



# SREE CHITRA THIRUNAL COLLEGE OF ENGINEERING

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## INVITATION OF EXPRESSION OF INTEREST FOR INTERNAL AUDIT ASSIGNMENT

Ours is a Society registered under the Literary, Scientific & Charitable Societies Act, 1955 running an Engineering College in Trivandrum from 1995 onwards, managed by the Board of Governors consisting of Hon. Minister for Transport, Govt. of Kerala and Govt. Officials like Principal Secretary, Finance Department; Principal Secretary, Higher Education Department; Secretary, Transport Department; Director of Technical Education; Managing Director, KSRTC etc. Expression of Interest (EOI) is invited from reputed Chartered Accountants, who wish to undertake the work of internal audit in our organization for FY 2017-18. The expression of interest alongwith the detailed profile, past experiences and annual remuneration expected should be sent so as to reach the College Office on or before 24<sup>th</sup> July, 2017. More details regarding the work can be had from the college office during working hours.

### **The scope of internal audit assignment is as follows:**

- ❖ Check whether the Institution's financial regulations are being followed;
- ❖ Determining the reliability and integrity of operating and financial information;
- ❖ Determining the degree of compliance with policies, procedures, law, and regulations;
- ❖ Assuring whether the assets are properly safeguarded;
- ❖ Determining whether the operations are accomplishing objectives and goals;
- ❖ Reviewing the reliability, adequacy, and application of accounting, financial and other operating controls;
- ❖ Verifying the existence of assets and ensuring that they are properly accounted for and safeguarded from loss;
- ❖ Evaluating the economy and efficiency with which resources are used, and recommending improvements in operations;
- ❖ Reviewing security of resources and infrastructure;
- ❖ Evaluate the operations and recommend ways to improve the effectiveness and efficiency;
- ❖ Provide advice regarding systems, policies, procedures, etc.
- ❖ Review of overall operations of College Office including maintenance of Cash Book and other subsidiary books, General Ledger Accounts, Information Systems, Grants, Scholarships, Contracts, Payroll, Purchasing, Fixed Assets, Capital Projects, Functions such as Electronic Data Processing, Human Resources etc.
- ❖ Preparation of Annual Budgets;
- ❖ Quarterly reconciliation of Bank Accounts;
- ❖ Preparation of Monthly Financial Reports;
- ❖ Financial Consultancy Services including that of Tax Matters, Returns Filing (including TDS), Deposits etc.
- ❖ Computerization of entire financial transactions including collection of fees and admission process;
- ❖ Other unforeseen services as and when required by the Management.