



AUDITORS REPORT TO THE GOVERNING MEMBERS OF PROJECT TERRA FIRMA

Details:

Sl. No.	Particulars	Remarks
1.	Audit Team	Shyam S
2.	Audit Date	24.02.2016 and 25.02.2016
3.	Agenda of Meeting	- Preparation for Annual Day

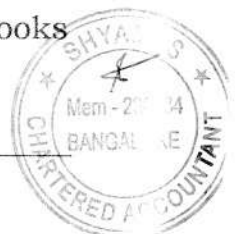
The following suggestion were put forth by us during the discussion on 24.02.2016

1. Library Activities

- i. *GROWBY* – We suggest that the test be conducted by minimum 2 teachers (One librarian and one school language teacher). This will help in conducting the test in a fair manner.
- ii. *Remedial Training* - For effectiveness of remedial program we suggest that program should commence from the academic year beginning.
- iii. *Library check-in and out records* - Maintained adequately, but we suggest to be updated by librarian so that the effectiveness of the reader of the books can be checked when the books are returned by students.
- iv. *Other library activities* – We suggest formulating a program for the academic year depicting activities planned for each month. This will help bring uniformity among schools and effectiveness of the program can be measured reliably.
- v. *Involvement of HM's* – We suggest HM's of the schools be involved in designing the program for each academic year. This will help in completion of activates within the prescribed time.

2. Science Club Activities

- i. *Record updating and correction* – Difficult to tract the status of the completion of the module as different experiments are taught in different schools. And the status of the record books are different w.r.t each student. We suggest attendance books for each session is maintained.





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- ii. *Arvind Gupta experiments* – Since the experiments are shown on tab the acceptance of the students are better. Suggest adding more video oriented programs.
 - iii. *Reduce the number of modules* – We suggest restricting the modules to 3-4 and plan at the beginning of the academic year on the completion of the modules and time required.
 - iv. *Lab Equipments* – We suggest to add some lab equipments so that the 20 students can be divided into groups and given hands on training.
- 3. Art program**
- i. *Inventory of materials* – We suggest librarian should keep an inventory register for all the materials supplied. This will avoid purchase of excess painting materials.
 - ii. *Reduce the number of modules* – We suggest restricting the modules to 3-4 and plan at the beginning of the academic year on the completion of the modules and time required.
 - iii. *Restrict practice drawings in books* – We suggest using waste paper for drawing practice and not use the books provided.
- 4. General**
- i. *Receipts and payments account* – We suggest maintaining a receipts and payments accounts on a monthly basis.
 - ii. *Half yearly meeting* – We suggest arranging a half yearly meeting to check on the progress during the academic year.





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- iii. *Meeting of Librarian's* – We suggest librarians conduct a monthly stats meeting to align their program with the schedule set.

Date: 11.03.2016

Place: Bangalore

For Shyam S & Co,

Chartered Accountants

Firm No. 015813S

Shyam .S

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Proprietor

Mem No. 236134

