



**AN INTERNSHIP REPORT**

**ON**

**AN ANALYSIS OF THE ACCOUNTING SYSTEM**

**OF**

**DAFFODIL INTERNATIONAL UNIVERSITY**

**Date of Submission: 00-00-2018**



**INTERNSHIP REPORT  
ON  
AN ANALYSIS OF THE ACCOUNTING SYSTEM  
OF  
DAFFODIL INTERNATIONAL UNIVERSITY**

**Submitted To:**

**Sayed Farrukh Ahmed**  
Assistant Professor  
Department of Business Administration  
Faculty of Business and Entrepreneurship  
**Daffodil International University**

**Submitted By:**

**Md. Sakayat Hossain**  
ID: -172-14-2400  
Program: MBA (Major in Finance)  
Department of Business Administration.  
**Daffodil International University**

## Letter of Transmittal

---

Date: 00-00-2018

**Sayed Farrukh Ahmed**

Assistant Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

**Subject: Submission of Internship report.**

**Dear Sir**

It's my great pleasure to submit internship report on the titled "**An Analysis of the Accounting System of Daffodil International University**", which is a partial fulfillment of the requirement of MBA program. As an employee of Daffodil International University, I've analyzed with the officers of Finance & Accounts Department. This report is prepared focusing on the Accounts system and procedure of Daffodil International University. A careful attention has been taken regarding data collection, relevance of data and preparation of this report. The information provide in this report is very authentic and effort has been provided to make this a comprehensive one.

For better understanding and reliability, this is being segmented various chapters and this will provide an extensive source of information.

I convey my sincere thanks and gratitude for giving me the scope and I believe that this report Will certainly help you in evaluating my course work.

**Sincerely yours,**

.....

Md. Sakayat Hossain

ID:-172-14-2400

Program: MBA (Major in Finance)

Department of Business Administration.

Daffodil International University

## Student Declaration

---

“I Md. Sakayat Hossain student of Master of Business Administration (MBA), ID No: 172-14-2400, declare that this Internship report on Daffodil International University Titled **“An Analysis of the Accounting System of Daffodil International University”** is completely my own work. References are provided as it is free of plagiarism.”

**Sincerely yours,**

-----

Md. Sakayat Hossain  
ID:-172-14-2400  
Program: MBA (Major in Finance)  
Department of Business Administration.  
Daffodil International University

## Certificate of Approval

---

“This is to certify that, **Md. Sakayat Hossian** bearing **ID No. 172-14-2400**, a student of MBA program, Major in Finance, Department of Business Administration, Daffodil International University- has completed the internship report entitled “*An Analysis of the Accounting System of Daffodil International University*” successfully under my supervision and guidance.”

He is permitted to submit the internship report for defense.

Md. Sakayat Hossain bears a strong moral character and very pleasing personality. I wish him every success in life.

-----  
**Supervisor:**  
**Sayed Farrukh Ahmed**  
Assistant Professor  
Department of Business Administration  
Faculty of Business and Entrepreneurship  
Daffodil International University

## Acknowledgement

---

“First of all, I would like to thank all mightily Allah for giving me the patience and proper time to complete the internship study successfully. It is a pleasure to take this occasion to thank a few people who have, assisted, encouraged directed and supported throughout the internship program. I heartily thank all the officials of **The Daffodil International University**, Accounts & Finance Department for their support as well as co-operation to me as an employee in their organization.”

“After that I especially thank to **Md. Mominul Haque Mojumder (Director, Finance & Accounts)**, **Md. Rezaul Karim Masud (Sr. Assistant Director Finance & Accounts)** & **Mr. Rasel Prodhania (Sr. Assistant Director Finance & Accounts)** and thanks to all the persons who have directly or indirectly contributed to preparing this report.”

“**Finally**, I want to give my special thanks to the Academic supervisor, **Sayed Farrukh Ahmed, Assistant Professor(Department of Business Administration), Daffodil International University**, for his support and enormous help throughout this Internship program, especially his guidelines throughout the period of preparing the report. I would like to convey my best regards to all officials of the Daffodil International University (DIU).”

## Preface

---

“I know that the final Internship Report is for the development and enhancement of the knowledge in particular fields. It can never be possible to make a mark in today’s competitive area only with theoretical knowledge when organization are developing at international level, practical knowledge of administration and management is very important. Hence, practical study is of great importance to the students of Daffodil International University.”

“With a view to expand the boundaries of thinking, I have done internship report at Daffodil International University. I have made deliberate efforts to collect the required information and fulfill (Internship Report) Objectives.”

## Executive Summary

---

“This report is prepared as requirement of the MBA program of Daffodil International University. This focus on working experiences in Daffodil International University. I tried my level best to provide a clear idea about Accounting System of DIU.”

“Accounts Department of Daffodil International University provides different types of service like: receiving fees, bill payments, demand collection, banking, inflow-outflow, budgeting and other financial activities which are narrated in this report. If you focus overall performance, there are huge activities in this department and all the times officials are busy with their works.”

“Introduction chapter is the first chapter of the report. It contains introduction, Origin of the Report, Objectives of the Report, Methodology, Data Collection, Data Analysis, Limitations of the Data Analysis, Scope of the Report. In the Second chapter, I mentioned that an overview of University, third chapter is discussed about Accounting Information System of DIU, fourth chapter Risk Assessment Analysis of DIU & fifth chapter about Findings, Recommendations, Conclusion. At the end, I want to say that Daffodil International University is one of renowned private universities in the country and I have learnt many things from its Accounts Department.”



## TABLE OF CONTENTS

Chapter	Contents	Page No.
	Letter of Transmittal	iii
	Student Declaration	iv
	Certificate of Approval	v
	Acknowledgement	vi
	Preface	vii
	Executive Summary	viii
<b>Chapter – 1 Introduction</b>	1.1 Introduction	1-2
	1.2 Origin of the Report	3
	1.3 Objectives of the Report	4
	1.4 Methodology	4
	1.5 Data Collection	5
	1.6 Data Analysis	5
	1.7 Limitations of the Data Analysis	6
	1.8 Scope of the Report	6
<b>Chapter – 2 An overview of DIU</b>	2.1 An overview of University	8-9
	2.2 Status of universities of Bangladesh	10
	2.3 Background of the DIU	10-12
	2.4 Board of trustees	13
	2.5 Corporate Profile of DIU	14-15
	2.6 Management Committee	15
	2.7 Functions of DIU	16
	2.8 Mission	16-17
	2.9 Vision	17
	2.10 Membership	17-19
	2.11 Industrial Linkage	19
	2.12 Ranking	20
	2.13 Objectives	20-21
	2.14 International Affairs of DIU	21
	2.15 SWOT Analysis of DIU	22-23

**Chapter – 3  
Accounting  
Information System  
of DIU**

<b>3.1 Accounts</b>	<b>25</b>
<b>3.2 Students Accounts</b>	<b>25</b>
<b>3.2.1 Admission Fee</b>	<b>25</b>
<b>3.2.1 Registration Fee</b>	<b>25</b>
<b>3.2.3 Student Payable Create</b>	<b>26</b>
<b>3.2.4 Student Payment Status</b>	<b>26</b>
<b>3.2.5 Tuition Fee</b>	<b>26</b>
<b>3.2.6 Others Fee</b>	<b>26</b>
<b>3.2.7 Student Clearance</b>	<b>26</b>
<b>3.3 Administrative Accounts</b>	<b>26</b>
<b>3.3.1 Financial Department</b>	<b>27</b>
<b>3.3.1.1 Collection Section</b>	<b>27</b>
<b>3.3.1.2 Bill Section</b>	<b>27</b>
<b>3.3.1.3 Financial Allocations</b>	<b>27</b>
<b>3.3.1.4 Foreign Remittance</b>	<b>28</b>
<b>3.3.2 Accounts Department</b>	<b>28</b>
<b>3.3.2.1 Prepare Annual Accounts</b>	<b>28</b>
<b>3.3.2.2 Prepare Yearly Budget</b>	<b>28</b>
<b>3.3.2.3 Maintain Annual Audit</b>	<b>28</b>
<b>3.3.2.4 Vat and Tax</b>	<b>29</b>
<b>3.3.2.5 Fund Management</b>	<b>29</b>
<b>3.3.3 Pay Roll Department</b>	<b>29</b>
<b>3.3.3.1 Salary and Allowance</b>	<b>29</b>
<b>3.3.3.2 Others Allowance</b>	<b>29</b>
<b>3.3.4 Accounting Cycle Step</b>	<b>30</b>
<b>3.4 Information Management</b>	<b>30</b>
<b>3.5 Types of Report</b>	<b>30-31</b>
<b>3.6 Responsibility</b>	<b>31</b>
<b>3.7 Presentation of Financial Statement</b>	<b>32</b>
<b>3.8 Books of Accounts</b>	<b>32</b>
<b>3.9 Book Keeping</b>	<b>33</b>
<b>3.10 Accounting Year</b>	<b>33</b>
<b>3.11 Vouchers</b>	<b>33</b>
<b>3.12 Numbering of Documents</b>	<b>33</b>
<b>3.13 Records Keeping</b>	<b>33</b>
<b>3.14 Reconciliation of Bank Account</b>	<b>34</b>
<b>3.15 Cash Management</b>	<b>34</b>

<b>Chapter – 4 Risk Assessment Analysis of DIU</b>	<b>4.1 Balance Sheet</b>	<b>36</b>
	<b>4.2 Income Statement</b>	<b>37-38</b>
	<b>4.3 Note of the Financial Statement</b>	<b>39-42</b>
	<b>4.4 Ratio Analysis</b>	<b>43-45</b>
<b>Chapter – 5 Findings, Recommendations, Conclusion</b>	<b>5.1 Findings</b>	<b>47</b>
	<b>5.2 Recommendations</b>	<b>48</b>
	<b>5.3 References</b>	<b>49</b>
	<b>5.4 Appendix: List of Abbreviation</b>	<b>49</b>
	<b>5.5 Conclusion</b>	<b>50</b>

# **CHAPTER – 1**

## **INTRODUCTION**

---

## 1.1 Introduction:

The education which is offered usually in the universities is called higher education. It is also known as tertiary education. There are two categories of educational institutions in Bangladesh who offer higher education; the public and private universities and colleges affiliated with the National University (NU). At present, there are 40 public universities while there were only 4 public universities in 1971. Moreover, there are more than 95 private universities which are a relatively new phenomenon in our country. There are around 1,400 higher education providing colleges also.

“The emergence of private universities was prompted by several factors of which two are most important. (1) The demand for higher education increased much faster than the public university system could cope with; and (2) scarcity of public fund and other resources i.e. the government could not mobilize the required infrastructures, and financial and human resources to match the rapidly increasing demand. With continuous widening of the gap between the supply of and demand for higher education the private entrepreneurs, philanthropists and social leaders found new opportunities to serve the society by establishing private universities. On the other hand, the government realized that without public-private partnership the rapidly increasing demand for higher education could not be met. The government enacted the Private Universities Act 1992 (subsequently replaced by Private University Act 2010) to provide a legal framework for the establishment of private universities with the assumption that these universities would supplement the government efforts to meet the demand for higher education. Under this Act any private individual or group of individuals and philanthropic organizations (Trusts or Foundations) can establish and run a degree-awarding self-financed university by fulfilling certain conditions mentioned in the Private University Act. Response from the private sector was encouraging. Within a short period of time, private sector emerged as an additional and successful provider of higher education. It is to be noted that the operation of the private universities was encouraged not to replace public universities but to work side by side with the public universities. It was recognized rightly that to meet the national demand both public and private universities must coexist to cooperate and compete to provide high quality higher education.”

“The private universities in general follow the American education system, that is, a four-year first degree program consisting of 12 Semesters. With the success of the first university many other philanthropists came forward to establish universities. Within a short time the number of private universities crossed the number of public universities. According to an unofficial estimate, currently, about 175000 and 200000 students are studying at public and private universities respectively. The largest university claims to have more than 18,000 students enrolled. Therefore in almost all private universities Business School has the largest enrolment followed by ICT related subjects. Very few universities offer degrees in subjects that are socially desirable like Philosophy, Sociology, Bangla etc.”

## 1.2 Origin of the Report:

This report is prepared as a partial requirement of the MBA program of Daffodil International University. Daffodil International University has given me the opportunity to complete internship program. In the report I have mainly given concentrate on Accounting System of Daffodil International University.

Basically, this report highlights about Accounting Information System of the Daffodil International University.

I have been working since 1st March 2016 as an intern in the Accounts and Finance Division of Daffodil International University, Dhanmondi, Dhaka-1207, Bangladesh. From this period, I have tried to gather experience and information about various activities of Accounts Division of DIU. I have tried my level best to relate the theoretical knowledge with the practical work situations.

- ✚ To prepare bills, vouchers, cheque and other accounts related documents.
- ✚ To help in students “fees collection” during the rush and cash maintaining.
- ✚ To maintain student’s ledger by using software.
- ✚ Issuing the cheque.
- ✚ To maintain the adjustment.
- ✚ To help in Banking correspondences.
- ✚ Paying employee salary and overtime.

I have tried my level best to relate the theoretical knowledge with the practical work situations.

### 1.3 Objectives of the Report:

The objective of this Report is representing the overall accounts system of Daffodil International University. It includes general objective and specific objectives, those are given below...

1. To give an overview of Daffodil International University.
2. To analyze the Accounting Information System of Daffodil International University.
3. To analyzed the risk assessment procedure of Daffodil International University.
4. To know about the monitoring system of Daffodil International University.
5. To identify the problems related to the Accounting Information System of Daffodil International University.
6. To make some recommendations to overcome the problems.

### 1.4 Methodology:

The study an Accounts & Finance Department where to observed the desk activities how they maintain the department. The following methodologies have been used to accomplish this report:

**Research design:** The research has been conducted based on Daffodil International University Accounts Manual method. The Finance and Accounts Department follow the certified accounts manual which is certified by an audit firm.

**Data source:** About information collection I use two sources. That is:

1. Primary source
2. Secondary source

#### **Primary sources:**

- I try to gather information from the accounts executive and personnel.
- I studied accounts different files, statements and reports and try to get some idea about their working procedure.
- I tried to be intimate with the officers and informally I got some extra information.

**Secondary sources:** In secondary source:-

- I tried to get information from relevant text books.
- From the website of Daffodil International University.
- Published materials: i.e.(Previous Reports of University).
- Annual reports of Daffodil International University.

## **1.5 Data Collection:**

Observation technique has been employed for data collection during the working days in the office.

**Sample design:**This report has been prepared under the convenience sampling method.

**Target:**

- Analysis the account system of Daffodil International University

**Target population:**

- The DIU Accounts and Finance Division is being operated under 11 officers including Director, Finance and Accounts

**Sampling Area:**

- All Accounts System of Daffodil International University and especially Accounts, VAT & Income Tax department.

**Sample Size:**

- All the employees of Accounts and Finance Division have been taken into consideration to get idea about analysis of accounts system during my job period month.

**Sampling Technique:**

- Convenience Sampling

## **1.6 Data Analysis:**

Qualitative analysis has been performed to prepare this report. It includes qualitative description of internal control system of DIU. Data has been presented through required comprehensive explanation, graphs, tables, and charts.



## 1.7 Limitations Of Data Analysis:

There are lots of limitations I have faced during preparing this report such as:

- Very difficult in gaining accesses to financial information.
- As a junior position it was not possible for me to collect all necessary secret information.
- The time needs more to prepare the report in more details.
- In some cases the upper level personnel didn't share information with me. They believed those information were confidential and sensitive which they should not share with me.
- The report has been completed based on information of Accounts section, so it may not reflect the whole picture of Daffodil International University.

## 1.8 Scope of the Report:

“The study covers accounts system of Daffodil International University. This report gives a narrative overview of accounts section of daffodil international university, Dhaka. It consists of my observation experience during the internship period. This report incorporates the different aspects of accounting system tools and techniques and its effect on the performance of the Daffodil International University. The study mainly covers the accounts activities and performance but the study has not covered any advance parts of the Accounting Information System of the Daffodil International University.”

## **CHAPTER – 2**

# **AN OVERVIEW OF DAFFODIL INTERNATIONAL UNIVERSITY**

---

## 2.1 An overview of University:

“Daffodil International University (DIU) is recognized in independent government assessments as one of top graded universities in Bangladesh. The university has been founded by Daffodil Group with the approval of the Ministry of Education under the Private University Act of 1992 and its amendment in 1998 and Daffodil International University came into being on 24th January 2002, the University today combines impressive modern facilities and a dynamic approach to teaching and research with its proud heritage of service and achievement.”

“Daffodil International University's mission is defined by its IT-based traditions of service and access. The University is serving the citizens of the country through its instructions, research, and outreach programs and preparing Bangladesh to respond successfully to the challenges of global economy. The University has proved that it provides students broad access to the institution's educational resources. (Possible suggestion: For educational programs in campus and beyond, the university is giving high priority on the use of new and outreach technologies available in the emerging information era.)The University has paid the highest priority to resource allocation to graduate and post graduate education and for future development of those areas that represent the traditional strengths, quality, reputation, and uniqueness of the institution which continue to effectively respond to the needs of students and other constituents.”

Consistent with this commitment, the university is emphasizing on high quality education including a comprehensive general education that imparts the broad knowledge, skills, and values which are essential to educate and make citizens responsible as well as to ensure specialized career preparation for students. In establishing the primacy of education which is the institutional mission, the University is assuring the escalating strength of its faculty with the realization that the quality of instruction is directly related to the quality of the University's faculty and the commitment of the faculty to ensure excellence in education.

“The University provides Masters Programs in the areas of need and importance to the State and beyond. Graduate programs offer students opportunities for specialized advanced education in their chosen field and are important components of the services of the university. As research is essential to the mission of an IT- based university, Daffodil International University is preparing to develop its research programs. The primary focus of this research is to be directed to the solution of problems and the development of knowledge and technology important to the nation and to the quality of life of Bangladeshi citizens. The university's research programs are designed to make important contributions to instructional programs through the involvement of graduate and postgraduate students and the renewal of the faculty. Research will also provide the knowledge based for outreach programs.”

“Extension and outreach programs are fundamental to the IT-based mission because these programs somehow directly affect the lives of the entire world. The University is maintaining the strengths of its traditional outreach programs and increasingly involves the broader university in outreach programs that respond to the changing needs of the society in which we live. The university is continuing to seek new and innovative ways to reach out to the people it serves.”

“Daffodil International University is committed to ensure excellence in teaching at both the undergraduate and the master’s level. This commitment has been reflected in the diversity of courses offered and in the variety of instructional approaches that are offered. Increasingly, electronic technology is providing instructors with innovative and creative teaching strategies. The high academic aptitude of the university’s incoming students also makes accelerated learning possible.”

DIU offers bachelor degrees in the different spectrum of disciplines and provides the country’s highly supported programs in many fields, including in IT, Telecommunications, Engineering and Business. Particularly strong programs can be found in the faculty of Business, Information Technology and Engineering and English Language.

Research is the means through which new knowledge is created and new information is developed. As such, research at Daffodil International University is an essential link in its three-prong mission of instruction, research and outreach. Successes among the varied research activities within each of its students and faculties continue to bolster Daffodil among the nation’s top universities. Additionally, major efforts to increase the protection and commercialization of intellectual properties are central to Daffodil’s continual drive for improvements in its committed mission.

“These efforts mesh to create a teaching environment that enhances the country’s economic, cultural, social and intellectual development and, at the same time, undergrads the university’s undergraduate, masters and outreach programs. DIU emphasizes and encourages females to enroll for higher education. Our faculties present cutting-edge instruction in a personable setting, taking into account the many career challenges that women face in today’s society. Female graduates of Daffodil International University are to be prepared for leadership roles in an ever-changing world. This is a noticeable encouragement for the university observing the rapid growth of the university.”

The university has been started with 67 students registering in the first batch and more than 20,000 students have been enrolled till date. DIU is committed to provide standard education with all sorts of facilities to the students. Since the inception, the university is maintaining the commitment and it creates inspiration to the students and this is the key of the continuous increasing of the number of students.

## 2.2 Status of Universities in Bangladesh:

‘Now a day’s higher education sector in Bangladesh is upgrading day by day. The student of this sector brings so many successes. In higher education public and private initiative is increasing day by day. Public university tries to maintain their education quality by the support of Bangladesh government. Especially private contribution in this sector is highly noticeable. According to University Grant Commission (UGC) there are 95 private universities in Bangladesh including Daffodil International University. All private university is monitored by UGC, controlled by the government approved Trustee Board. Private university do well as well as public university, in some sector private university doing very well as resulting public university. For example in IT sector Daffodil International University as well as Brac University play a very good roll in Bangladesh. More than 50% students complete their higher education from private university, rest of the student complete from public university and college under national university.’”

## 2.3 Background of the Daffodil International University:



Daffodil International University (DIU) is recognized in independent government assessments as one of top graded universities in Bangladesh. The university has been founded by Daffodil Group with the approval of the Ministry of education under the Private University Act of 1992 and its amendment in 1998 and Daffodil International University came into being on 24th January 2002, the University today combines impressive modern facilities and a dynamic approach to teaching and research with its proud heritage of service and achievement. Daffodil International University's mission is defined by its IT-based traditions of service and access. The University is serving the citizens of the country through its instructions, research, and outreach programs and preparing

Bangladesh to respond successfully to the challenges of global economy. The University has proved that it provides students broad access to the institution's educational resources. (Possible suggestion: For educational programs in campus and beyond, the university is giving high priority on the use of new and outreach technologies available in the emerging information era.)The University has paid the highest priority to resource allocation to graduate and post graduate education and for future development of those areas that represent the traditional strengths, quality, reputation, and uniqueness of the institution which continue to effectively respond to the needs of students and other constituents.

Consistent with this commitment, the university is emphasizing on high quality education including a comprehensive general education that imparts the broad knowledge, skills, and values which are essential to educate and make citizens responsible as well as to ensure specialized career preparation for students. In establishing the primacy of education which is the institutional mission, the University is assuring the escalating strength of its faculty with the realization that the quality of instruction is directly related to the quality of the University's faculty and the commitment of the faculty to ensure excellence in education.

The University provides Masters Programs in the areas of need and importance to the State and beyond. Graduate programs offer students opportunities for specialized advanced education in their chosen field and are important components of the services of the university. As research is essential to the mission of an IT- based university, Daffodil International University is preparing to develop its research programs. The primary focus of this research is to be directed to the solution of problems and the development of knowledge and technology important to the nation and to the quality of life of Bangladeshi citizens. The university's research programs are designed to make important contributions to instructional programs through the involvement of graduate and postgraduate students and the renewal of the faculty. Research will also provide the knowledge based for outreach programs.

Extension and outreach programs are fundamental to the IT-based mission because these programs somehow directly affect the lives of the entire world. The University is maintaining the strengths of its traditional outreach programs and increasingly involves the broader university in outreach programs that respond to the changing needs of the society in which we live. The university is continuing to seek new and innovative ways to reach out to the people it serves.

Daffodil International University is committed to ensure excellence in teaching at both the undergraduate and the master's level. This commitment has been reflected in the diversity of courses offered and in the variety of instructional approaches that are offered. Increasingly, electronic technology is providing instructors with innovative and creative teaching strategies. The high academic aptitude of the university's incoming students also makes accelerated learning possible.

“DIU offers bachelor degrees in the different spectrum of disciplines and provides the country's highly supported programs in many fields, including in IT, Telecommunications, Engineering and Business. Particularly strong programs can be found in the faculty of Business, Information Technology and Engineering and English Language.”

Research is the means through which new knowledge is created and new information is developed. As such, research at Daffodil International University is an essential link in its three-prong mission of instruction, research and outreach. Successes among the varied research activities within each of its students and faculties continue to bolster Daffodil among the nation's top universities. Additionally, major efforts to increase the protection and commercialization of intellectual properties are central to Daffodil's continual drive for improvements in its committed mission.

“These efforts mesh to create a teaching environment that enhances the country's economic, cultural, social and intellectual development and, at the same time, undergrads the university's undergraduate, masters and outreach programs. DIU emphasizes and encourages females to enroll for higher education. Our faculties present cutting-edge instruction in a personable setting, taking into account the many career challenges that women face in today's society. Female graduates of Daffodil International University are to be prepared for leadership roles in an ever-changing world. This is a noticeable encouragement for the university observing the rapid growth of the university.”

The university has been started with 67 students registering in the first batch and more than 15,000 students have been enrolled till date. DIU is committed to provide standard education with all sorts of facilities to the students. Since the inception, the university is maintaining the commitment and it creates inspiration to the students and this is the key of the continuous increasing of the number of students.

## **2.4 Board of Trustees:**

Board of Trustees (BoT) of Daffodil International University is formulated according to this table. The founder member of BoT and from the beginning Dr. Md. Sabur Khan is the chairman of this institute.

<b>SL</b>	<b>Name</b>	<b>Position</b>
<b>1</b>	<b>Mr. Md. Sabur Khan</b>	<b>Founder and Chairman</b>
<b>2</b>	Ms. Shahana Khan	Member
<b>3</b>	Ms. Rowshan Ara Begum	Member
<b>4</b>	Ms. Samiha Khan	Member
<b>5</b>	Professor Dr. Yousuf Mahabubul Islam,	Member & Vice Chancellor
<b>6</b>	Mr. Md. Khorshad Alam Khan	Member
<b>7</b>	Ms. Fatema Begum	Member
<b>8</b>	Ms. Nasima Akther	Member
<b>9</b>	Mr. Mohamed Emran Hossain	Member
<b>10</b>	Mr. Md. Zafar Iqbal Khan	Member
<b>11</b>	Professor Dr. Engr. A. K. M. Fazlul Hoque	Member Secretary & Registrar

## **2.5 Corporate Profile of DIU:**



Profile is maintained by the syndicate members, and Daffodil International Universities syndicate committee is organized according to this table.

<b>1.1 Syndicate</b>	
<b>Name &amp; Designation</b>	<b>Position</b>
1.1.1.1.1 <u>Professor Dr. Yousuf Mahbubul Islam</u> Vice Chancellor	Chairman
Dr. S.M. Mahbub Ul Haque Majumder Pro Vice Chancellor	Member
Mr. Hamidul Haque Khan Treasurer	Member
Professor Rafiqul Islam Dean, Faculty of Business & Economics (Nominated by the Vice Chancellor as an Academic Council Member)	Member
Professor Dr. S. M. Mahbub-Ul-Haque Majumder Dean, Faculty of Science & IT (Nominated by the Vice Chancellor as a Dean)	Member
Ms. Farhana Helal Mehtab Associate Professor and Head, Department of Law (Nominated by the Vice Chancellor as a Head of a Department)	Member
Mr. Md. Abdullah Al Hasan Chowdhury Additional Secretary (Audit & Law), Ministry of Education Govt. of the People's Republic of Bangladesh (Nominated by the Government as an admirer of education)	Member
Mrs. Shahana Khan Member, Board of Trustees (Nominated by the Board of Trustees)	Member
Mr. Mohamed Emran Hossain Member, Board of Trustees (Nominated by the Board of Trustees)	Member
Mr. Md. Khorshad Alam Khan Member, Board of Trustees (Nominated by the Board of Trustees)	Member

Professor Dr. Gulshan Ara Latifa Department of Zoology, University of Dhaka (Nominated by the UGC as a Professor of a university)	Member
Professor Engr. A.K.M. Fazlul Hoque, PhD Registrar	Member Secretary

## 2.6 Management Committee:

Daffodil International University management committee is organized according to this table.

1.2 Management Personnel	
Name	Designation
Mr. Md. Sabur Khan	Chairman Board of Trustees
Prof. Dr. M. Lutfar Rahman	Vice Chancellor
Prof. Dr. M. Mizanur Rahman	Treasurer
Dr. Aminul Islam	Emeritus Professor
Prof. Dr. Md. Zakir Hossain	Director of Studies
Prof. Dr. S. M. Mahbub-Ul-Haque Majumder	Dean Faculty of Science & Information Technology (FSIT)
Prof. Rafiqul Islam	Dean Faculty of Business and Economics (FBE)
Professor Dr. Md. Golam Rahman	Dean Faculty of Humanities and Social Science (FHSS)
Prof. Dr. Shah Md. Keramot Ali	Dean Faculty of Allied Health Science (FAHS)
Dr. Md. Fokhray Hossain	Registrar

Mr. Mominul Haque Majumder	Director (Finance & Accounts)
Mr. Md. Milan Khan	Librarian
Mr. Mohamed Emran Hossain	Deputy Registrar

## 2.7 Functions of Daffodil International University:

Daffodil International University is one of the growing University of Bangladesh. For the betterment of this university they follow some rules or functions and that's:

- Provide education at international level;
- Provide a international level IT based education;
- Produce the best entrepreneur in Bangladesh;
- Provide education at university standard;
- Provide facilities for, and encourage, study and research;
- Encourage the advancement and development of knowledge, and its application to government, industry, commerce and the community;
- Provide courses of study or instruction, at levels of achievement the Council considers appropriate, to meet the needs of the community;
- Confer higher education awards;
- Disseminate knowledge and promote scholarship;
- Provide facilities and resources for the wellbeing of the University's staff, students and other persons undertaking courses at the University;
- Exploit commercially, for the University's benefit, a facility or resource of the University, including, for example, study, research or knowledge, or the practical application of study, research or knowledge, belonging to the University, whether alone or with someone else; and
- Perform other functions given to the University under the Act or another Act.
- The functions of a university are to do all things necessary or expedient in accordance with this Act and its charter, if any, to further the objects and development of the university.

## 2.6 Mission:

Daffodil International University emerged as one of the nation's preeminent IT-based universities in Bangladesh. The university will be widely recognized for the quality of its undergraduate and postgraduate educational programs, the effectiveness of its research and outreach programs, and the broad access to the university provided through the innovative use of information technology. The university will ensure the quality of its programs through careful utilization of its resources in institutional strengths. One constant effort is to keep the 'Daffodil Spirit' intact.

The mission of Daffodil International University is to prepare well educated, technologically proficient, and highly productive citizens to attain meaningful careers, to enjoy enriched lives, and to make contributions to the nation. DIU is achieving its mission by providing:

- An excellent student-centered learning environment
- Professionally accomplished faculty who are strongly committed to student learning
- High-quality integrated, interdependent programs that build upon the country's assets and offer a broad range of choices
- Exceptional student support services, resources, and facilities
- To stimulate the search for knowledge
- To encourage inquiry and conversation across the traditional academic disciplines
- To promote opportunity for students to develop as independent thinkers and leaders
- To foster a campus community characterized by compassion, respect, ethical concern, and social responsibility.

## 2.7 Vision:













“Daffodil International University will make a unique sign in international education sector. Daffodil International University's vision is defined by its IT-based traditions of service and access. The University is serving the citizens of the country through its instructions, research, and outreach programs and preparing Bangladesh to respond successfully to the challenges of the global economy. The University has proved that it provides students broad access to the institution's educational resources. It also aspires to be the center of excellence in the field of business education by focusing on entrepreneurial mindset. We desire to be an internationally renowned educational center nurturing committed entrepreneurial leaders sensitive to the sustainable future.”

## 2.10 Membership:

Daffodil international University has some membership for its advancement education policy. The membership lists are:

SL	Logo	Name	URL
----	------	------	-----

1.		UMAP International Secretariat	<a href="http://umap.org">http://umap.org</a>
2.		Eurasian Universities Union (EURAS)	<a href="http://euras-edu.org">http://euras-edu.org</a>
3.		Kalinga Institute of Social Sciences (KISS)	<a href="https://www.kiss.ac.in/">https://www.kiss.ac.in/</a>
4.		Guide Association	<a href="http://www.guideassociation.org">http://www.guideassociation.org</a>
5.		International Telecommunication Union (ITU)	<a href="https://www.itu.int/en/Pages/default.aspx">https://www.itu.int/en/Pages/default.aspx</a>
6.		United Nations Global Compact (UNGC)	<a href="https://www.unglobalcompact.org/">https://www.unglobalcompact.org/</a>
7.		Kauffman Fast Trac	<a href="http://fasttrac.org/">http://fasttrac.org/</a>
8.		Asia Cooperation Dialogue	<a href="http://www.acd-dialogue.org/">http://www.acd-dialogue.org/</a>
9.		The Accreditation Council for Business Schools and Programs (ACBSP)	<a href="http://www.acbsp.org">http://www.acbsp.org</a>
10.		The Association of Commonwealth Universities	<a href="https://www.acu.ac.uk/">https://www.acu.ac.uk/</a>
11.		Eurasian Silk Road Universities Consortium (ESRUC)	<a href="http://esruc.atauni.edu.tr">http://esruc.atauni.edu.tr</a>
12.		International Association of Universities (IAU)	<a href="http://www.iau-aiu.net">http://www.iau-aiu.net</a>
13.		International Association of University Presidents (IAUP)	<a href="http://www.iaup.org">http://www.iaup.org</a>
14.		Institute of International Education (IIE)	<a href="http://www.iie.org">http://www.iie.org</a>
15.		American Council on Education	<a href="http://www.acenet.edu/Pages/default.aspx">http://www.acenet.edu/Pages/default.aspx</a>
16.		University Grant Commission	<a href="http://www.ugc.gov.bd/en">http://www.ugc.gov.bd/en</a>
17.		Association of Private Universities of Bangladesh (APUB)	<a href="http://www.apub.com.bd/">http://www.apub.com.bd/</a>
18.		American Library Association (ALA)	<a href="http://www.ala.org">http://www.ala.org</a>

19.		Association of Management Development Institutions in South Asia (AMDISA)	<a href="http://www.amdisa.org">http://www.amdisa.org</a>
20.		American Chamber of Commerce and Industry (AmCham)	<a href="http://www.amchambd.org">http://www.amchambd.org</a>
21.		Association of Training Institutions for Foreign Trade in Asia and the Pacific (ATIFTAP)	<a href="http://www.atiftap.org">http://www.atiftap.org</a>
22.		European Association for International Education (EAIE)	<a href="http://www.eaie.org/home.html">http://www.eaie.org/home.html</a>
23.		Council of Economic Advisers (CEA)	<a href="http://www.whitehouse.gov/administration/eop/cea/">http://www.whitehouse.gov/administration/eop/cea/</a>
24.		Institute of Electrical and Electronics Engineers (IEEE)	<a href="http://www.ieee.org">http://www.ieee.org</a>
25.		International Software Testing Qualifications Board (ISTQB)	<a href="http://www.istqb.org">http://www.istqb.org</a>
26.		Association of International Educators	<a href="http://www.nafsa.org">http://www.nafsa.org</a>
27.		United Nations Academic Impact (UNAI)	<a href="http://www.academicimpact.un.org">http://www.academicimpact.un.org</a>
28.		Asia Pacific University Community Engagement Network (APUCEN)	<a href="http://www.apucen.usm.my">http://www.apucen.usm.my</a>
29.		Kauffman Foundation	<a href="http://www.kauffman.org/">http://www.kauffman.org/</a>
30.		Asian University Presidents Forum (AUPF)	<a href="http://www.aupf.net/">http://www.aupf.net/</a>








## 2.8 Industrial Linkage:

- Daffodil International University linked with AMAR PHARMACUTICALS LTD Dhaka Bangladesh for pharmaceuticals students study development.
- Daffodil International University also linked with CARDIO CARE HOSPITAL LTD, Uttara, Dhaka, Bangladesh.
- Students of Nutrition and Food Engineering Dept. of DIU visited BCSIR for study tour

- Students of NFE have visited Zerim Tea garden & Bangladesh Tea Research Institute, Srimongal, Moulvi Bazar
- Students of Department of Pharmacy visited Biomedical Research Center of Dhaka University
- Students of Journalism and Mass Communication Department visited Channel-i
- Study visit at Popular Pharmaceutical Industry by Pharmacy Department, DIU
- DIU EEE students visited different Engineering installations of Atomic Energy Centre

## 2.9 Ranking:

Daffodil International Universities ranking in several fields are:

Ranked In	Links
	DIU is the 1st ranked University among Private University & 3rd ranked among University in Bangladesh
	DIU Ranks no 153 in UI Greenmetric World University Rankings, 2017
	DIU is the BEST in webometrics Impact Rank in Bangladesh
	DIU is the 3rd ranked among Private Universities
	Top ranking University- Assessed by UGC
	Alexa Web Ranking
	Ranking of Private Universities, Published by Swedish National Agency for Higher Education

## 2.10 Objectives:

### Educational Objectives:

- To established quality service institution.
- To provide quality students for the country.
- To ensure educational service around the country and Internationally

- To help the government in the educational sector.

## **Management Objectives:**

**“Getting Maximum Results with Minimum Efforts** - The main objective of management is to secure maximum outputs with minimum efforts & resources. Management is basically concerned with thinking & utilizing human, material & financial resources in such a manner that would result in best combination. This combination results in reduction of various costs.”

**Increasing the Efficiency of factors of Production** - Through proper utilization of various factors of production, their efficiency can be increased to a great extent which can be obtained by reducing spoilage, wastages and breakage of all kinds, this in turn leads to saving of time, effort and money which is essential for the growth & prosperity of the enterprise.

**Maximum Prosperity for Employer & Employees** - Management ensures smooth and coordinated functioning of the enterprise. This in turn helps in providing maximum benefits to the employee in the shape of good working condition, suitable wage system, incentive plans on the one hand and higher profits to the employer on the other hand.

**Human betterment & Social Justice** - Management serves as a tool for the upliftment as well as betterment of the society. Through increased productivity & employment, management ensures better standards of living for the society. It provides justice through its uniform policies.

## **2.11 International Affairs of DIU:**

“Daffodil International University not only covers in our country it also provides the educational service for international students. All most 5 (five) countries student came to learn education from this renown university in Bangladesh. Daffodil International University linked with all most 233 college and universities all over the world. Most of them are in Australia, Malaysia, China, India, Indonesia, Melbourne, Iran, Japan and Korea. International Exchange Programs bring benefits to students by providing them with opportunities to have international exposure, to acquaint with new cultures and global educational standards. Such activities are important components of overall development of a student giving them awareness and help adopt alternative, multi-faceted approaches to learning. With changing global economic conditions, international exchange programs are becoming practicable and effective increasing prospects of learning and gaining international experiences.”



“Transfer of credits will only be applicable in Government (Ministry of Education or relevant organizations) universities/institution of that country. For transfer of credits, the student must apply to the Registrar. This will be applicable only for Undergraduate programs and equivalent course and for course completed with CGPA of minimum “B”. However, in any exceptional case the equivalence committee’s decision will be considered. For Transfer of credits, student must submit original transcripts and the prescribed syllables of the University concerned. Daffodil International University will accept the credits of only successful candidate within the program (Short or long).”

Students will get additional benefit without paying any extra money in the form of incentive/scholarship/waiver for course(s) completed but not matched with courses in DIU in their transcripts.

“Foreign students willing to avail inbound exchange program in Daffodil International University for one or more semesters up to 3 must apply to the Director, International Affairs through the Director, and International Affairs of his own University. The following policy will be applicable for inbound exchange program.”

## **2.12 SWOT Analysis of DIU:**

### **Strength:**

- ✓ Faculties: scholar, well trained & experienced
- ✓ Administration: skilled, efficient
- ✓ Well set up of online activities: use of ERP, LFS, and Job tracking
- ✓ Online library & spacious library
- ✓ Career development center ( CDC )
- ✓ International collaboration with universities
- ✓ Contemporary based education: T&H, RE
- ✓ Strong Brand image from daffodil Group
- ✓ Strong PR with mass media
- ✓ Location of University

### **Weakness:**

- ✓ Faculty members fluctuation is higher
- ✓ Poor research facilities through laboratories
- ✓ Poor class rooms
- ✓ Weak admission system
- ✓ Student numbers has not defined in each class and each semester in each department

### **Opportunity:**

- ✓ Huge number of graduates serving nationally
- ✓ Higher numbers of HSC passed students
- ✓ Webometrics ranked FIU 5<sup>th</sup> best unit in BD
- ✓ Backward linkage through own DIC, DIS

**Threat:**

- ✓ Competitors getting our teaching staff
- ✓ Better salaries & facilities announced by the performance of some ex graduates  
Competitors developed collaboration with industries to get trained absorbed by industries better performance college student hardly choose for Deafers the career.

## CHAPTER-03

# ACCOUNTING INFORMATION SYSTEM OF DAFFODIL INTERNATIONAL UNIVERSITY

---

### **3.1 Accounts:**

An account refers to assets, liabilities, income, expenses, and equity, as represented by individual ledger pages, to which changes in value are chronologically recorded with debit and credit entries. Daffodil International University also maintains an account by ERP software powered by Daffodil Software Ltd. Daffodil International University Accounts has 2 (two) part

- a. Educational ERP System (Students Accounts)
- b. Financial ERP System (Administrative Accounts)

Educational ERP contains the Students Account and Financial ERP contains University Accounts. Both systems are maintained for smooth operation of this university.

### **3.2 Students Accounts:**

Students Accounts controlled by Educational ERP. Enterprise Resource Planning (ERP) System Specifically built for higher education, ERP systems enable you to: Automate admissions. Eliminate manual processes and save significant staff time by enabling prospective students to apply online through a self-service portal. Daffodil International University maintains the accounts of students in his own furnished accounts format, that format are present below

#### **3.2.1 Admission Fee:**

Students Admission is the most important subject for any kind of educational institute. Daffodil International University is also concern about the smooth admission process by Educational ERP system. All new student admission fee are collected and deposited according to their ID No. every students has own individual account.

#### **3.2.2 Registration Fee:**

Every student need to registrar his /her name in every semester if he/she will continue that semester. Students must deposit registration fee for the enrollment of his/her name. Registration fee is depends on students department program length and for the contribution of institutional development issue. Registration fee covers semester fee, library fee, development fee, lab fee and others fee (if any).

### **3.2.3 Students Payable Create:**

After the registration of student's software create auto payable against the student accounts. Accounts department make sure the students payable is correct and confirm. Payable creates depends on students taken courses or credit.

### **3.2.4 Students Payment Status:**

Payment status of students defined that how much student needs to pay his continuing semester. Because some of students has result waiver or freedom fighter waiver. Accounts department need to adjust the waiver for make 100% accurate payment status of students.

### **3.2.5 Tuition Fee:**

Tuition fee is refers to course fee of student. A student take how many courses and university allow him how many courses tuition fee depends on taken courses of students. Course is compute by the credit system one course may 3 credits more or less. Credit fee depends on university standard and its facilities. Daffodil international university offer per credit 3750/- taka at least. Students need to pay their tuition by two slots. One slot of tuition fee need to pay at the time of mid-term and another slot is needed to pay at final exam.

### **3.2.6 Others Fee:**

Others fee consider students late fee, transcript fee, penalty, certification fee, mark sheet fee etc. This kind of considers in students accounts as additional deposit amount. All kinds of others fee include in universities miscellaneous income.

### **3.2.7 Students Clearance:**

Students need clearance for setting in examination hall and also for his certificate and mark sheet collection time. Accounts Department makes sure that student payment status is zero payable by considering all things.

## **3.3 Administrative Accounts:**

“Administrative Accounts is refers to that all kinds of institutional accounts system of an organization. Daffodil International University maintains its Administrative Accounts using Financial ERP System.” Daffodil International University are classifying its Administration Accounts by three departments and that are...

- Financial Department
- Accounts Department
- Pay Roll Department
- Accounting Cycle Step

### **3.3.1 Financial Department:**

Financial department maintain all kinds of financial functions of these universities and the functions are. Financial functions of Daffodil International University is explaining bellow.

#### **3.3.1.1 Collection Section:**

Collection is an activity of accounts Receivable. Daffodil International University collection section collect students others fee and different types of adjustment deposit and donations and others. Sometimes DIU's collection section take students tuition fee also.

#### **3.3.1.2 Bill Section:**

“A bill is proposed legislation under consideration by a legislature. A bill does not become law until it is passed by the legislature and, in most cases, approved by the executive. Once a bill has been enacted into law, it is called an act of the legislature, or a statute. Daffodil International University's bill section controls all kinds of payments, advance payments and refund of authorized money.”

#### **3.3.1.3 Financial Allocation:**

Financial allocation refers to an investment technique which aims to balance risk and create diversification within a portfolio by dividing assets across a number of major categories. According to UGC rules every university must be a deposit about fifty million taka. By the following that rules university allocate its additional amount in deposits and FDR etc.

#### **3.3.1.4 Foreign Remittance:**

Foreign remittance is a transfer of money from a migrant person to other countries. In Daffodil International University remittance constitutes a significant portion of the revenue. All most 500 students are studied in Daffodil International University. Those students tuition fee are coming through remittance.

#### **3.3.2 Accounts Department:**

The accounting department is responsible for recording and reporting the cash flow transactions of a company. This department has some key roles and responsibilities, including accounts receivable, accounts payable, payroll, financial reporting and maintaining financial controls.

##### **3.3.2.1 Prepare Annual Accounts:**

An annual report is a comprehensive report on DIU's activities throughout the preceding year. Annual reports are intended to give information about the company's activities and financial performance. They may be considered as grey literature. Annual Report of DIU is submitted by the Joint Director (F&A).

##### **3.3.2.2 Prepare Yearly Budget:**

Annual Budget is a plan for an organization or company's expenditures for a fiscal year. Making an annual Budget involves balancing an Organization's revenue or income with its expenses. The annual budget 2017-2018 Daffodil International University made a deficit budget Which is covered by the bank loan. Annual Budget 2017-2018 was approximately BDT 264 crore. Daffodil International University allocates BDT more than 6 crore for research and publication.

##### **3.3.2.3 Maintain Annual Audit:**

The annual audit is just verification Process of Daffodil International University's financial systems and Statements. The auditor will look at the accuracy of the numbers and the processes and let you know if internal control steps should be taken to help protect Daffodil International University against fraud.

#### **3.3.2.4 Vat & Tax:**

A value-added tax (VAT) is a type of consumption tax that is placed on a product whenever value is added at a stage of production and at the point of retail sale. Daffodil International University is a regular vat provider and submits monthly return with vat calculation sheet and challan. Tax is indirect revenue of government. Daffodil International University is also submitting return in every year to the deputy commissioner of tax circle 228, zone 11, Dhaka.

#### **3.3.2.5 Fund Management:**

Funds management is the management of the cash flow of an institution. The Treasurer of Daffodil International University ensures that the maturity schedules of the deposits coincide with the demand for loans. To do this, the Treasurer of Daffodil International University looks at both the liabilities and the assets that influence the bank's ability to issue credit.

### **3.3.3 Pay Roll Department:**

The term “payroll” actually refers to the list of employees that receive compensation from Daffodil International University. However, most institution generally uses the term to refer to the money that is paid to the employees or the records that detail how much each employee has made. Payroll may also refer to our software that is used to process paychecks and taxes or to the process of calculating and distributing employee paychecks.

#### **3.3.3.1 Salary & Allowance:**

A salary is a form of payment from an employer to an employee, which may be specified in an employment contract. It is contrasted with piece wages, where each job, hour or other unit is paid separately, rather than on a periodic basis. Daffodil International University pays all salary within three days of month end. The function of salary is monitored and controlled by Sr. Assistant Director (F&A).

#### **3.3.3.2 Others Allowance:**

The employers offer various kinds of additional benefits in monetary terms to their employees over and above the basic salary, which are known as salary allowances. These salary allowances are given to meet the expenditure of particular nature.



### 3.3.4 Accounting Cycle Step:



## 3.4 Information Management

“DIU uses integrated computer system for data and information management. A University has huge amount of information of different types. Managing this information efficiently and effectively we must need help from computer.”

“There are various reports available in University Information System. University Information System is an **ERP solution** specially designed and prepared for DIU by **Brite Software**. All the departments are linked with this software. This software works in different modules such as “Material module, Billing module, Lab module, Clearance Module, Student Ledger Module, Student Service module” and so on. Accounting module is integrated with the other modules.”

## 3.5 Types of report

We came segregate reports available with DIU in to the following groups:

**Periodic financial reports:** Periodic financial reports are generated every month. Balance sheet, Income statement and cash flow statement the part of this group.

**Daily activity report:** Daily activity report is a tool for managing and directing departmental activates. Shows a snap shot of academic activates for a day.

**Management Accounting Reports:** Management accounting reports include budget vs. Actual profit and loss accounts. In near future it will show service cost and profitability analysis of each major category of university.

**Inventor report shows:** Its shows the detail movement of university. All departments need materials. Inventory report is available for all these departments showing opening balance, received during this period and consumption for the month.

Store department is responsible for managing inventories. But finance department is there to monitor the efficiency of inventory management. In a university operating cost is consumable. So this report plays a vital role in managing operating expenses and working capital.

**“Daily Collection Report:** Daily collection report is another important tool for managing and evaluating performance of billing department as well as university service providing departments. There is 2 account officer engaged for collecting money from the students. For collecting money from the students there have another 2 or 3 officers which is come from Brake Bank Limited for certain time like Admission, Mid-term and Final exams.”

Collection statements are available for cashier wise, Mode of collection (Cash & Cheque) and source wise. This report provides accounts & finance department the basic information of cash inflow for a particular day and a way to reconcile revenue vs. collection.

**Daily petty cash position report:** Daily petty cash report ensures control over cashier. It shows daily cash position in amount and denomination wise. This report is prepared manually.

**Revenue Report:** Revenues are recognized when making the budget yearly basis.

Revenues are recognized when a bill is produced and submitted to students for payment. Revenues are categorized as follows:

- Department wise revenue
- Specialty wise revenue
- Students wise revenue
- Revenue centre wise

This report is used for evaluating overall university performance.

### **Accounting Practices and book keeping of DIU:**

The bookkeeping and accounting of DIU financial transactions are recorded in a sophisticatedly designed Integrated Computerized Accounting System (ICAS) in accordance with Generally Accepted Accounting Principles (GAAP) to the extent applicable to DIU. There are various reports available in University Information System (UIS). All the departments are linked.

### **3.6 Responsibility:**

Under the overall supervision of Finance Director the Finance and Accounts Department is responsible for maintenance of financial accounts, generation of periodic reports and providing financial information to the management.

### **3.7 Presentation of Financial Statement**

The Accounts and Finance Department is responsible for production and presentation of annual financial statements within a reasonable period after closing of the year respectively by giving all adjustments, if required.

#### **Contents of financial statement:**

The Financial Statements includes:

1. Balance Sheet
2. Profit and loss account
3. Profit and loss account (actual vs. Budget)
4. Cash flow statement
5. Notes to the financial statement

All supporting schedules with regard to:

1. Fixed Asset
2. Accounts Receivable
3. Advance, Deposit and Pre-payments
4. Account Payable

5. Liabilities and all unpaid obligations
6. Sources of Income
7. Others, as may be required

### **3.8 Books of Accounts:**

The account system is designed in such a way that facilitates in generating any financial data/information on demand through the computerized system.

The system is designed in such a way that ensures the facility of coding and de-coding financial figures with following components:

- Activity
- Cost Centre
- Account Group
- Account Code

### **3.9 Book Keeping:**

“DIU maintains its primary books of accounts in electronic form the accounts are maintained in accordance with the chart of accounts prepared by DIU officials. Financial department has the authority to add new account code according to its need only authorized personnel has the authority to add new account code according to its need in compliance with the basic structure of the chart of accounts.”

### **3.10 Accounting Year:**

The accounting year of Daffodil International University commences from 1 July to 30 June each year.

### **3.11 Vouchers:**

All financial transactions are made by using any of the following vouchers depending upon the nature of transaction:

- Payment voucher for disbursement of money, both cash and bank including deductions by banks.
- Receipt voucher for receipt of money either in cash, card or cheque or through bank transfer.
- Journal voucher for non-cash/ non-bank transaction/ adjustment/ provisions.

Vouchers are the primary document for recoding the transactions and entering data into the system.

### **3.12 Numbering of Documents:**

All payment vouchers, receipt vouchers, journal vouchers, money receipts, debit note, credit notes invoices are all system generated and sequentially numbered. All these vouchers/ documents are used chronologically in order to keep track of any missing vouchers/ documents.

### **3.13 Records Keeping:**

All vouchers are kept chronologically according to its number in a file. Separate file for different series of vouchers / documents are maintained. All voucher / documents files are kept under safe custody and only authorized are given access to those vouchers/documents.

### **3.14 Reconciliation of Bank Account:**

The DIU finance department on monthly reconciles all bank accounts before closing the monthly accounts with the bank statement provided by the bank. A person independent of preparing the reconciliation approves such reconciliation.

### **3.15 Cash Management:**

“Billing sections under finance and account department issues a money receipt at the time of receipt of the money (cash/cheque/pay order/demand draft) from whatever source. Every single collection is usually deposited with the finance and accounts department of the same day of receipt or subsequent day of collection. Finance department usually deposits all collected money to the nominated bank account on the same or following day. The finance department usually immediately updates the system for such received and enter in the books of accounts on the date of deposit.”

CHAPTER-FOUR

RISK ASSESSMENT ANALYSIS OF  
DAFFODIL INTERNATIONAL  
UNIVERSITY

---

#### 4.1 Balance Sheet:

Daffodil International University  
Balance Sheet  
For the year ended of June 2017

Particulars	Note	Taka
<b>Assets &amp; Properties</b>		
Fixed assets (W.D.V.)	2	28,52,39,434
Investment in FDR	3	6,29,70,831
Advance deposit & prepayments	4	2,92,50,325
Advance income tax	5	15,62,245
Cash & bank balance	6	16,58,995
<b>Total</b>		<b>38,06,81,830</b>
<b>Liabilities &amp; Capital Fund</b>		
Capital fund account	7	2,22,50,322
Loans & advances	8	29,39,47,761
Creditor for expenses	9	6,00,53,943
Provision for income tax	10	44,29,804
<b>Total</b>		<b>38,06,81,830</b>

The annexed notes form an integral part of these financial statements.



## 4.2 Income Statement:

Daffodil International University  
Income & Expenditure Statement  
For the year ended 30 June 2017

Particulars	Note	Non-Technical (Business & Economics Faculty) Taka.	Technical (Engineering & Information Faculty) Taka.	Total Taka
<b>Income:</b>		687,500	1237500	1925000
Form sales		13,600,000	16150000	29750000
Admission fees		69343706	166118794	235462500
Semester fees		112851744	22385756	33637500
Extra curriculum fees		1575853	3280397	4856250
Laboratory fees		2656844	5530656	8187500
Library development & others fees		2413469	5024031	7437500
Others fees & miscellaneous fees		13683791	24916467	38600258
Interest income FDR		2669630	6012092	8681722
<b>Total income</b>		<b>117882537</b>	<b>250655693</b>	<b>368538230</b>
<b>Expenses:</b>				
Salary & Allowance	11	57036932	119030625	176067557
Audit fees		17848	37152	55000
Refreshment expenses		130729	934625	1365354
Miscellaneous expenses		209168	435418	644586
Honorarium to BOT & Expert		77393	161107	238500
Professional training, seminar & workshop expenses		1236259	2823705	4059964
Course curriculum expenses		53543	111457	165000
Interest on lease finance		6532414	15648958	22181372
Co/extra curriculum expense		1475309	3071098	4545407
Bank charge & Collection expense		1908616	3973098	5881714
General & administrative expense	12	34508688	72996209	107504897
Depreciation		11769730	23104756	34874486

<b>Total Expenses</b>		<b>115256629</b>	<b>242328208</b>	<b>357584837</b>
Excess of income over expenditure before Tax		<b>2625908</b>	<b>8327485</b>	<b>10953393</b>
Provision for income tax for the year @ 15%		393886	1249123	1643009
Tax paid for the year 2012-2013		1000000		1000000
Short provision for the year 2013-14		2164124		2164124
Excess of income over expenditure after Tax		<b>-932102</b>	<b>7078362</b>	<b>6146260</b>
<b>Total</b>		<b>117882537</b>	<b>250655693</b>	<b>368538230</b>

The annexed notes form an integral part of these financial statements.

### 4.3 Note of the Financial Statement:

Daffodil International University  
Note of the financial statements  
For the year ended 30 June 2017

Notes	Particulars	Amount/Taka
2	<b>Fixed Assets (W.D.V)</b>	
	<b>Cost:</b>	
	Balance as at 1 July 2012	324102293
	Add: addition during the year	100899574
	Balance as at 30 June 2016	<b>425001867</b>
	<b>Depreciation:</b>	
	Balance as at 1 July 2015	104887947
	Add: depreciation charge during the year	34874486
	<b>Accumulated depreciation</b>	<b>139762433</b>
	<b>Balance as at 30 June 2016 (W.D.V)</b>	<b>285239434</b>
	For details please see fixed assts schedules annexure-01	
3	<b>Investment in FDR:</b>	
	Dutch Bangla Bank Ltd	29699913
	Mercantile Bank Ltd.	24233418
	Phoenix Leasing Co.	9037500

	<b>Total</b>	<b>62970831</b>
4	<b>Advance deposit &amp; Prepayments:</b>	
	Work-in-process (New building construction at Ashulia)	24936932
	Advance against floor purchase-Ms. Shahana Khan	3261000
	Advance against Land Booking-purbaChal Project	500000
	Advance against expenses& others	328141
	Security deposit telephone	117600
	Lease security to phoenix leasing co.	106652
	<b>Total</b>	<b>29250325</b>
5	<b>Advance Income Tax:</b>	
	Opening balance	471226
	Add: Paid for the year 2012-13	172848
	Add: Advance paid for the year 2013-14	50000
	Add: Tax deducted at source on FDR interest during the year	868171
	<b>Total</b>	<b>1562245</b>
6	<b>Cash &amp; Bank Balance:</b>	
	Cash in hand	79888
	Cash at bank	1579107
	<b>Total</b>	<b>1658995</b>
6.1	<b>Cash at Bank:</b>	
	BRAC Bank (Collection A/C)	776820
	BRAC Bank (CD A/C)	81125
	Mercantile Bank-CD A/C	474704
	Mercantile Bank-STD A/C	49697
	United Commercial Bank Ltd.	32228
	Southeast Bank Ltd.	15358
	HSBC Bank Ltd. A/C No. 12	3953
	HSBC Bank Ltd. CD A/C No. 11	135611
	Dutch Bangla Bank	1495
	IFIC Bank	8116
	<b>Total</b>	<b>1579107</b>
7	<b>Capital Fund Account:</b>	
	Opening balance	16104062
	Add: Excess of Income over expenditure	6146260

	<b>Total:</b>	<b>22250322</b>
8	<b>Loan &amp; Advances:</b>	
	Loan from United Leasing (A/C No.LA-01030900277/2009)	40553310
	Loan from United Leasing (A/C No.LA-40700005)	3308238
	Loan from Phoenix Leasing (A/C No-PLC/EL- 2008/6359)	2986256
	Loan from Phoenix Leasing (A/C No-PFIL00557/2011))	82465565
	Loan from GSP Finance Co. (A/C No-La-9104/TL/2009)	52190418
	SOD Loan from Dutch Bangla Bank	27387657
	SOD Loan from Mercantile Bank	28133322
	Temporary Loan	56822995
	Security from BRAC	100000
	<b>Total</b>	<b>293947761</b>
9	<b>Creditor for expenses:</b>	
	Salary & Allowance-FT	10637985
	Salary & Allowance-PT	7914466
	Examination Expenses	177000
	Advertisement Bill	1496576
	Program Promotional Expenses	394870
	Torus Design (Repairs Bill)	425700
	Juha Design Yard (Repairs)	297000
	Service Charge Expenses	226112
	Flora Limited	102861
	Avec Design & Solution (Repairs)	514000
	Power man Bangladesh Ltd. (AC)	580126
	Computer Sources Solution Ltd.	819606
	Kushali Construction (WIP)	2398459
	NavanIterlink Ltd.(Office Equipment)	1229000
	Butterfly Marketing Ltd.	2899200
	Ar-Rafi Associates (Repairs)	35000
	Battco Engineering (Lab Equipment Bill)	943250
	Tour & Travelling Exp. (Travel Link Ltd.)	701900
	Daffodil Computers Ltd.	1866283
	Reliance Scientific Co. (Lab Expenses)	357885
	BRB Cables Ltd. (Electric installation)	345411
	Car Repairs & Maintenance	82400
	Repairs & Maintenance	663820
	Sabuj Printers & Publications	100900
	Telephone Expenses	8787
	Office Rent Expenses	2975389
	Provision for Contributory Provident fund	13941674

	Water Expenses	37047
	Electricity Expense	553565
	Gas Bill	450
	Audit Fees Payable	165000
	Source Tax & VAT Payable 9.1	5752746
	Extra Curricula Expenses	109475
	Internet & Network Maintenance Expenses	1300000
	<b>Total</b>	<b>60053943</b>
9.1	<b>Source Tax &amp; VAT payable:</b>	
	Tax on salary (FT)	2631072
	Tax on salary (PT)	3148763
	Tax on advertisement	521303
	Tax on supplier	1281607
	Tax on office rent	729987
	<b>Total</b>	<b>8312732</b>
	Less: (Paid during the year)	2559986
	<b>Total</b>	<b>5752746</b>
10	<b>Provision for income Tax:</b>	
	Opening balance	622671
	Add: Provision made during the year	1643009
	Add: Short provision for the year 2012-13	2164124
	<b>Total</b>	<b>4429804</b>

Notes	Particulars	Non-Technical (Business & Economics Faculty) Taka	Technical (Engineering & Information Faculty) Taka	Amount Taka 2011
11	<b>Salary &amp; allowances:</b>			
	Salary & allowances (Full Time)	39252472	82763295	12201576 7
	Salary & allowance (Part Time) & exam.exp.	14741462	30133614	44875076

	Festival bonus	3042998	6133716	9176714
	<b>Total</b>	<b>57036932</b>	<b>119030625</b>	<b>176067557</b>
12	<b>General &amp; administrative expenses:</b>			
	Office rent	6021423	14348749	20370172
	Advertisement expenses	4207691	8679571	12887262
	Service charge, repairs& maintenance expenses	4533047	9350710	13883757
	Students IT development training expenses	4008197	8268056	12276253
	Students Scholarship	3843925	7929200	11773125
	Utilities expenses (12.1)	2504546	5050647	7555193
	Recruitment expense	30691	63309	94000
	Internet & web development expenses	5140611	10603987	15744598
	Postage & courier charge	14926	30788	45714
	Telephone, fax & web expenses	27578	56889	84467
	Mobile phone expenses	127688	263393	391081
	Legal expenses	365182	753293	1118475
	Newspaper & periodical	25848	58888	87436
	Printing & stationery expenses	1539483	3175625	4715108
	Program promotional activities	793475	1636769	2430244
	Registration & membership expense	69969	144331	214300
	Academic council expenses	11617	23963	35580
	Medical expenses for students	8163	16837	25000
	Uniform expenses	129882	267918	397800
	Research & publication expenses	73626	151874	225500
	Laboratory expenses	392158	808940	1201098
	Lease processing expenses	636562	1312472	1948734
	<b>Total</b>	<b>34506288</b>	<b>72996209</b>	<b>107504897</b>
12.1	<b>Utilities Expenses</b>			
	Electricity expenses	2198049	4432567	6630616
	Cleaning expenses	31028	62572	93600
	Gas & water expenses	275469	555508	830977
	<b>Total</b>	<b>2504546</b>	<b>5050647</b>	<b>7555193</b>

#### 4.4 Ratio Analysis:

Ratio analysis involves methods of calculating and interpreting financial ratios to analyze and monitor the firm's performance.

“A tool used by individuals to conduct a quantitative analysis of information in a company's financial statements. Ratios are calculated from current year numbers and are then compared to previous years, other companies, the industry or even the economy to judge the performance of the company. Ratio analysis is predominately used by proponents of fundamental analysis.”

An overview of some ratios is given below

$$\begin{aligned} \text{Return on asset (ROA)} &= \frac{\text{Net profit after tax}}{\text{Total assets}} * 100 \\ &= \frac{6146260}{380681830} * 100 \\ &= 1.61 \end{aligned}$$

Return on assets is primarily an indication of managerial efficiency. It indicates how capably the management of University has been converting the institution's assets into net earnings. It indicates that by using assets of 100 TK. Daffodil International University can earn TK 1.61.

$$\begin{aligned} \text{Return on Equity (ROE)} &= \frac{6146260}{22250322} * 100 \\ &= 27.62 \end{aligned}$$

Return on equity measure of the rate of return flowing to the University shareholders. It also indicates that by using capital of TK. 100. Daffodil International University can earn TK.27.62

$$\begin{aligned}
 &\text{Current Assets} \\
 \text{Current ratio} &= \frac{\dots\dots\dots}{\text{Current Liabilities}} \\
 &= \frac{69117106}{\dots\dots\dots} \\
 &= \frac{69117106}{116876938} \\
 &= .59
 \end{aligned}$$

Current ratio is a measure of current asset and current liabilities that means. It is so important to know of any University financial statements. Daffodil International University current ratio is .59 tk.

$$\begin{aligned}
 \text{Quick Ratio} &= \frac{\text{Current Assets- Inventory}}{\dots\dots\dots} \\
 &= \frac{\text{Current Liabilities}}{\dots\dots\dots} \\
 &= \frac{69117106-0}{\dots\dots\dots} \\
 &= \frac{69117106-0}{11687938} \\
 &= .59
 \end{aligned}$$

$$\begin{aligned}
 \text{Debt Ratio} &= \frac{\text{Total Liabilities}}{\dots\dots\dots} * 100 \\
 &= \frac{\text{Total Assets}}{358431508} \\
 &= \frac{\dots\dots\dots}{380681830} * 100 \\
 &= 94.16\%
 \end{aligned}$$

Profit earnings ratio is measure price per share and earnings per share outstanding in market issued by the University. Daffodil International University earns taka 94.16%



$$\begin{aligned} \text{Debt to equity ratio} &= \frac{\text{Total Liabilities}}{\text{Stock Holder Equity}} * 100 \\ &= \frac{358431508}{22250322} \\ &= 16.11\% \end{aligned}$$

Debt to equity ratio is measure total debt and total equity. It shows liabilities and equities position of a University. DIU debt to equity is 16.11%.

$$\begin{aligned} \text{Net profit margin (NPM)} &= \frac{\text{Net profit}}{\text{Net sales}} * 100 \\ &= \frac{6146260}{22250322} * 100 \\ &= 27.62\% \end{aligned}$$

Net profit margin is measure on net profit and net sales. But university has no sales. Sales are one kind of revenue. So, it is calculated with revenue. So daffodil international university net profit margins are 27.62% taka.

$$\begin{aligned} \text{Operating profit margin} &= (\text{Operating income} - \text{Operating Expenses}) \\ &= (368238230 - 145477001) \\ &= 223061229 \end{aligned}$$

$$\begin{aligned} \text{Operating expense} &= (\text{Fixed Asset} - \text{Depreciation}) \\ &= (285239434 - 139762433) \\ &= 14547700 \end{aligned}$$

NOTES:

- Current asset = Cash + Bank Balance + Advances.
- Current liabilities = Creditors for expense + Short term Loan
- Total assets = Total property & assets.
- Total liabilities = Short term liabilities + Long term liabilities.
- Stockholder's equity = Total shareholder's equity.
- Here I got single year financial statement that is why the comparison is incomplete.
- As it is not a production oriented organization, it is difficult to get the positive result from the ratio analysis.

**CHAPTER-05**  
**FINDINGS, RECOMMENDATIONS &**  
**CONCLUSION**

---

## 5.1 Findings:

During the dissertation period in Daffodil International University the following findings were observed:

- Accounts and Finance Department is considered as a service providing department in DIU but there is no individual sub department for direct customer interaction.
- This department uses Brite software and this is very helpful for DIU accounts
- There is no separate internal audit department.
- In Accounts & Finance Department there are only 18 employees to serve more than 22,000 students and about 1500 employees.
- Due to heavy pressure, sometimes employees cannot serve their services promptly.
- The department has limitations in the modern accounting practices like management accounting practices.
- There is online payment system also.
- There is no qualified chartered accountant in its Accounts and Finance Department to make the information up to date as per the requirements of the relevant financial reporting standards.
- There is a set of well experienced employee for effective and updated work of Finance and accounts.
- Here is three Income Tax prosecutors and Vat advisor for handle that issue.
- In the Finance and Accounts department, everybody's job is specified so that nobody can go beyond his or her job responsibility. It makes problem when anyone wants to know the whole accounting process.

## 5.2 Recommendations:

- In the Finance & Accounts Department Needs to maintain a documents registrar for all desk pass of letter from accounts.
- In the bill section need extra manpower for smooth work.
- About student clearance need to more efficiently work.
- In Accounts and Finance Department, cash counter needs to be more modernized so that students can easily make their payments & received their clearance.
- In the accounts need to follow the certified accounts manual process.
- Annual accounts and annual audit need to complete within the particular period.
- As it is an educational institution, it has to develop its own software system which will help the accounting system more efficient manner.
- More training facility can be arranged to educate the employees in the Accounts Department so that they can properly use its Accounting Software.
- DIU can establish an efficient internal audit department to ensure better internal control and compliance.
- The Accounts & Finance Department of DIU needs more employees for providing better services to the huge number of students.
- The department should practice management accounting system to control its cost and to achieve efficiency.
- DIU can introduce online payment system to make the students' instalment payments easier and secured.
- In Account and Finance Department, it needs to recruit a chartered accountant as an advisor for developing the Accounting Information System.

### 5.3 References:

- ✚ <https://daffodilvarsity.edu.bd>
- ✚ <http://nbr.gov.bd>
- ✚ <https://www.investopedia.com/>
- ✚ [https://en.wikipedia.org/wiki/Main\\_Page](https://en.wikipedia.org/wiki/Main_Page)
- ✚ <https://www.usc.edu.au/explore>
- ✚ <https://www.epigeum.com/>
  
- ✚ <http://www.ugc.gov.bd/en>
- ✚ [https://en.wikipedia.org/wiki/Value-added\\_tax](https://en.wikipedia.org/wiki/Value-added_tax)
- ✚ <http://nbr.gov.bd/regulations/rules/vat-rules/eng>
- ✚ <http://www.businessdictionary.com/>
- ✚ <https://en.wikipedia.org/wiki/Budget>
- ✚ <http://www.thedailystar.net/tags/national-budget-fy-2017-18>

### 5.4 Appendix: List of Abbreviation:

DIU	Daffodil International University
UGC	University Grant Commission
NBR	National Board of Revenue
VAT	Value Added Tax
VDS	Vat Deducted At Sources
TDS	Tax Deducted At Sources
FY	Financial Year
TT	Turnover Tax
SD	Supplementary Duty
TEC	Taxation Enquiry Commission
GDP	Gross Domestic Product

## 5.5 Conclusion:

“Accounts department is very important department. Each and every department is related with this department. It works as a fuel of the organization. This is why the accounts department needs to be very effective and efficient. Also, I have attempted to harmonize the practical contact during my dissertation work and link the theoretical knowledge, but the account is too vast to cover all the area perfectly. And finally, I can say from Daffodil International University. I learnt many things about Account System.”