

STANDARD OPERATING PROCEDURES



1

INTERNAL AUDIT WING

Indian Institute of Technology, Ropar

REFERENCES

- Institute statutes
- Stores and Purchase Manual 2015
- IIT Act 2012
- Recruitment and Promotion Policy of IIT Ropar
- Government of India Rules as amended from time to time.
- BOG resolutions passed from time to time.
- Office orders/circulars issued by the authorities of the institute from time to time.
- Hand book published by the Academic section annually.
- Internal Audit Manual.

APPLICABILITY

- The standard operating procedures SOP apply to all the sections and departments of IIT Ropar

PURPOSE

- The purpose of this SOP is to establish the roles, guidelines and process for the Internal Audit WING (IAW) in order to provide quality audits and reviews in the most effective manner

GENERAL

- Internal auditing is an independent object assurance and consulting authority designed to add value and improvement in an organization's operations, The Internal Audit serves as a “Third Eye” for the management to control and watch the efficiency and working of various units under them. Internal auditing frequently involves measuring compliance with the entity's policies and procedures. They advise management and the Internal audit enjoys reasonable freedom in the discharge of its functions.

OBJECTIVES

- The appraisal of past transactions and happenings, probing into deviations from established policies and procedures, detection and prevention of errors and frauds, proper utilization of assets and safeguarding them and assessing the effective control on operations to preserve the entire organization against wasteful operations are included in the protective functions of the internal audit.

Appraisal activities also include the review of discharging of responsibilities and suggesting measures for streamlining the organizational working.

The Internal Auditors should function independently without fear and favour or prejudice. Independence denotes freedom from conditions that threaten objectivity or the appearance of objectivity.

In discharging their functions, the auditors must be courageous and critical, yet fair in their views and interpretations.

RESPONSIBILITIES

- Internal Audit Wing of IIT Ropar is responsible for both
 - i) Pre Audit and
 - ii) Post Audit

Besides above the services of internal auditors will be utilized by all levels of management in the investigation of any special problem/function, in addition to normal audit

PROCEDURES

- The Internal Audit Wing activities are being carried out by the staff posted in the wing under the directions of Sr. Audit Officer. The Sr. Audit Officer reports directly to the Director to provide him with an understanding of IAW's current work status.

- Procedures that will normally be followed by IAW when conducting pre audit and post audit;

- **1) PRE-AUDIT**

Checking of all the files/cases put to IAW as per norms fixed under the Internal Audit Manual and para 1 “References” of this SOP. The time line for the approval of cases in IAW is given” in Annexure “A”

2) POST AUDIT

- **a) Preparation of Audit Plan**
 - i) Identify the auditable units
 - ii) Incorporate high risk areas, if any
 - iii) Draft an annual audit plan and get it approved from the competent authority.
- **b) Conduct Audit Engagement**
 - i) Meet with the stakeholder requesting for audit/ review, to discuss audit plan, expected objections and scope of the audit.
 - ii) to obtain cooperation, obtain data or documents to be received.

c) Perform Audit Work

To carry out fieldwork as indicated in the audit program with minimized disruption to department operations.

d) Report Audit/Review Results

- i) Draft a report of the audit/review by describing the work performed, results of the audit and any recommendations for corrective action.
- ii) Discuss the audit/review findings with the Head of Deptt/section.
- iii) Finalize and issue the final audit and inspection report to the concerned unit after its approval from the competent authority.

e) Follow up action on Inspection Reports

To regularly pursue the inspection reports issued to each unit/wing/department till necessary action is taken there against and the observations of audit are settled with the approval of the competent authority.

VIII) AUDITS BY EXTERNAL PARTIES

- To serve as liaison between IIT Ropar and external auditors.
- To pursue and get the audit objections taken in the Audit and Inspection Reports issued by statutory auditors settled and deal with other matters relating to statutory audit.
- All audit related communications, meetings, findings, reports, recommendation and follow ups will be managed by the IAW.

IX) MISC

- To deal with and offer comments on the files/ cases marked by the management
- To perform any other assignment on behalf of the management of IIT Ropar.

ANNEXURE “A”
STANDARD OPERATING PROCEDURE
TIMELINE FOR THE APPROVAL OF MAIN CASES IN INTERNAL AUDIT WING

S.No	Particular	Days
1	Salary and arrear bill of staff, faculty and contractual faculty & staff	2 days
2	Salary bill of outsource staff	2 days
3	Salary bill of Housekeeping staff	2 days
4	Salary bill of security staff	2 days
5	Purchase orders /Work orders / Supply Orders	1 day
6	Scholarships , fellowship	2 days
7	Security /Caution money refunds of students	2 days
8	Fee refunds	1 day
9	Sanction sheets	2 days
10	Files relating to student events (BOCA,BOSA,BOHA,HEF,BOLA etc.)	2 days
11	Tender documents	3 days
12	Monthly mess bills	2 days
13	Scholarship i.e merit cum means, free studentship etc	2 days
14	Vouchers (payments, receipts and journals)	1 day*
15	Letter of credit and payments to foreign suppliers	1 day
16	Examination of contracts and agreements	2 days
17	Pay fixation / Annual increments	2 days
18	Offer letter and appointments	1 day
19	Comparative statement of financial bids	2 days
20	LTC claim (depending on the number of LTC bills received)	2 days

S.No	Particular	Days
21	Medical claim above 5000/- of all staff, faculty, students	2 days
22	T.A Claim (depending on the number of T.A bills received)	2 days
23	Telephone expenses re-imbursements	1 day
24	Utilization certificate of projects	2 days
25	Construction related files (depending upon the items involved)	2 days
26	Transport Bills (Buses, Cabs, Diesel)	2 days
27	Library bills & financial approvals	2 days
28	Retirement/Terminal Benefit cases	2 days
29	Running/Final bills of contractors	2 Days
30	Advances and their adjustments	1 day
31	Children Education Allowances	2 day
32	JEE payment Bills	1 day
33	Files relating to all financial approvals of expenditures.	2 days
34	Examination of cases marked by Director, Deans and Registrar	Immediately
35	Any other file / Cases	Depending on the work involved
	<p>Note:- If the file is received in the forenoon and complete in all respect only.</p> <p>* Depending upon the volume of file.</p>	