated to track outstanding dues and take corrective measures promptly.

Further improvements are being implemented to ensure better compliance and efficiency in fee collection. The Finance Office remains committed to maintaining transparency and fiscal responsibility.

Finance Officer
Shobhit University, Gangoh





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Ref./SUG/FO/ADM/17/2022

Dated: April 2, 2022

Inter Office Note

To, Finance Officer

Subject: Request for Internal Audit

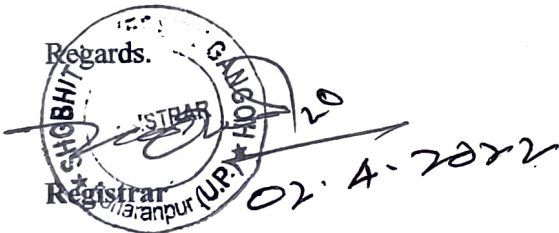
Dear Sir,

This is to formally request the initiation of an internal audit for the current financial period. The audit is scheduled to be conducted by **Dr. Somprabh Dubey** and **Mr. Adesh Kumar**.

Kindly extend all necessary support and provide access to the relevant financial records, documents, and systems to facilitate a smooth and comprehensive audit process.

Please coordinate with the auditors and ensure that all required arrangements are made in a timely manner.

Regards.


02.4.2022

CC to

1. PA to VC



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File No. B-3/ADM/RO/2022/

Dated: 9/4/2022

To,
The Vice Chancellor
Shobhit University Gangoh
Adarsh Institutional Area, Babu Vijendra Marg,
Gangoh, Distt. Saharanpur (U.P.) 247341, India

Sub: Internal audit report for the period from 1st April 2021 to 31st March 2022.

Dear Sir,

This is to inform you that we have conducted internal audit for checking the efficiency & effectiveness of the internal controls and verification of related financial records. Further we have given recommendations for rectifying / strengthening the same as follows:

1. We reviewed all the bank vouchers against the bank statements and reconciliations, and found all entries to be accurate.
2. We have reviewed the debtors and creditors and found that there are no outstanding payments to any creditors. All payments have been made promptly.
3. We also reviewed the Salary and Wages account and confirmed that salaries are paid on the 7th of each month. All TDS entries were found to be accurate and the TDS was deposited on time.

Suggestions: Post the expenditure entries correctly under desired head.

(Internal Auditor)



(Internal Auditor)


Account Officer
Shobhit University Gangoh
Distt. Saharanpur, 247341 (U.P.)





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Ref: SUG/FO/16/2022

Dated: 22/5/2022

Office of the Finance Officer

Action Taken Report

Subject: Internal Audit Conducted on 22/05/2022

This is to present the Action Taken Report in reference to the internal audit conducted on **May 22, 2022**.

Audit Observation:

The audit team observed inconsistencies in the **posting of expenditure entries**, noting that certain transactions were not recorded under the appropriate budget heads.

Action Taken:

1. All finance and accounts personnel have been **sensitized and instructed** to ensure that every expenditure entry is **posted under the correct account head** as per the approved chart of accounts.
2. A **review mechanism** has been established to cross-verify entries before final posting.
3. Regular training sessions are being conducted to familiarize staff with correct accounting procedures and coding practices.
4. The accounting software is being reviewed to introduce validation checks that will minimize errors in posting under incorrect heads.

These measures are aimed at strengthening financial reporting accuracy and aligning with audit recommendations. The Finance Office remains committed to maintaining financial discipline and transparency.

Finance Officer
Shobhit University, Gangoh





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Ref: SU/FO/ADM/12/2021

Dated: April 1, 2021

Inter Office Note

To, Financial Officer

Subject: Initiation of Internal Audit

Dear Sir/Madam,

You are requested to initiate the process for conducting the internal audit of the university's financial records for the current period.

The audit will be carried out by **Mr. Somprabh Dubey** and **Mr. Adesh Kumar**. Kindly ensure that all relevant documents, records, and information are made available to the auditors to facilitate a smooth and efficient audit process.

Your cooperation in providing the necessary support and coordination is appreciated.

Regards,


Registrar


CC to

1. PA to VC



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File No. B-3/ADM/RO/2021/

Dated: 4th April 2021

To,
The Vice Chancellor
Shobhit University Gangoh
Adarsh Institutional Area, Babu Vijendra Marg,
Gangoh, Distt. Saharanpur (U.P.) 247341, India

Sub: Internal audit report for the period from 1st April 2020 to 31st March 2021.

Dear Sir,

This is to inform you that we have conducted an internal audit to assess the efficiency and effectiveness of internal controls and verify related financial records. Additionally, we have provided the following recommendations for rectifying and strengthening these controls:

1. We examined all bank vouchers against the bank statements and reconciliations, and found all entries to be accurate.
2. We assessed the debtors and creditors, confirming that there are no outstanding payments to creditors and that all payments have been made promptly.
3. We also reviewed the Salary and Wages account, verifying that salaries are paid on the 7th of each month. All TDS entries were accurate, and the TDS was deposited on time.

Suggestions: *Kindly stop cash dealings or set some limits, as many cash entries were found. Secondly, copies bought for conducting the examinations were wrongly posted under the Examinations head. Please post them under the Stationery head.*

(Internal Auditor)

(Internal Auditor)



Account Officer
Shobhit University Gangoh
Distt. Saharanpur, 247341 (U.P.)





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Ref: SUG/FO/19/2021

Dated: 4th April 2021

Office of the Finance Officer

Action Taken Report

Subject: Internal Audit Conducted on 4th April 2021

This is to submit the Action Taken Report in response to the internal audit conducted on **April 4, 2021**. The following actions have been taken based on the observations and suggestions made by the audit team:

1. Observation:

A significant number of **cash transactions** were noted during the audit, which is not in line with standard accounting and audit practices.

Action Taken:

- All departments have been **strictly advised to avoid cash dealings** and route all payments through approved digital or banking channels.
- Where unavoidable, a **limit has been set for petty cash expenses**, and all such transactions must be supported with proper documentation and pre-approval.
- A circular has been issued to reinforce the policy, and periodic checks will be conducted to ensure compliance.

2. Observation:

Copies purchased for examinations were wrongly posted under the **Examinations head** instead of the **Stationery head**.

Action Taken:

- The concerned entries have been **rectified** and reposted under the correct budget head, i.e., **Stationery**.
- Staff involved in accounting entries have been **instructed and trained** to ensure accurate posting of expenses under the designated heads as per the university's accounting structure.
- A verification step has been introduced in the posting process to avoid such misclassifications in the future.

The Finance Office remains committed to adhering to sound financial practices and implementing audit recommendations for greater transparency and accuracy.





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Dated: April 30, 2020

To, Financial Officer

Subject: Initiation of Internal Audit

Dear Sir/Madam,

You are requested to initiate the process for conducting the internal audit of the university's financial records for the current period.

The audit will be carried out by **Mr. Somprabh Dubey** and **Mr. Adesh Kumar**. Kindly ensure that all relevant documents, records, and information are made available to the auditors to facilitate a smooth and efficient audit process.

Your cooperation in providing the necessary support and coordination is appreciated.

Regards,

Registrar



CC to

- ## 1. PA to VC

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Tel: +91 7830810052
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File No. B-3/ADM/RO/2020/

Dated: 5/5/2020

**To,
The Vice Chancellor
Shobhit University Gangoh
Adarsh Institutional Area, Babu Vijendra Marg,
Gangoh, Distt. Saharanpur (U.P.) 247341, India**

Sub: Internal audit report for the period from 1st April 2019 to 31st March 2020.

Dear Sir,

We thoroughly examined all bank vouchers against the bank statements and reconciliations, confirming the accuracy of all entries. In our assessment of debtors and creditors, we verified that there are no outstanding payments to creditors, with all payments being made promptly. Additionally, our review of the Salary and Wages account confirmed that salaries are paid on the 7th – 9th of each month, and all TDS entries were also accurate and deposited on time.

Suggestions:

1. Receipt book should be different for different courses.
2. It is advised to clear the outstanding fees of students before the final year examinations, as some fees are still pending.

(Internal Auditor)



(Internal Auditor)

Account Officer
Shobhit University Gangoh
Distt. Saharanpur, 247341 (U.P.)





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Ref: SUG/FO/1/2020

Dated: 5/5/2020

Office of the Finance Officer

Action Taken Report

Subject: Internal Audit Conducted on 5/5/2020

This is to submit the Action Taken Report based on the observations and suggestions provided during the internal audit conducted on May 5, 2020. The following actions have been initiated:

1. Observation:

Receipt book should be different for different courses.

Action Taken:

- The Finance Office has implemented a system wherein **separate receipt books are now maintained for each course/program** to ensure better tracking, accountability, and transparency in fee collection.
- This will also assist in more accurate reconciliation and reporting of course-wise financial records.

2. Observation:

It is advised to clear the outstanding fees of students before the final year examinations, as some fees are still pending.

Action Taken:

- A directive has been issued to all departments to **ensure clearance of pending fees by students prior to final year examinations.**
- Students and parents are being regularly notified through SMS, emails, and personal communication regarding their dues.
- Coordination with the Examination Cell has been strengthened to ensure fee clearance is verified before the issuance of admit cards.

The Finance Office remains committed to following best financial practices and acting promptly on audit recommendations to ensure smooth and efficient operations.

