



**स्वामी राम हिमालयन विश्वविद्यालय**  
**Swami Rama Himalayan University**

**Policy for Internal and External financial audit  
mechanisms**

Approved by the Board of Management in its 22<sup>nd</sup> Meeting held on  
12<sup>th</sup> January 2019

**Swami Rama Himalayan University**

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

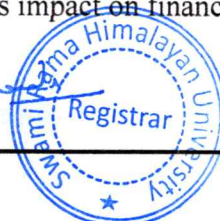
# SWAMI RAMA HIMALAYAN UNIVERSITY

## Policy for Internal and External financial audit mechanisms

1. **Title:** This policy shall be called *“Policy for Internal and External Financial audit mechanisms of Swami Rama Himalayan University”*.
2. This policy shall be deemed to have come into force from the date it has been approved by the Board of Governors of the University.
3. This policy broadly outlines the mechanism for regular audit both internal and external statutory audits to establish accuracy and genuineness of every transaction.
4. The mechanism outlined under this policy primarily focusses to evolve activity-based budgeting model along with time-line based deliverables, providing accountability linked administrative and financial autonomy within the University.
5. The University will deploy consistent internal audit in addition to the statutory external audit

### **5.1 Internal Audit:**

- 5.1.1 Internal audit will be handled by in-house audit team, the members of which should have long experience in the area of auditing and accounts.
- 5.1.2 The audit team will prepare an audit schedule to review the entire accounting procedure to ensure proper financial controls at every point of money disbursement and to prevent any revenue leakage.
- 5.1.3 The audit team will conduct a thorough check and verification of all payment vouchers on continuous basis.
- 5.1.4 The team will conduct random on-site inspection of consumable and capital items in order to check their quality and quantity.
- 5.1.5 The University has books of accounts which is subject to audit by the internal audit team.
- 5.1.6 As part of internal control, a system of joint authorized signatories will be a must for all disbursements.
- 5.1.7 The scope of internal audit extends to areas like stores, purchase, personnel, billing etc. which has impact on finance.

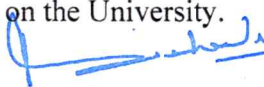


*Neelam Bhattacharya*  
Registrar  
Swami Rama Himalayan University

- 5.1.8 Detailed audit will be conducted on hospital collection and other receipts.
- 5.1.9 The audit team will ensure to check that advance payment, if any, made to the vendor/service provider has been adjusted, while processing the final bill for payment.
- 5.1.10 The team will ensure compliance of all authorizations regulating the powers and responsibilities of various functionaries.

## **5.2 External Audit:**

- 5.2.1 External financial audits will be conducted as per the provisions of section 47 of Swami Rama Himalayan University Act no. 12 of 2013.
- 5.2.2 The Board of Governors of the University will appoint the statutory auditors.
- 5.2.3 The annual accounts and balance sheet of the University will be prepared under the direction of the Board of Governors and all funds accruing to or received by the University, from whatever source, and all amounts disbursed or paid will be entered in the accounts maintained by the University.
- 5.2.4 The annual accounts of the University will be audited by an auditor, who is a member of The Institute of Chartered Accountants of India, every year.
- 5.2.5 A copy of the annual accounts and the balance sheet together with the audit report will be submitted to the Finance Committee of the University. Once the Finance Committee approves the annual accounts and the balance sheet, the same will be recommended to the Board of Management. Based on the recommendation of Board of Management, the Board of Governors will be the final authority to consider and approved the annual accounts and the balance sheet, following closing of the financial year on 31<sup>st</sup> March every year.
- 5.2.6 Once the annual accounts and balance sheet is approved by the Board of Governors at its meeting, the same shall be submitted to the Visitor and the State Government along with its observations, if any, thereon before the 31<sup>st</sup> December each year.
- 5.2.7 The directions of the State Government on the subject arising out of the account and the audit report of the University, if any, shall be binding on the University.



*Neelina Bhatnagar*  
Registrar  
Swami Rama Himalayan University

Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision. The decision of the Vice-Chancellor shall be final.

*Neelam Anand*  
Registrar  
Swami Rama Himalayan University

