

VGNC

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VGNC

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ITS Dental College , Hospital and Research Centre
(Knowledge Park–III, G. Noida)

Internal Audit Report

For the period from 1st April 2018 to 31st October 2018

Audit Team
Sanya khatri
Ridhi Bagai

Introduction

□ Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

□ **The scope of Internal audit is as under:**

- a. Verification of Accounting records and vouchers;
- b. Expenses relating to operations and programs;
- c. Library Audit;
- d. Consumable Store Audit;
- e. Miscellaneous.

□ **Methodology**

The Internal Audit was conducted in accordance with Generally Accepted Accounting Standards and the terms of reference for Internal Audit set out by I.T.S. The Internal Audit includes examination of accounting and other related records and documents as were provided and considered necessary for the purpose of audit. The audit findings have been reported on an exception basis.

Limiting Conditions

- The exercise has been carried out on the basis of various documents, information & explanations given to us during the audit period. The report may be used for the purpose for which mandate was given to VGNC. This report may not be presented and referred for any other purpose. This report is strictly confidential and not for circulation to public.
- The Audit has been carried out keeping in view the following:
- It has been assumed that the documents were genuine as in whole and the copy of the documents confirm to the originals.
- Information provided by the college's officials has been relied upon and no investigation has been carried out to verify the same.
- We have not gone beyond the information recorded, disclosed and made available to us.
- Analysis has been made based on the Data, Information and various checking done while conducting the audit.
- The report is compiled on the basis of information and explanations received at the time of audit inside the college premises.
- Checking and verification of the Records/ Documents has been done on sample basis.

I.T.S DENTAL COLLEGE,
HOSPITAL & RESEARCH
CENTRE

Fixed Assets Voucher

No requisition slip were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	28/05/2018	Dental Equipments	JOURNAL(FA)	10	2,50,000

Following Journal Fixed Assets Voucher were not found in record :-

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	05/05/2018	Furniture & Fixtures	JOURNAL(FA)	3	52,127

No Quotation were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	27/04/2018	Dental Equipments	JOURNAL(FA)	1	24,000

Fees from the Students

- ❑ There are some cases where course has been completed but fees is still to be received from the students (Debit Balance). Following are the cases:

S.No.	Batches	Particulars	Balance
1	BDS 08-12	ALPANA D/O POORAN EHAM	1,40,500.00
2		BALRAJ S/O HARI RAM	50,000.00
3		SONU KUMAR S/O SATISH CHAND	20,500.00
4		SUNIL KUMAR S/O ROOP CHAND	1,17,000.00
5	BDS 09-14	JAYA DUBEY D/O R.S. DUBEY	3,103.78
6	BDS 10-15	KAPIL BHATI S/O DHARM PAL BHATI	5,48,999.00
7		VIPUL KUMAR S/O KAMAL NARAYAN SINGH	3,38,102.78
8		SHASHISEKHAR SINGH S/O D.KR. SINGH	42,833.00
9		SHAZIA PRAVEEN D/O MOHD. HANIF BANDAY	15,200.00
10	BDS 11-16	BHUMIKA KOUL D/O ASHOK KOUL	2,10,000.00
11		PANKAJ ARYA S/O CHANDRA PRAKASH ARYA	1,33,000.00
12		JATIN SAMRA S/O CHAMANLAL	85,000.00

Fees from the Students

S.No.	Batches	Particulars	Balance
13	BDS 11-16	JYOTIRMOI DAWKA S/O GHANSHYAM DAWKA	14,165.00
14		MONET PAUL S/O ASHIT PAUL	53,500.00
15		ARNAB GOGOI S/O BENUDHAR GOGOI	51,000.00
16		BHANU PRATAP SAHOO S/O B.C. SAHOO	42,500.00
17		DIVYA KIRAN D/O D.N. SHRIVASTVA	22,500.00
18		TABISH HAFIZ	10,500.00
19		FAYEEQ FAROOQ S/O FAROOQ AHMAD BHAT	10,000.00
20		BDS 12-16	SAKSHI RANA D/O JASWANT SINGH
21	ANAKHA ASHOK D/O ASOKA KUMAR		76,000.00
22	RAVI KUMAR S/O MANOJ KUMAR		60,500.00
23	NAGMANI RATHORE S/O RAM BALAK SINGH		57,500.00
24	ADNAN NASRULLAH WANI S/O M.M WANI		55,000.00
25	BIKRAM SINGH S/O HARAJAGINDRA SINGH		55,000.00
26	VIKRAM KUMAR S/O CHANDRA KUMAR		42,500.00

Fees from the Students

S.No.	Batches	Particulars	Balance
27	BDS 12-16	UZMA FAROOQ D/O FAROOQ AHMAD BHAT	25,000.00
28		PURNIMA SANTOSH D/O SANTOSH KR. SINGH	25,000.00
29		PRITI KUMARI D/O RAJENDRA PASWAN	21,500.00
30	BDS 13-17	APPU KUMAR S/O SURENDRA MISHRA	35,000.00
31		ABHISHEK KUMAR S/O DINESH KUMAR SINGH	25,000.00
32		RIBHU KUMAR SAMANTA S.O TAPAN SAMANTA	25,000.00
33		NISHI BHATI D/O ANIL BHATI	17,000.00
34		NEEL LALMANI MAURYA S/O LALMANI MAURYA	13,500.00
35		AANCHAL NAGAR D/O RAVINDER NAGAR	11,000.00
36		FAYIQA FAROOQ RAJA D/O FAROOQ RAJA	11,000.00

Fees from the Students

S.No.	Batches	Particulars	Balance
37	BDS 13-17	SAKSHI RAWAL D/O BHANU PRATAP SINGH	11,000.00
38		SYEDA ARWA YAQUB QADRI D/O S M. YAQUB	8,500.00
39		AKANKSHA D/O DEEPAK KUMAR	7,000.00
40		MOUMITA BARUAH D/O ALIP BARUAH	7,000.00
41	MDS 13-16	VAGISH MEHTA S/O VIVEK CHAND	10,000.00
42	MDS 14-17	ANNAPURNA PATEL D/O RADHEY SHYAM PATEL	16,80,000.00
43		RICHA CHOWDHARY D/O B.S.CHOWDHARY	4,00,000.00
44		UDAY PRATAP SINGH S/O S.K.SINGH	2,00,000.00
45		ANU YADAV D/O BALRAJ YADAV	1,45,000.00
46		KESARI SINGH S/O UDAI VEER SINGH	1,00,000.00

Fees from the Students

- ❑ Students who are studying in Final semester BDS (2015-2019) and MDS (2016-2019) without depositing their pending fees. In our opinion necessary recovery action should be taken immediately. Otherwise it may leads to heavy revenue loss to the organization.

S.No.	Batches	No. of Students	Balance
1	BDS 2015-2019	9	10,32,000
2	MDS 2016-2019	31	1,81,20,237

Cash Vouchers

- ❖ While checking the Cash Expenses Vouchers, No Material discrepancies have been noticed other than the following

Date	Vch. No.	Account Head	Amount	Remark
10/04/2018	13	Imprest A/c Mr.Ajeet Kumar	500	No imprest slip found on record
10/04/2018	14	Imprest A/c Mr. Hari Shanker	500	No imprest slip found on record
12/04/2018	18	Consumable Store-Medicine	1,970	No MRN found on record
12/05/2018	158	Temple Expenses	2,000	No supporting for extra charges
23/05/2018	191	Imprest A/c Mr. Parbhi Kothari	18,000	Purpose is not defined on requisition slip

- ❖ Voucher numbers are not allotted in ZOHO. Transactions simply appear date wise.

Journal Vouchers

- ❑ Following discrepancies have been found in the process of purchase of Fixed Assets :

Date	Particulars	Vch No.	Gate Pass Date	MRN Date	Amount	Additional Remark
19/04/2018	Office Maintenance & upkeep expenses	89	11/04/2018	17/04/2018	2,478	No requisition slip found on record

- ❖ There were some voucher missing , the details of the same is shared here below:-

Date	Voucher Type	Vch. No.	Amount
09/04/2018	Journal Voucher	16	1,260
11/04/2018	Journal Voucher	46	3,329
23/05/2018	Journal Voucher	409	4,246
23/05/2018	Journal Voucher	410	54,552
28/05/2018	Journal Voucher	455	82,916
29/05/2018	Journal Voucher	498	769
31/05/2018	Journal Voucher	513	8,800

Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-1”**.

- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculty for books being due on them for long last.

- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-2”**.

- ❑ A list of fine receivable as on 10/01/2019 is attached at **Annexure “DEN-3”**.

- ❑ We have conducted sample physical verification of Library on 10/01/2019. A total of 9 Book Titles were checked and out of this discrepancy had been found in some items refer **Annexure “DEN-4”**.

Store Audit

- We have conducted sample physical verification of Store on 09/01/2019. A total of 121 line items were checked and out of this variances have been found in some items, which are as follows:-

S. No.	Description	Book Stock	Physical Stock	Variance
1	BIOPSY BOTTLE	138	135	3
2	COTTON ROLL	41	40	1
3	CRIMPABLE HOOK	11	10	1
4	ETCHANT	13	11	2
5	FoOLDER (PLASTIC)	68	65	3
6	PAPER A4	125	121	4
7	STAPLER PIN	59	57	2
8	STAPLER PIN (BIG)	4	2	2
9	TISSUE PAPER ROLL	83	82	1

SURYA HOSPITAL

Cash Vouchers

We have verified the cash vouchers and no material discrepancy observed.

Journal Vouchers- General Observation

We have verified the journal- vouchers and no material discrepancy observed.

CHEMIST SHOP

Journal Voucher

□ While checking the Journal Vouchers, we noticed some discrepancies which are stated below:

❖ There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
16/04/2018	Journal	1	1,185
18/05/2018	Journal	29	1,080
18/05/2018	Journal	30	87
30/06/2018	Journal	80	8,130

Cash Vouchers

- ❑ No material discrepancies were observed while checking cash vouchers.

Stock Verification

□ A sample physical verification of Chemist shop was conducted on 11TH January 2019. A total of 42 items were physically verified, out of which discrepancies were noted in 4 items :

S . No.	ITEM NAME	AS PER BOOK	AS PER PHYSICAL	VARIANCE
1	ALLEGRA 120MG	42	38	4
2	EBAST TAB	37	35	2
3	EVA DEO	6	5	1
4	FAIR AND LOVELY ADVANCED	6	4	2

Cash Verification

❑ A cash verification was done on 11th January,2019. The same has been summarized as under :

Denomination	No.	Amount
2000	84	1,68,000.00
500	702	3,51,000.00
200	14	2,800.00
100	41	4,100.00
50	100	5,000.00
TOTAL PHYSICAL CASH		5,30,900.00
CASH AS PER BOOKS		5,30,901.00
➤ ITS Dental College		4,49,447.00
➤ Chemist Shop		2,115.00
➤ Surya Hospital		47,570.00
➤ ITS Dental Hostel		31,769.00

Thank you

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I.T.S Dental College, Hospital & Research Centre , Surya Hospital and
Chemist Shop
(Knowledge Park–III, G. Noida)
Internal Audit Report

For the period from 1st November 2018 to 31st March 2019

Audit Team
Naman Jain
Vivek Singh

Introduction

□ Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

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I.T.S DENTAL COLLEGE,
HOSPITAL & RESEARCH
CENTRE

Fixed Assets Voucher

- In Some cases requisition slip was not found on record , following are the instances of the same:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	21/01/2019	Computer	JOURNAL(FA)	2737	69,597
2	21/01/2019	LED TV	JOURNAL(FA)	2741	37,798
3	22/01/2019	Mobile Phone	JOURNAL(FA)	2744	11,996
4	29/01/2019	Laptop	JOURNAL(FA)	3117	44,990
5	22/01/2019	Air Conditioner	JOURNAL(FA)	2743	11,996

- In Some cases Quotation was not found on record , following are the instances of the same:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	02.03.2019	Computer	JOURNAL(FA)	3118	91980
2	02.03.2019	Teaching Aids & Equipments	JOURNAL(FA)	3119	36,990
3	02.03.2019	Teaching Aids & Equipments	JOURNAL(FA)	3120	8,790

- ❑ Ideally MRN should be raised immediately after approval of Gate Pass. Following discrepancies have been found in the process of purchase of Fixed Assets :

Date	Particulars	Vch Type	Vch No.	Gate Pass Date	MRN Date	Amount
22/01/2019	Mobile Phone	JOURNAL (FA)	2744	12/10/2018	07/01/2019	11,996
21/01/2019	Laptop	JOURNAL (FA)	2739	13/10/2018	12/12/2019	1,10,450

Fee From Students

- ❑ There are some cases where course has been completed but outstanding balance of students (Credit Balance) has not been adjusted till date. The details are as follows:

S.No.	Batches	Particulars	Balance
1	BDS 2007-2011	SAKSHI D/O PREM SAGAR	120,000.00
2	BDS 2010-2015	DEEPAK KONGARI S/O GEORGE KANGARI	4,250.00
3		SAMRIDHI D/O MAHABIR SINGH	13,500.00
4		TANISHA SINGH D/O NEPAL SINGH	1,229.00
5		BISHWAJIT TALUKDAR S/O BINOY TALUKDAR	7,600.00
6	BDS 2011-2016	AMLAN HAZARIKA S/O MRIDUL KUMAR HAZARIKA	85,000.00
7		HASINA YASMIN D/O BOZLUR RAHMAN	2,000.00
8		RITIKA RAJENDRA D/O RAJEMDRA KUMAR	1,750.00
9		JATIN KUMAR SHAKYA S/O TIKAM SINGH SHAKYA	41,800.00
10	BDS 2012-2016	ROSIA MAGRA D/O DUGIO MAGRA	13,400.00
11		TUSHAR SHARMA S/O MUKESH SHARMA	250.00

Fees from the Students

S.No.	Batches	Particulars	Balance
12	BDS 2012-2016	QURATUL AIN D/O MUSTAQ AHMED	8,500.00
13		AASTHA RAWAT D/O MALTI RAWAT	2,000.00
14	BDS 2013-2017	Adnan Nasrullah Wani S/o M.M Wani	67.00
15		DEEPA KUMARI D/O GUMAN SINGH	1,800.00
16		MAHJUBA ZEHRA D/O MUNSHI IFTIKHAR HUSSAIN	1,800.00
17		PRATIVA HANGMA SUBBA D/O SUKH HANG SUBBA	1,800.00
18		SAZIDA BEGUM D/O SAGIR UDDIN	1,800.00
19		SHIPRA KUMARI D/O MR. PANKAJ KUMAR	1,800.00
20		SWATI KUMARI D/O NIRAJ KUMAR SINGH	1,800.00
21		Divya Jyoti D/o Shekhar Kumar	14,300
22		Paridhi Gupta D/o Ashok Gupta	42,800
23		Rahul Das S/o Dr. Jayanta Prasaad Das	73,200
24		Rebecca Jason D/o Joseph Israel Jason	12,200
25		Rimi Saikia D/o Dilip Saikia	25,000
26		Suven Roy Chaudhary S/o H.M. Roy Chaudha	42,500
27		Akshaj Gambhir S/o Dr. Gulshan Kumar	11,000
28		Andleeb Khalid D/o Khalid Muzaffar Madni	1,800

S.No.	Batches	Particulars	Balance
29	MDS 14-17	ROHIT AWANA S/O KARTAR AWANA	10,000.00
30		ISHAN S/O MAHABIR SINGH	800.00
31		SHAIBAL CHATTERJEE S/O S K CHATTERJEE	770.00
32		Aakriti Bhatnagar D/o Ajay Bhatnagar	3000.00
33		Tanu Mahajan D/o Rajeev Kr. Mahajan	75000.00
34		Rukh Baiz D/o Manzoor Anjum	2,42,999.00

Fees from the Students

- ❑ There are some cases where course has been completed but fees is still to be received from the students (Debit Balance). Following are the cases:

S.No.	Batches	Particulars	Balance
1	BDS 08-12	ALPANA D/O POORAN EHAM	1,30,300.00
2		BALRAJ S/O HARI RAM	50,000.00
3		SONU KUMAR S/O SATISH CHAND	20,500.00
4		SUNIL KUMAR S/O ROOP CHAND	1,17,000.00
5	BDS 09-14	JAYA DUBEY D/O R.S. DUBEY	3,103.78
6	BDS 10-15	KAPIL BHATI S/O DHARM PAL BHATI	5,48,999.00
7		VIPUL KUMAR S/O KAMAL NARAYAN SINGH	3,38,102.78
8	BDS 11-16	BHUMIKA KOUL D/O ASHOK KOUL	2,60,833.00
9		PANKAJ ARYA S/O CHANDRA PRAKASH ARYA	3,500.00
10		MONET PAUL S/O ASHIT PAUL	25,000.00
11		ARNAB GOGOI S/O BENUDHAR GOGOI	51,000.00
12		FAYEEQ FAROOQ S/O FAROOQ AHMAD BHAT	10,000.00

Fees from the Students

S.No.	Batches	Particulars	Balance	
13	BDS 12-16	SAKSHI RANA D/O JASWANT SINGH	5,61,500.00	
14		ANAKHA ASHOK D/O ASOKA KUMAR	76,000.00	
15		RAVI KUMAR S/O MANOJ KUMAR	24,917.00	
16		NAGMANI RATHORE S/O RAM BALAK SINGH	64,200.00	
17		VIKRAM KUMAR S/O CHANDRA KUMAR	31,599.00	
18		UZMA FAROOQ D/O FAROOQ AHMAD BHAT	25,000.00	
19		PURNIMA SANTOSH D/O SANTOSH KR. SINGH	25,000.00	
20		PRITI KUMARI D/O RAJENDRA PASWAN	21,500.00	
21		DEEKSHANSHI D/O RAMA SHANKAR JHA	2,30,000.00	
22		Deepika Singh D/o Vijay Singh	24,903.00	
23		Preeti Prakash D/o Surya Prakash Prasad	24,917.00	
24		Rajni D/o Surender Kumar	24,917.00	
25		BDS 13-17	APPU KUMAR S/O SURENDRA MISHRA	35,000.00
26			ABHISHEK KUMAR S/O DINESH KUMAR SINGH	25,000.00
27	RIBHU KUMAR SAMANTA S.O TAPAN SAMANTA		1,22,000.00	

Fees from the Students

S.No.	Batches	Particulars	Balance
27	BDS 13-17	NISHI BHATI D/O ANIL BHATI	17,000.00
28		NEEL LALMANI MAURYA S/O LALMANI MAURYA	13,500.00
29		AANCHAL NAGAR D/O RAVINDER NAGAR	11,000.00
30		FAYIQA FAROOQ RAJA D/O FAROOQ RAJA	11,000.00
31		SYEDA ARWA YAQUB QADRI D/O S M. YAQUB	72,850.00
32		AKANKSHA D/O DEEPAK KUMAR	33,700.00
33		MOUMITA BARUAH D/O ALIP BARUAH	12,700.00
		Amount of Rs. 26,59,432/- pertaining to 40 student of BDS 2014-2018 Batches is also outstanding.	

Fees from the Students

S.No.	Batches	Particulars	Balance
42	MDS 14-17	ANNAPURNA PATEL D/O RADHEY SHYAM PATEL	16,80,000.00
43		RICHA CHOWDHARY D/O B.S.CHOWDHARY	4,00,000.00
44		UDAY PRATAP SINGH S/O S.K.SINGH	2,00,000.00
45		ANU YADAV D/O BALRAJ YADAV	1,45,000.00
46		KESARI SINGH S/O UDAI VEER SINGH	1,00,000.00
Amount of Rs. 12,45,000/- pertaining to 5 student of MDS 2015-2018 Batches is also outstanding			

- ❑ Students who are studying in Final semester BDS (2015-2019) and MDS (2016-2019) without depositing their pending fees. In our opinion necessary recovery action should be taken immediately. Otherwise it may leads to heavy revenue loss to the organization.

S.No.	Batches	No. of Students	Balance
1	BDS 2015-2019	18	41,10,100
2	MDS 2016-2019	60	60,49,036

Journal Vouchers

❑ Following discrepancies were observed while checking the journal vouchers :

Date	Vch. No.	Account Head	Amount	Remark
21/11/2018	2064	Travelling Expenses	6,321	The Travel date on attachment is 20.07.2018 further fare amount is not mentioned in the attachment only the names of person who travelled on that day is mentioned. Same Practice is being followed continuously.
26/02/2019	-	Incentive Expenses	10,000	The Payment is made for LTC on a request letter submitted by Mr. Bhuvandeep Gupta , as per the letter supporting docs (tickets) were attached with it but the same has not been found in Zoho futher there seems to be wrong posting in incentive account as the expense in LTC. No TDS was deducted on it even though the person in withdrawing monthly salary of Rs.68,837 in the
22/01/2019	2744	Mobile Expenses	11,996	While Transferring the amount from revenue expenditure to Capital Expenditure , entry is posted in wrong ledger i.e. the entry should have been posted in Mobile Phone (fixed assets) ledger instead of mobile expense , further the phone is purchased from Amazon PO date is 25.10.2018 Invoice was issued on 10.10.2018 while date on GRN is 07.01.2019 while date on Entry Inward is 12.10.2018. Requisition is also not available.

Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-1”**.

- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculty for books being due on them for long last.

- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-2A & 2B”**.

- ❑ A list of fine receivable as on 10/07/2019 is attached at **Annexure “DEN-3”**.

- ❑ We have conducted sample physical verification of Library on 13/07/2019. A total of 20 Book Titles were checked and no discrepancy was found in these Title **“DEN-4”**.

Store Audit

- We have conducted sample physical verification of Central Store on 10/07/2019. A total of 189 line items were checked and out of this variances have been found in some items, which are as follows:-

S. No.	Description	Book Stock	Physical Stock	Variance
1	GLOVES DISPOSABLE (EXAMINATION)	405	404	1
2	BIOPSY BOTLLE	128	125	3

SURYA HOSPITAL

Cash Vouchers

We have verified the cash vouchers and no material discrepancy observed.

Journal Vouchers- General Observation

- ❑ While checking the Journal Vouchers, we noticed some discrepancies which are stated below:
 - ❑ It was observed that Neither MRN nor Gate Pass was available in following cases-

Date	Particulars	Bill No.	Amount
30/03/2019	Lynor Health Care (Pvt.) Ltd.	-	3585.00
22/11/2018	Quick Wash	-	3198.00

- It was observed that Either Gate Pass or MRN or Both were not available in following cases -

Date	Particulars	Bill No.	Gate Pass Date	MRN Date	Amount
21/11/2018	R.K. Viklang Kendra & Surgical House	Bill #327	-	-	1,182.00
18/12/2018	Inox Air Products	Bill #UP1801020025	18/12/2018	-	1409.00
21/12/2018	Vats Glass Traders	Bill #420	-	-	5450.00
20/12/2018	V. S. Meditech Systems	Bill #222	-	-	3374.00

CHEMIST SHOP

Vouching

- ❑ While checking the Journal Vouchers, we noticed some discrepancies which are stated below:
 - ❑ It was observed that Neither MRN nor Gate Pass was available in following cases-

Date	Particulars	Bill No.	Gate Pass Date	MRN Date	Amount
01/11/2018	Sharma Pharma	Bill #T0012547	-	-	12,164
22/11/2018	UD Surgicals & Pharmaceuticals Co.	Bill #T0003996	-	-	17,857

Cash Vouchers

No material discrepancies were observed while checking cash vouchers.

Stock Verification

□ A sample physical verification of Chemist shop was conducted on 11TH January 2019. A total of 52 items were physically verified, out of which discrepancies were noted in 6 items :

S . No.	ITEM NAME	AS PER BOOK	AS PER PHYSICAL	VARIANCE
1	ENZOFLAM TAB	669	667	2
2	KETOROL-DT	819	799	20
3	MOXIKIND-CV 625	185	180	5
4	CHYMORAL PLUS TAB	227	217	10
5	FACE MASK	1000	991	9
6	SIGNOFLAM TAB	128	120	8

Cash Verification

❑ A cash verification of ITS Dental College & ITS Chemist Shop was done on 11th January,2019. The same has been summarized as under :

Denomination	No.	Amount
2000	20	40,000.00
500	203	1,01,500
200	33	6,600.00
100	160	16,000.00
50	33	1650
10	8	80
5	1	5
2	2	4
1	1	1
TOTAL PHYSICAL CASH		1,65,840.00
CASH AS PER BOOKS		1,65,847.00
➤ ITS Dental College		1,47,497.00
➤ Chemist Shop		18,350

Thank you



VIPIN GARG & CO.

(CHARTERED ACCOUNTANTS)

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CALL @ 011-41751234

VGNC, R-2, II FLOOR, RAJ KUNJ, RAJ NAGAR, GHAZIABAD.
CALL @ 0120-4371710
MAIL @ VGNC@VGNC.CO.IN

I.T.S Dental College, Hospital & Research Centre

Knowledge Park-III, G. Noida

Internal Audit Report

For the period from April. 2014 to Oct. 2014

Introduction

Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as "VGNC") has been engaged by ITS Group of Institutions (hereinafter referred to as the "College" or "ITS") with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at G. Noida.

Scope of the Audit

The scope of internal audit is as under:

1. Verification of Accounting records and vouchers;
2. Expenses relating to operations and programs;
3. Library Audit;
4. Miscellaneous.

Methodology

The Internal Audit was conducted in accordance with Generally Accepted Accounting Standards and the terms of reference for Internal Audit set out by ITS. The Internal Audit includes examination of accounting and other related records and documents as were provided and considered necessary for the purpose of audit. The audit findings have been reported on an exception basis.

Limiting Conditions

The exercise has been carried out on the basis of various documents, information & explanations given to us during the audit period. The report may be used for the purpose for which mandate was given to VGNC. This report may not be presented and referred for any other purpose. This report is strictly confidential and not for circulation to public.

The Audit has been carried out keeping in view the following:

1. It has been assumed that the documents were genuine as in whole and the copy of the documents confirm to the originals.
2. Information provided by the college's officials has been relied upon and no investigation has been carried out to verify the same.
3. We have not gone beyond the information recorded, disclosed and made available to us.
4. Analysis has been made based on the Data, Information and various checking done while conducting the audit.
5. The report is compiled on the basis of information and explanations received at the time of audit inside the college premises.
6. Checking and verification of the Records/ Documents has been done on sample basis.

Internal Audit Report

Summary of Divisions	1. I.T.S Dental College, Hospital & Research Centre 2. Surya Hospital 3. Chemist Shop
Address	Plot No.-47, Knowledge Park-III, Greater Noida (U.P.)
Audit conducted by	Team VGNC
Number of pages	Report 3-9

ITS Dental College, Hospital & Research Centre

Sl. No.	Particulars	Findings / Comments																												
1.	Fee and other Receipts	<p>During the checking of fee receipts we found the following discrepancies:-</p> <ul style="list-style-type: none"> ➤ Advance fee received (Opening Balance) has not been adjusted till date. The details are as follows: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>S.No.</th> <th>Batch</th> <th>Name of Student</th> <th>Opening Balance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BDS 2006-10</td> <td>Girish</td> <td>188000</td> </tr> <tr> <td>2</td> <td>BDS 2007-10</td> <td>Jyoti Gautam</td> <td>140000</td> </tr> <tr> <td>3</td> <td>BDS 2007-11</td> <td>Saakshi</td> <td>120000</td> </tr> <tr> <td>4</td> <td>BDS 2008-12</td> <td>Deepali kandwal</td> <td>2900</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ There are some cases where course has been completed but fees are still to be received from students. Following are the cases:- <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>S.No.</th> <th>Batch</th> <th>Name of Student</th> <th>Opening Balance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BDS 2007-11</td> <td>Dhananjay Kr Yadav</td> <td>50500</td> </tr> </tbody> </table>	S.No.	Batch	Name of Student	Opening Balance	1	BDS 2006-10	Girish	188000	2	BDS 2007-10	Jyoti Gautam	140000	3	BDS 2007-11	Saakshi	120000	4	BDS 2008-12	Deepali kandwal	2900	S.No.	Batch	Name of Student	Opening Balance	1	BDS 2007-11	Dhananjay Kr Yadav	50500
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1	BDS 2007-11	Dhananjay Kr Yadav	50500																											
2.	Cash expense vouchers	<ul style="list-style-type: none"> ➤ While verifying the cash expenses we found that : <ul style="list-style-type: none"> a) Vouchers are supported by the proper documents such as Material request voucher, GRN and purchase order etc. b) Bills attached with vouchers are approved by the approving authorities. c) TDS, wherever it was required to be deducted, is properly deducted. d) Receiver's signatures have been properly taken on all the vouchers. 																												

3. Journal
Expense
Vouchers

While checking the Journal Expenses Vouchers we found the following observations:

- No Requisition Slip is found in the following cases.

S.No.	Account Head	J. V. No.	Amount
1	Electrical Expense	17	1533
2	Electrical Expense	22	2521

- Camp Expenses were wrongly booked under head Printing & Stationery for Rs 1000 in voucher no 38.
- AMC of Library Automation Software ALICE for windows for the period 27.07.2014 to 23.07.2015, amount Rs. 11236, has been charged in the current year 14-15 and no prepaid expenses has been booked in voucher no 427.
- AMC of Air Conditioner for the period 13.05.2014 to 12.05.2015, amount Rs. 60260, has been charged in the current year 14-15 and no prepaid expenses has been booked in voucher no 506.
- While verifying the Journal vouchers, we generally found that:
 - a) Vouchers are supported by the proper documents such as Material request voucher, GRN and purchase order etc.
 - b) Bills attached with vouchers are approved by the approving authorities.
 - c) TDS, wherever it was required to be deducted, is properly deducted.

4.	Fixed assets vouchers	<p>The following observations were recorded while checking the Fixed Assets Vouchers:</p> <ul style="list-style-type: none"> ➤ The requisition slip was not available with the voucher for J.V Fixed assets. Following are some cases: <table border="1" data-bbox="451 348 1544 543" style="margin-left: 40px;"> <thead> <tr> <th>S. No.</th> <th>JV No.</th> <th>Date</th> <th>A/C Head</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>16.04.2014</td> <td>Dental Instrument</td> <td>14742</td> </tr> <tr> <td>2</td> <td>2</td> <td>25.04.2014</td> <td>Fire Fighting Exp.</td> <td>22425</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ While verifying the Journal Fixed Assets vouchers, we generally found that: <ul style="list-style-type: none"> a) Vouchers are supported by the proper documents such as Material request voucher, GRN and purchase order etc. b) Bills attached with vouchers are approved by the approving authorities. c) TDS, wherever it was required to be deducted, is properly deducted 	S. No.	JV No.	Date	A/C Head	Amount	1	1	16.04.2014	Dental Instrument	14742	2	2	25.04.2014	Fire Fighting Exp.	22425
S. No.	JV No.	Date	A/C Head	Amount													
1	1	16.04.2014	Dental Instrument	14742													
2	2	25.04.2014	Fire Fighting Exp.	22425													
5.	Fine for late fees deposit	No major discrepancies were found while checking the fees and hostel dues.															
6.	Bank Accounts	No material discrepancy observed while checking the Bank Accounts.															
7.	Miscellaneous Income	No major discrepancies were found while checking the Misc. Income.															
8.	Hostel Security & College Security	No major discrepancies were found while checking Hostel Security & College Security															
9	Scholarship Payable	No major discrepancies were found while checking Scholarship Payable.															

10	Advance to staff & Staff Imperst	<p>In case of advance to staff & staff imprest following discrepancies were observed;</p> <ul style="list-style-type: none"> ➤ Cash paid to Dr. Rohit Kochar Rs.240000 in July but a total of 20000 have been submitted as expense. Still Rs 220000/- needs to be recovered from him. ➤ Imprest given to Dr.Darrel Singh of Rs.6000 on 22.08.2014 but no adjustment has been made till date. 																																																																																
11	Library Audit	<p>The following discrepancies were observed during audit of Library;</p> <ul style="list-style-type: none"> ➤ We have conducted a sample physical verification of books and some variance was observed. The details are as follows: <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 8%;">S.No.</th> <th style="width: 55%;">Book Title</th> <th style="width: 10%;">Book Stock</th> <th style="width: 10%;">Physical Stock</th> <th style="width: 17%;">Shortage</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Carranza's Clinical Periodontology</td> <td style="text-align: center;">39</td> <td style="text-align: center;">39</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Human Anatomy Vol.3</td> <td style="text-align: center;">28</td> <td style="text-align: center;">28</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Oral & Maxillofacial Pathology</td> <td style="text-align: center;">34</td> <td style="text-align: center;">34</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Orthodontics-The Art and Science</td> <td style="text-align: center;">11</td> <td style="text-align: center;">11</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Shafer's Text book of Oral Pathology</td> <td style="text-align: center;">44</td> <td style="text-align: center;">43</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ The books pending with the Faculty on the date of audit were as per the given details: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 8%;">S.No.</th> <th style="width: 20%;">Faculty Name</th> <th style="width: 30%;">Title</th> <th style="width: 15%;">Due Date</th> <th style="width: 27%;">Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Dr.Anurag</td> <td>Manual on Clinical Surgery</td> <td style="text-align: center;">20.07.2010</td> <td style="text-align: center;">580</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Dr.Mohsin Ahmad</td> <td>Manipal Manual of Surgery for Dental Students</td> <td style="text-align: center;">07.01.2011</td> <td style="text-align: center;">395</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Dr.Amit Bhargava</td> <td>Essentials of Pharmacology for Dentistry</td> <td style="text-align: center;">07.03.2011</td> <td style="text-align: center;">395</td> </tr> <tr> <td></td> <td></td> <td>Textbook of Oral & Maxillofacial Surgery</td> <td style="text-align: center;">07.03.2011</td> <td style="text-align: center;">895</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Dr. Yukti Ghai</td> <td>Oral Radiology:Principles & Interpretations</td> <td style="text-align: center;">12.11.2010</td> <td style="text-align: center;">1025</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Dr. Swati Jaiswal</td> <td>Endodontic Practice</td> <td style="text-align: center;">04.11.2010</td> <td style="text-align: center;">450</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Dr. Manish Pundir</td> <td>Dental Secrets</td> <td style="text-align: center;">08.12.2010</td> <td style="text-align: center;">450</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Dr. Mridul Seth</td> <td>Pathways of the Pulp</td> <td style="text-align: center;">24.12.2010</td> <td style="text-align: center;">2095</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Dr. Bhanu Pratap Singh</td> <td>Shafer's Textbook of Oral Pathology</td> <td style="text-align: center;">07.10.2014</td> <td style="text-align: center;">1025</td> </tr> </tbody> </table>	S.No.	Book Title	Book Stock	Physical Stock	Shortage	1	Carranza's Clinical Periodontology	39	39	0	2	Human Anatomy Vol.3	28	28	0	3	Oral & Maxillofacial Pathology	34	34	0	4	Orthodontics-The Art and Science	11	11	0	5	Shafer's Text book of Oral Pathology	44	43	1	S.No.	Faculty Name	Title	Due Date	Cost	1	Dr.Anurag	Manual on Clinical Surgery	20.07.2010	580	2	Dr.Mohsin Ahmad	Manipal Manual of Surgery for Dental Students	07.01.2011	395	3	Dr.Amit Bhargava	Essentials of Pharmacology for Dentistry	07.03.2011	395			Textbook of Oral & Maxillofacial Surgery	07.03.2011	895	4	Dr. Yukti Ghai	Oral Radiology:Principles & Interpretations	12.11.2010	1025	5	Dr. Swati Jaiswal	Endodontic Practice	04.11.2010	450	6	Dr. Manish Pundir	Dental Secrets	08.12.2010	450	7	Dr. Mridul Seth	Pathways of the Pulp	24.12.2010	2095	8	Dr. Bhanu Pratap Singh	Shafer's Textbook of Oral Pathology	07.10.2014	1025
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- The books pending with the students on the date of audit were as per the given details:

S.No.	Student Name	Title	Due Date	Cost
1	Sheeba Irshad	Shafer's Textbook of Oral Pathology	09.08.2010	1195
2	HenaFayaz	Woelfel's dental autonomy	16.04.2013	350
3	Joydip Mitra	Orban's Oral Histology & Embryology	16.02.2009	450
4	Rita	Principles of Dental Pharmacology Ten Cate's Oral Histology	05.07.2008 05.07.2008	240 950
5	Aishwarya Raj	Carranza's Clinical Periodontology	29.09.2014	1750
6	Shivani Sharma	Textbook of Prosthodontics	21.11.2014	850
7	Siddesh Sharma	Handbook of Local Anesthesia	10.11.2014	1025
8	Rohit Yadav	Sturdevant's Art and Science of operative Dentistry	08.11.2014	1800

Surya Hospital

Sl No.	Particulars	Findings / Comments
1.	Receipts/Cash Reconciliation	We have checked the receipts of OPD, IPD, OPD diagnoses & other incomes on test basis. No material discrepancies observed.
2.	Cash Vouchers	We checked the cash vouchers and no material discrepancies observed.
3.	Journal Vouchers	We checked the Journal vouchers and no material discrepancies observed.
4.	Bank Payment Vouchers	We have checked the bank payment vouchers, No major discrepancies were found
5.	Bank Account	No major discrepancies were found while checking the Bank Accounts.
6.	Imprest/Advance to staff	No major discrepancies were found while checking the Imprest balance with staffs, however the Advance of Rs. 1000 given to Dr.S.C. Mahapatra has not been settled till date.

Chemist Shop

Sl. No.	Particulars	Findings / Comments
1.	Purchase Vouchers	No Material discrepancies observed except the following; V No 40 was not signed by authorized signatory. V No 7 was not found on record.
2.	Sales Vouchers	No Material discrepancies observed.



VIPIN GARG & CO.

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For the period from Nov. 2014 to Mar. 2015

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Internal Audit Report

Summary of Divisions	1. I.T.S Dental College, Hospital & Research Centre 2. Surya Hospital 3. Chemist Shop
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Audit conducted by	Team VGNC
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I.T.S Dental College, Hospital & Research Centre

1.	Fee and other Receipts	<p>During the checking of fee receipts, we found the following discrepancies: -</p> <ul style="list-style-type: none">➤ There are some cases where course has been completed but outstanding balance of students (Opening Balance) has not been adjusted till date. The details are as follows: <table border="1" data-bbox="373 577 1502 1003"><thead><tr><th>S.No.</th><th>Batch</th><th>Name of Student</th><th>Balance as per last Audit Report</th><th>Balance as on 31-03-2015</th></tr></thead><tbody><tr><td>1</td><td>BDS 2006-10</td><td>Girish</td><td>188000</td><td>188000</td></tr><tr><td>2</td><td>BDS 2007-11</td><td>Jyoti Gautam</td><td>140000</td><td>140000</td></tr><tr><td>3</td><td>BDS 2007-11</td><td>Saakshi</td><td>120000</td><td>120000</td></tr><tr><td>4</td><td>BDS 2008-12</td><td>Deepali Kandwal</td><td>2900</td><td>2900</td></tr></tbody></table> <ul style="list-style-type: none">➤ There are some cases where course has been completed but fees is still to be received from students. Following are the cases: - <table border="1" data-bbox="409 1245 1468 1444"><thead><tr><th>S.No.</th><th>Batch</th><th>Name of Student</th><th>Balance as on 31-03-2015</th></tr></thead><tbody><tr><td>1</td><td>BDS 2008-12</td><td>Anupriya Yadav</td><td>75200</td></tr><tr><td>2</td><td>BDS 2008-12</td><td>Deep Shikha</td><td>38000</td></tr></tbody></table>	S.No.	Batch	Name of Student	Balance as per last Audit Report	Balance as on 31-03-2015	1	BDS 2006-10	Girish	188000	188000	2	BDS 2007-11	Jyoti Gautam	140000	140000	3	BDS 2007-11	Saakshi	120000	120000	4	BDS 2008-12	Deepali Kandwal	2900	2900	S.No.	Batch	Name of Student	Balance as on 31-03-2015	1	BDS 2008-12	Anupriya Yadav	75200	2	BDS 2008-12	Deep Shikha	38000
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2. Cash
expense
vouchers

While checking the Cash Expenses Vouchers, we found the following observations:

- We have not found any purchase order in the following cases: -

SI No.	V. No.	Account Head	Amount
1	2026	Printing & Stationery	7304
2	2042	Consumable Storte	15800

- While verifying the cash expenses we found that:
 - a) Vouchers are supported by the proper documents such as Material request voucher, GRN and purchase order etc.
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3. Journal
expense
vouchers

While checking the Journal Expenses Vouchers we found the following observations:

- It has been observed that the expenses are booked on accrual basis of accounting. However sometimes expenses, such as Insurance & AMC Exps, related to forthcoming year, if paid in current year is treated as expense of current year only. Some instances are as under: -
 - a. AMC of Library Automation Software ALICE for windows for the period 27.07.2014 to 23.07.2015, amount Rs. 11,236, has been charged in the current year 2014-15 and no prepaid expenses has been booked in voucher no 427.
 - b. AMC of Air Conditioner for the period 13.05.2014 to 12.05.2015, amount Rs. 60260, has been charged in the current year 2014-15 and no prepaid expenses has been booked in voucher no 506.

- c. AMC of Air Compressor for the period 11.07.2014 to 10.07.2015, amount Rs. 22472, has been charged in the current year 2014-15 and no prepaid expenses has been booked in voucher no 585.

- In the following cases vouchers are not found/available in the respective file.

S.No.	Account Head	J.V. No	Amount
1	Canteen Rent	1727	8500
2	PF Contribution	1774	32352
3	Campus Maintenance	2050	70830
4	TDS Deposited	1432	29248
5	Diwali Exps.	1387	109782

- During the course of audit, we observed that in the following cases, proper supporting was not available.

S.No	V.No	Date	Account Head	Amount
1	1422	05-11-14	Gen set Repair	640
2	1721	05-11-11	Mobile Exp. Dr Anmol S. Kalha	3500
3	1740	05-11-14	Travelling exps.	8825

- While verifying the Journal vouchers, we generally found that:
- Vouchers are supported by the proper documents such as Material request voucher, GRN and purchase order etc.
 - Bills attached with vouchers are approved by the approving authorities.
 - TDS, wherever it was required to be deducted, is properly deducted.

4.	Fixed asset vouchers	➤ No major discrepancies were found while checking Fixed Assets Vouchers.
5.	Fine for late fees deposit	No major discrepancies were found while checking the fees and hostel dues.
6.	Bank Accounts	No material discrepancy observed while checking the Bank Accounts.
7.	Miscellaneous Income	No major discrepancies were found while checking the Misc. Income.
8.	Hostel Security & College Security	No major discrepancies were found while checking Hostel Security & College Security.
9.	Scholarship Payable	No major discrepancies were found while checking Scholarship.
10	Advance to Staff & Staff Imprest	<p>In case of advance to Staff & Staff imprest following discrepancies were observed;</p> <ul style="list-style-type: none">➤ Advance paid to Dr. Rohit Kochar Rs. 2,40,000 in July, 15. A total of 1,00,000 has been received back whereas Rs 1,40,000/- is still pending to be receive.➤ Advance paid to Dr. Sachit Anand Rs. 2,00,000 in Aug.15 but repayment is not as per scheduled. Also, no payment is received for the month of Oct, Dec & Jan-15.

11	Store Audit	<ul style="list-style-type: none">➤ We conducted sample physical verification of Dental Store. A total of 89 items were checked and out of these, variances have been found in 06 items. Item wise details are attached at Annexure "DEN-1 "
12	Library Audit	<p>The following discrepancies were observed during audit of Library;</p> <ul style="list-style-type: none">➤ We have conducted a sample physical verification of Books and no variances were observed.➤ The books pending with the students on the date of audit were as per the given details attached at Annexure "DEN-3 "➤ The books pending with the Faculty on the date of audit were as per the given details attached at Annexure "DEN-2 "

Surya Hospital

Sl No.	Particulars	Findings / Comments												
1.	Receipts/Cash Reconciliation	We have checked the receipts of OPD, IPD, OPD diagnoses & other incomes. No material discrepancies observed.												
2.	Cash Vouchers	We checked the cash vouchers and no material discrepancies observed other than the following. <ul style="list-style-type: none"> ➤ No purchase order available in "Electricals Exps." vide voucher dt.12-01-15. 												
3.	Journal Vouchers	<ul style="list-style-type: none"> ➤ The j o u r n a l vouchers of Surya hospital were checked and. No material discrepancies observed. ➤ However, there are cases where voucher is not found / available in the respective file. The details are as follows: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>S.No.</th> <th>Account Head</th> <th>J.V. Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Imp. Akshay Kumar</td> <td>31-03-15</td> <td>4794</td> </tr> <tr> <td>2</td> <td>Printing Stationery</td> <td>04-12-14</td> <td>6500</td> </tr> </tbody> </table>	S.No.	Account Head	J.V. Date	Amount	1	Imp. Akshay Kumar	31-03-15	4794	2	Printing Stationery	04-12-14	6500
S.No.	Account Head	J.V. Date	Amount											
1	Imp. Akshay Kumar	31-03-15	4794											
2	Printing Stationery	04-12-14	6500											
4.	Bank Payment Vouchers	We have checked the bank payment vouchers, No major discrepancies were found.												
5.	Bank Account	No major discrepancies were found while checking the Bank Accounts.												
6.	Imprest/Advance to staff	No major discrepancies were found while checking the Imprest balance with staffs.												

Chemist Shop

Sl. No.	Particulars	Findings / Comments
1.	Purchase Vouchers	No Material discrepancies observed except the following; ➤ V No 266 & 342 were not found on record.
2.	Sales Vouchers	No Material discrepancies observed.
3.	Stock Verification	A sample physical verification of chemist shop was done on 21/05/2015. A total of 82 items were physically verified. Out of this, discrepancies were observed into 09 items. Variance report is attached at Annexure " CHEM-1 ".

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- ▶ Branch office : R-2 , 2nd Floor, Raj Kunj, Raj Nagar Ghaziabad. Call@ 0120-4233999
- ▶ Visit us @ www.vgnc.in, Mail us @ vgnc@vgnc.in

I.T.S Dental College, Hospital & Research Centre
I.T.S Chemist Shop
I.T.S Surya Hospital
(Knowledge Park-III, G. Noida)

Internal Audit Report

For the period from April 2015 to September 2015

Audit Team Lead by:-

Gaurav Bansal

Ashish Garg

Team With:-

Amit Tyagi

Introduction

□ Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

□ **The scope of Internal audit is as under:**

- a. Verification of Accounting records and vouchers;
- b. Expenses relating to operations and programs;
- c. Library Audit;
- d. Consumable Store Audit;
- e. Miscellaneous.

□ **Methodology**

The Internal Audit was conducted in accordance with Generally Accepted Accounting Standards and the terms of reference for Internal Audit set out by I.T.S. The Internal Audit includes examination of accounting and other related records and documents as were provided and considered necessary for the purpose of audit. The audit findings have been reported on an exception basis.

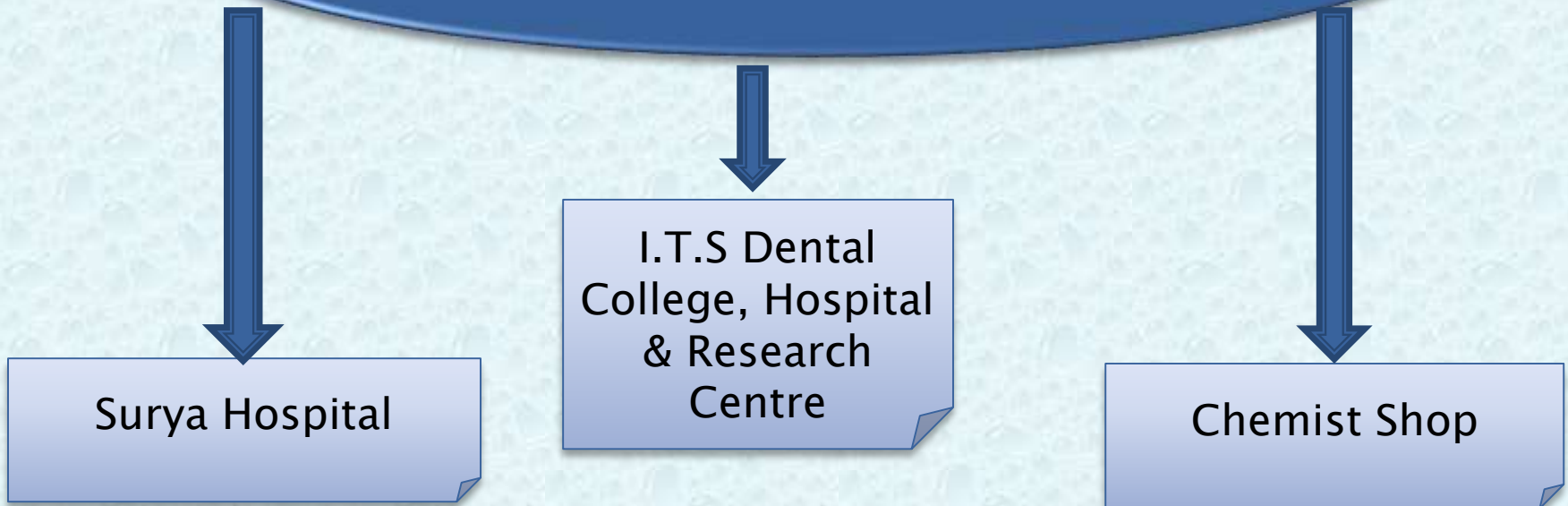
Limiting Conditions

- ▶ The exercise has been carried out on the basis of various documents, information & explanations given to us during the audit period. The report may be used for the purpose for which mandate was given to VGNC. This report may not be presented and referred for any other purpose. This report is strictly confidential and not for circulation to public.
- ▶ The Audit has been carried out keeping in view the following:
- ▶ It has been assumed that the documents were genuine as in whole and the copy of the documents confirm to the originals.
- ▶ Information provided by the college's officials has been relied upon and no investigation has been carried out to verify the same.
- ▶ We have not gone beyond the information recorded, disclosed and made available to us.
- ▶ Analysis has been made based on the Data, Information and various checking done while conducting the audit.
- ▶ The report is compiled on the basis of information and explanations received at the time of audit inside the college premises.
- ▶ Checking and verification of the Records/ Documents has been done on sample basis.

Client Profile

S. No.	Contents	Details
1	Activities of Client	It has many education institutions and one hospital
2	Address	47, Knowledge Park III, Greater Noida
3	Email	acct.head@its.edu.in

SUMMARY OF DIVISIONS



I.T.S DENTAL COLLEGE, HOSPITAL & RESEARCH
CENTRE

Fees from the Students

There are some cases where course has been completed but fees is still due to be received from students.

- Batchwise detail where fees is still due & to be received from students are as under:

S.No.	Particulars	No. of Student	Amount
1	BDS 08-12	6	804,130
2	BDS 09-14	6	795,000
3	BDS 10-15	36	2,785,502
4	MDS 12-15	2	5,272
	Total		4,389,904

Fixed Assets Vouchers

Audit Observation:

- ❑ Purchase Vouchers w.r.t addition to Fixed Assets were examined. No material discrepancies observed except in a case where no requisition slip was attached with the voucher no.30 dated 16/06/2015 for purchase of Air conditioner of Rs.5,56,174/-.

Expenditure

Cash Vouchers:

- We have not found any material discrepancies while verifying cash payment vouchers except that purchase order was not available in the following cases:

S. No	V. No.	Account Head	Amount
1	899	Printing & Stationery	17380
2	778	Consumable Store	17850

Journal Vouchers:

We have examined the Journal vouchers and No material discrepancies were observed except in a case where no requisition slip is found on record in respect of voucher no. 586 dated 11/07/2015 of consumable store of Rs.26,718.

Library Audit

- We have conducted a sample physical verification of 22 Books Title and the variances were observed in 3 Books Title. The detail of the same are reported as under:

S.no.	Book name	Book Stock	Physical Stock	Variance
1	Lang man's medical embryology with ICD	30	29	1
2	T.B of pathology	30	28	2
3	Essential of immunology	5	4	1

Store Audit

- A sample physical verification was done for 100 items. Out of those a variance was observed in 8 items. Item wise report is attached:

S. No.	Description	Book Stock	Physical Stock	Shortage
1	Gang box (2+1)	6	5	1
2	Soap Cake (lifebuoy)	10	7	3
3	Punching machine	5	3	2
4	Thermostate	13	12	1
5	Colin cleaner	3	1	2
6	Glass ionmer luting cement	8	6	2
7	Cotton roll	76	71	5
8	Wiper pvc	20	19	1

Chemist Shop

Journal Vouchers

The Journal Vouchers were examined and No material discrepancies observed except the following:

- ❑ Following vouchers were not found on record

Date	A/C Head	Vch No.	Amount
11/06/2015	ITS ENGINEERING COLLEGE	70	1,154
13/08/2015	ITS ENGINEERING COLLEGE	134	825
13/08/2015	ITS ENGINEERING COLLEGE	135	1,191

- It was further observed that no supporting has been found with the vouchers in the following cases:

S.NO	J.V.No.	A/C HEAD	SUPPORTING	AMOUNT
1	31	ESIC Employee contribution	Challan	202
2	38	PF Employee contribution	Challan	594
3	39	ESIC Employee contribution	Challan	202
4	69	ESIC Employee contribution	Challan	320
5	180	PF Employee contribution	Challan	576

Sales Vouchers

- ❑ It is noticed that during the audit period, total sales of Rs. 12,82,814/-. Sales vouchers were examined and no material discrepancies have been observed.
- ❑ As per books, there is a credit balance of VAT payable of Rs. 13558/-

Cash Verification

- A cash verification was done at the chemist shop on 30/11/15 and Shortage of Rs 4.71/- was noticed. The same may be summarized as under:

Denomination	No.	Amount
1000	1	1000
500	12	6000
100	40	4000
50	5	250
30	1	30
5	3	15
TOTAL PHYSICAL CASH		11295
CASH AS PER BOOKS		11299.71
VARIANCE		4.71

Stock Verification

- A sample physical verification of Chemist Shop was done on 30/11/2015. A total of 105 items were physically verified. Out of this discrepancies were observed into 5 items. A list of the same may be summarized as under:

ITEM NAME	PACK	BOOK Stock	PHYSICAL Stock	VARIANCE
AMLOPRES	15 TAB	122	120	2
BASE PLATE	01	10	9	1
CANDID-V6	06 TAB	3	2	1
LIV-52 SYP	60 TAB	3	1	2
HIM FACE WASH CREAM	50 ML	3	2	1

Surya Hospital

Receipts Reconciliation

- We have checked the receipts of OPD, IPD, OPD diagnoses & other incomes on test basis. No material discrepancies was observed.

Cash Vouchers

We have checked the cash vouchers and no material discrepancies have been observed except the following:

- ❑ It was noted that voucher number is not printed on the vouchers.

Bank Vouchers

- ❑ We have examined the Bank Vouchers and No major discrepancies was observed.

Journal Vouchers

We have checked the Journal vouchers and no material discrepancies have been observed except the following:

- ❑ It was noted that voucher number is not printed on the vouchers.
- ❑ EPF Challans were not attached with any EPF voucher.

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I.T.S Dental College, Hospital & Research Centre
I.T.S Chemist Shop
I.T.S Surya Hospital
(Knowledge Park-III, G. Noida)

Internal Audit Report

For the period from Oct.2015 to Mar.2016

Audit Team Lead by:-

Ashish Garg

Team With:-

Ayushi Gupta

Introduction

- Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

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- a. Verification of Accounting records and vouchers;
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- c. Library Audit;
- d. Consumable Store Audit;
- e. Miscellaneous.

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Client Profile

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1	Activities of Client	It has many education institutions and one hospital
2	Address	47, Knowledge Park III, Greater Noida
3	Email	acct.head@its.edu.in

SUMMARY OF DIVISIONS



ITS DENTAL COLLEGE,
HOSPITAL & RESEARCH
CENTRE

Fees from the Students

- There are some cases where course has been completed but outstanding balance of students (Credit Balances) has not been adjusted till date. Some cases are as follows:

S.No.	Batches	Particulars	Balance
1	BDS 2007-2011	JYOTI CHAUHAN R.S CHAUHAN	140,000
2		SAKSHI D/O PREM SAGAR	120,000
3	BDS 2008-2012	DEEPALI KANDWAL D/O RAJESH KANDWAL	2,900
4	BDS 2009-2014	ASHISH KR. DASS S/O AMIO KR. DASS	60,000
5		SHUBHA D/O SHYAM LAL PRASAD	979
6	BDS 2010-2015	BISMA REYAZ D/O RIYAZ AHMED KHAN	4,667
7		RISHVEE PRATEEK D/O JUGAL KISHORE PRASAD	9,667
8		SAMRIDHI D/O MAHABIR SINGH	13,500
9		TANISHA SINGH D/O NEPAL SINGH	1,229
		Total	352,977

Fees from the Students

- ❑ There are some cases where course has been completed but fees is still to be received from the students (Debit Balance). Following are the cases:

S.No.	Batches	Particulars	Balance
1	BDS 2008-2012	ALPANA D/O POORAN EHAM	150,500
2		BALRAJ S/O HARI RAM	87,000
3		SHIVAM SULO K S/O. I.K. LAL	1,265
4		SONU KUMAR S/O SATISH CHAND	220,500
5		SUNIL KUMAR S/O ROOP CHAND	117,000
6	BDS 2009-2014	ABHINAV KR. SINGH S/O BIRENDRA KR. SINGH	40,000
7		ISHRAT JAHAN D/O SHABBIR ALAM	1,267
8		NAGMA QUASAR D/O SABBIR ALAM	1,267
9		YAWER BASHIR S/O BASHIR AHMED	2,000

Fees from the Students

S.No.	Batches	Particulars	Balance
10	BDS 2010-2015	ABDA KHATOON D/O MD. HASNAIN	32,400
11		AYUSH KUMAR S/O SUNIL KUMAR	15,200
12		BONASHREE KANWAR D/O AJAY KONWAR	2,400
13		DEEPANKAR MISHRA S/O SHYAM NARAYAN MISHRA	583
14		IYMAN FAROOQ D/O MOHD. FAROOQ	11,400
15		KAPIL BHATI S/O DHARM PAL BHATI	628,999
16		KUMARI KHUSHBU D/O BRIJ KISHORE SINGH	26,000
17		MAHNOOR D/O MANZOOR QADRI	2,200
18		PAWAN KUMAR S/O KAMAL SINGH	55,000
19		SHASHISEKHAS SINGH S/O D.KR. SINGH	91,833
20		SHAZIA PRAVEEN D/O MOHD. HANIF BANDAY	15,200
21		SHIVANI SHARMA D/O RESHI KU. SHARMA	11,801
22		VIPUL KUMAR S/O KAMAL NARAYAN SINGH	368,999
		Total	1,882,814

Fees from the Students

- ❑ Students who are studying in Final semester (2012-2016) without depositing their pending fees. In our opinion necessary recovery action should be taken immediately. Otherwise it leads to heavy revenue loss to the organization.

S.No.	Batches	Particulars	Balance
1	BDS 2012-2016	BDS 12-16 NAGMANI RATHORE S/O RAM BALAK SINGH	230,000
2	BDS 2012-2016	BDS 12-16 PRIYANKA CHAWLA D/O DEEPAK CHAWLA	156,000
3	BDS 2012-2016	BDS 12-16 RAVI KUMAR S/O MANOJ KUMAR	24,000
4	BDS 2012-2016	BDS 12-16 SAKSHI RANA D/O JASWANT SINGH	509,000
5	BDS 2012-2016	BDS 12-16 SAMUJJHAL BHARDWAJ D/O K. BHATTACHRYA	10,000
		Total	929,000

Fixed Assets Vouchers

Requisition slip were not attached in the following cases :

S.No.	Date	Particulars	Vch Type	Vch No.	Amount	Remarks
1	15/12/2015	DENTAL EQUIPMENTS	JOURNAL (F.A.)	86	7,875	
2	31/03/2016	STABLISER A/C	JOURNAL (F.A.)	108	11,531	

No P.O. were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount	Remarks
1	15/12/2015	DENTAL EQUIPMENTS	JOURNAL (F.A.)	85	64,999	
2	02/02/2016	AIR CONDITIONER	JOURNAL (F.A.)	98	26,000	

Cash Vouchers

- While checking the Cash Expenses Vouchers, we found that no proper format of Bill, such as vendor name and stamp, was found for purchase of material and only rough slip was attached in the following cases:

Date	Vch Type	Vch No.	Amount
27/10/2015	CASH PAYMENT	1963	4,783
17/11/2015	CASH PAYMENT	2192	2,620
15/12/2015	CASH PAYMENT	2447	3,945
13/01/2016	CASH PAYMENT	2685	3,000

Journal Vouchers

- ❖ **Annual Maintenance charges** : It was observed that no treatment has been made for prepaid expenses of annual maintenance charges The detail of the same are reported as under :

S. No.	Date	J.V. No.	Category	AMC Period	Amount	Remarks
1	28/05/2015	297	AMC for AC	13/05/2015 to 12/05/2016	65,256	
2	10/09/2015	980	AMC for Air Compressor	01/07/2015 to 30/06/2016	22,800	
3	17/11/2015	1407	AMC for RO System	01/11/2015 to 30/04/2016	5,000	
4	04/12/2015	1514	AMC for AC	13/05/2015 to 12/05/2016	65,946	Note-1
5	22/01/2016	1847	AMC for Library Automation Software	01/01/2016 to 31/12/2016	11,450	Note-1
6	24/02/2016	2059	AMC of UPS	01/01/2016 to 31/12/2016	4,750	
7	27/02/2016	2086	AMC of UPS	01/01/2016 to 30/06/2016	5,083	
8	05/03/2016	2143	AMC for OPG	01/10/2015 to 30/09/2016	20,000	
9	08/03/2016	2156	AMS for orion	04/02/2016 to 03/02/2017	30,000	
10	31/03/2016	2231	AMC for Liabrary Automation Software-Alice	01/01/2016 to 30/06/2016	5,725	Note-2
11	31/03/2016	2315	AMC for GPS device in 3 Buses	01/02/2016 to 31/01/2017	12,840	

Journal Vouchers

- ❑ Note-1 : TDS deducted on amount inclusive of service tax.
- ❑ Note-2 : Payment of Rs.5700 made on 07/09/2015 to Softlink in respect of AMC for the period 01/07/2015 to 31/12/2015, while no bill received against such payment.
- ❑ While verifying the Journal vouchers, we generally found that
 - Vouchers are supported by the proper documents such as Material request voucher, GRN and purchase order etc.
 - Bills attached with vouchers are approved by the approving authorities.
 - TDS, wherever it was required to be deducted, is properly deducted.

Library Audit

- We have conducted a sample physical verification of 17 Books Title on 23/06/2016 and the variances were observed in 6 Books Title. A list of the same is attached at **Annexure “DEN-1”**. The detail of the variance are reported as under:

S. No.	Book Title	Book Stock	Book Issued	Physical Stock	Variance	Remarks
1	Scully Medical Problem in Dentistry by Scully, Crisprian	24	5	18	1	
2	Tencate's Oral Histology by Nancy, A.	60	11	48	1	
3	Shafer's Textbook of Oral Pathology by Rajendra, R.	54	8	45	1	
4	Sturdevant's Art & Science of Operative Dentistry by Roberson T.M	41	4	33	4	4 missing since 29/04/2013
5	Fundamentals of Fixed Prosthodontics by Shillingburg	16	6	9	1	1 missing since 29/04/2013
6	Color Atlas of Oral Pathology by Eveson J.W	1	0	0	1	

Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-2”**
- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculties.
- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-3”**.

Store Audit

- We have conducted sample physical verification of Dental Store as on 02/06/2016 . A total of 60 items were checked and out of this variances have been found in 7 items. Item wise details are attached at **Annexure "DEN-4 "**.

CHEMIST SHOP

Journal Voucher

□ During the course of audit we observed that no supporting documents were attached in case of PF, ESIC Employee contribution & Donation. Instances of the same are as follows:

S. No	DATE	J.V. N	A/C HEAD	AMOUNT
1	15/10/2015	195	PF Employee Contribution	576
2	15/10/2015	196	ESIC Employee Contribution	222
3	16/11/2015	222	PF Employee Contribution	248
4	16/11/2015	223	ESIC Employee Contribution	645
5	14/12/2015	251	PF Employee Contribution	576
6	19/12/2015	260	ESIC Employee Contribution	222

Cash Vouchers

❑ We have checked all the cash vouchers (including sales) and no material discrepancy has been observed except the following :

❑ During the audit it has been observed that overtime salary for night duty paid to the chemist shop clerk has been charged under the head office expenses. It should be charged under the head "Salary".

S. No	DATE	J.V. N	A/C HEAD	AMOUNT
1	12/10/2015	17	Office Expenses	3,000
2	17/11/2015	18	Office Expenses	3,000

Cash Verification

❑ A cash verification was done at the chemist shop on 26th June, 2016 and a shortage of Rs 10/- was noticed. The same may be summarized as under :

Denomination	No.	Amount
1000	1	1,000
500	17	8,500
100	38	3,800
50	1	50
10	8	80
TOTAL PHYSICAL CASH		13,430
CASH AS PER BOOKS		13,440
VARIANCE		10

SURYA HOSPITAL

Journal Vouching

Insurance Expense

While conducting audit , we observed that out of Rs. 5349 expenses incurred in 2015-2016,expense of Rs 2793.18 belongs to succeeding year . The said expenses should be booked under the head prepaid expenses, but no treatment for the same has been done.

S. No	Date	A/C HEAD	Period	Vch Type	Amount
1	26/11/15	SYNDICATE BANK A/C	08/12/2015 to 07/12/2016	Bank Payment	3831.00
2	31/03/16	M/S NATIONAL INSURANCE CO. LTD	11/05/2015 to 10/05/2016	Journal	940.00
3	31/03/16	M/S NATIONAL INSURANCE CO. LTD	11/05/2015 to 10/05/2016	Journal	578.00

Cash Vouching

- ❑ While auditing cash payment for expenses, no discrepancies were found.

- ❑ While verifying the Journal vouchers, we generally found that
 - Vouchers are supported by the proper documents such as Material request voucher, GRN and purchase order etc.
 - Bills attached with vouchers are approved by the approving authorities.
 - TDS, wherever it was required to be deducted, is properly deducted.

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**I.T.S Dental College, Hospital & Research Centre, Surya Hospital and
Chemist Shop
(Knowledge Park–III, G. Noida)
Internal Audit Report**

For the period from April 2016 to September 2016

Audit Team Lead by:-

Astha Mittal

Team With:-

Abhishek Goyal

Introduction

□ Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

□ **The scope of Internal audit is as under:**

- a. Verification of Accounting records and vouchers;
- b. Expenses relating to operations and programs;
- c. Library Audit;
- d. Consumable Store Audit;
- e. Miscellaneous.

□ **Methodology**

The Internal Audit was conducted in accordance with Generally Accepted Accounting Standards and the terms of reference for Internal Audit set out by I.T.S. The Internal Audit includes examination of accounting and other related records and documents as were provided and considered necessary for the purpose of audit. The audit findings have been reported on an exception basis.

Limiting Conditions

- The exercise has been carried out on the basis of various documents, information & explanations given to us during the audit period. The report may be used for the purpose for which mandate was given to VGNC. This report may not be presented and referred for any other purpose. This report is strictly confidential and not for circulation to public.
- The Audit has been carried out keeping in view the following:
- It has been assumed that the documents were genuine as in whole and the copy of the documents confirm to the originals.
- Information provided by the college's officials has been relied upon and no investigation has been carried out to verify the same.
- We have not gone beyond the information recorded, disclosed and made available to us.
- Analysis has been made based on the Data, Information and various checking done while conducting the audit.
- The report is compiled on the basis of information and explanations received at the time of audit inside the college premises.
- Checking and verification of the Records/ Documents has been done on sample basis.

I.T.S DENTAL COLLEGE,
HOSPITAL & RESEARCH
CENTRE

Fixed Assets Vouchers

❑ Requisition slip were not attached in the following cases :

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	11/04/2016	GENERAL EQUIPMENTS	JOURNAL (F.A.)	1	12,450
2	11/06/2015	DENTAL EQUIPMENTS	JOURNAL (F.A.)	18	5,900

❑ No Quotation were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	11/06/2016	FURNITURE & FIXTURE	JOURNAL (F.A.)	19	19,749
2	28/06/2016	LAB EQUIPMENTS	JOURNAL (F.A.)	30	11,655
3	05/08/2016	DENTAL EQUIPMENTS	JOURNAL (F.A.)	41	6,185

Fees from the Students

- There are some cases where course has been completed but outstanding balance of students (Credit Balance) has not been adjusted till date. The details are as follows:

S.No.	Batches	Particulars	Balance
1	BDS 2007-2011	JYOTI CHAUHAN R.S CHAUHAN	140,000
2		SAKSHI D/O PREM SAGAR	120,000
3	BDS 2010-2015	DEEPAK KONGARI S/O GEORGE KANGARI	12,750
4		SAMRIDHI D/O MAHABIR SINGH	13,500
5		TANISHA SINGH D/O NEPAL SINGH	1,229
6	BDS 2011-2016	BISHWAJIT TALUKDAR S/O BINOY TALUKDAR	7,600
7		PANKAJ ARYA S/O CHANDRA PRAKASH ARYA	79,500
8	BDS 2012-2016	ROSIA MAGRA D/O DUGIO MAGRA	13,400
9	BDS 2013-2017	MEGHNA HAZARIKA D/O PARAN MONI HAZARIKA	200
10		DIVYA JYOTI D/O SHEKHAR KUMAR	25,000
11		RASHIKA SINGH D/O D.P. SINGH	25,000
12		RIBHU KUMAR SAMANTA S.O TAPAN SAMANTA	2,67,000

Fees from the Students

- There are some cases where course has been completed but outstanding balance of students (Credit Balance) has not been adjusted till date. The details are as follows:

S.No.	Batches	Particulars	Balance
13	MDS 2013-2016	TARANPREET SINGH S/O SATINDER SINGH	3,500
14		ISHAN S/O MAHBIR SINGH	800
15	MDS 2014-2017	NIDHI WALIA D/O J.P. WALIA	5,000
16		SHAIBAL CHATTERJEE S/O SK CHATTERJEE	770
		Total	7,15,249

Fees from the Students

- ❑ Students who are studying in Final semester BDS (2013-2017) and MDS (2014-2017) without depositing their pending fees. In our opinion necessary recovery action should be taken immediately. Otherwise it leads to heavy revenue loss to the organization.

S.No.	Batches	No. of Students	Balance
1	BDS 2013-2017	15	18,82,289.00
2	MDS 2014-2017	10	34,75,000.00
		Total	53,57,289.00

Cash Vouchers

❑ While checking the Cash Expenses Vouchers, we found some discrepancies which are stated below:

❖ **Repair & Maintenance Expenses:** It was observed that no proper format of Bill, such as vendor name and stamp, was found for purchase of material and only rough slip was attached. The detail of the same are reported as under:

Date	Voucher Type	Vch. No.	Amount
28/04/2016	CASH PAYMENT	226	1,300
28/04/2016	CASH PAYMENT	229	870
30/04/2016	CASH PAYMENT	248	5,262

Cash Vouchers

- ❑ Cash Receipt Voucher No. 293, dated 17/05/2016, amounted ₹9,000 received from Vijeyta towards cooler charge, no supporting has been found for the same.
- ❑ Cash Payment Voucher No. 853, dated 24/05/2016, amounted ₹800 paid to Rohit no supporting has been found for the same.
- ❑ No Supporting has been found for the Cash Payment Voucher No. 1232,1233 dated 02/08/2016, amounted ₹15,000, ₹15,000 paid to Dr. Annapurna Ahuja towards Conveyance Reimbursement.

Journal Vouchers

- ❑ While checking the Journal Vouchers, no material discrepancies were found other than the following.
- ❑ No Requisition has been found, details are here as under.

Date	Name	Voucher Type	Vch. No.(P)	Amount
23/07/2016	Dental Consumable	Journal	719	6,050
24/09/2016	Lab Consumable	Journal	1073	13,893
Total				19,943

Library Audit

- We have conducted a sample physical verification of 20 Books Title on 16/02/2017 and the variances were observed in 6 Books Title. A list of the same is attached at **Annexure “DEN-1”**. The detail of the variance are reported as under:

S. No.	Book Title	Book Stock	Book Issued	Physical Stock	Variance
1	Sturdevant's Art & Science of Operative Dentistry by roberson T.M	41	19	17	5
2	Clinical Manual for Oral Medicine & Radiology By Ongole, R	17	7	8	2
3	Fundamentals of Fixed Prosthodontics by shillingburg	16	3	12	1
4	Color Atlas of Oral Pathology by eveson J.W	2	1	0	1
5	Scully Medical Problem in Dentistry by Scully, Crisprian	24	5	18	1
6	Robbin's Pathologic Basis of Disease by Shanbhag, T.V	54	3	50	1

Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-2”**
- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculty.
- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-3”**.

Store Audit

- ❑ We have conducted sample physical verification of Dental Store as on 16/02/2017 . A total of 101 items were checked and out of this variances have been found in 4 items. Item wise details are attached at **Annexure “DEN-4”**.

SURYA HOSPITAL

Journal Vouching

Insurance Expense

While conducting audit , we observed that out of Rs. 55,128.00 expenses incurred in 2016-2017, expense of Rs 13,213.00 belongs to succeeding year . The said expenses should be booked under the head prepaid expenses, but no treatment for the same has been done.

S. No	Date	A/C HEAD	Period	Vch. Type	Amount
1	15/06/2016	SYNDICATE BANK A/C	28/06/2016 to 27/06/2017	Bank Payment	53,393.00
2	15/06/2016	SYNDICATE BANK A/C	01/07/2016 to 30/06/2017	Bank Payment	852.00
3	15/06/2016	SYNDICATE BANK A/C	01/07/2016 to 30/06/2017	Bank Payment	513.00

Cash Vouching

❑ While auditing cash payment for expenses ,no major discrepancies were found other than the following

No requisitions were found for the following.

S. No	Date	Particulars	Voucher Type	Amount
1	08/04/2016	Printing & Stationery	Cash Payment	6,864.00
2	20/07/2016	Printing & Stationery	Cash Payment	7,741.00

Journal Vouchers

We have checked the Journal Vouchers and no material discrepancies have been observed.

Bank Vouchers

We have examined the Bank Vouchers and No major discrepancies was observed.

CHEMIST SHOP

Journal Voucher

□ During the course of audit we observed that no supporting documents were attached in case of PF & ESIC Employee contribution in the following cases :-

S. No	DATE	J.V. N	A/C HEAD	AMOUNT
1	13/04/2016	10	PF Payable	1191.00
2	15/04/2016	11	ESI Payable	825.00

□ During the course of audit we observed that one voucher was not found in the files given to us for verification. Instance of the same is shared below :

S. No	DATE	J.V. N	A/C HEAD	AMOUNT
1	15/04/2016	11	ESI Payable	825.00

Cash Vouchers

We have checked all the cash vouchers (including sales) and no material discrepancy has been observed.

Stock Verification

□ A sample physical verification of Chemist shop was conducted on 22-02-2017. A total of 166 items were physically verified, out of which discrepancies were noted in 6 items :

S . No.	ITEM NAME	PACK	AS PER BOOK	AS PER PHYSICAL	VARIANCE
1	Pantop 40 MG Tab	10 Cap	28	27	-1
2	Flamace SP Tab	10 Tab	243	240	-3
3	DNS {500ml}	500 ml	72	70	-2
4	Sensoform Gum Paint	15 ml	4	3	-1
5	Zerodol P Tab	10 Tab	772	769	-3
6	Diopen -DSR	10 Cap	204	200	-4

Cash Verification

❑ A cash verification was done at the chemist shop on 22th Feb.,2017 and an excess of Rs 2/- was noticed. The same may be summarized as under :

Denomination	No.	Amount
2000	8	16,000.00
500	9	4,500.00
100	26	2,600.00
50	40	2,000.00
10	103	1,030.00
Coins	2,056.00	2,056.00
TOTAL PHYSICAL CASH		28,186.00
Soft Cash (Card Swipe)		2,021.00
Grand Total		30,207.00
CASH AS PER BOOKS		30,205.00
VARIANCE		2.00

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ITS Dental College, Hospital and Research Centre
(Knowledge Park–III, G. Noida)

Internal Audit Report

For the period from October 2016 to March 2017

Audit Team :-

Khushbu Singhal

Chirag Kansal

Introduction

□ Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

□ **The scope of Internal audit is as under:**

- a. Verification of Accounting records and vouchers;
- b. Expenses relating to operations and programs;
- c. Library Audit;
- d. Consumable Store Audit;
- e. Miscellaneous.

□ **Methodology**

The Internal Audit was conducted in accordance with Generally Accepted Accounting Standards and the terms of reference for Internal Audit set out by I.T.S. The Internal Audit includes examination of accounting and other related records and documents as were provided and considered necessary for the purpose of audit. The audit findings have been reported on an exception basis.

Limiting Conditions

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- Checking and verification of the Records/ Documents has been done on sample basis.

I.T.S DENTAL COLLEGE,
HOSPITAL & RESEARCH
CENTRE

Fixed Assets

- A total of Rs.24,87,261/- addition has been made during the audit period. The related voucher along with invoice etc. were called and examined and no material discrepancies observed

Particulars	Fixed Assets		
	1-Oct-2016 to 31-March-2017		
	Opening	Transactions	Closing
	Balance	Debit	Balance
FURNITURE	25978507.00 Dr	1054256.00	27032763.00 Dr
GENERAL EQUIPMENT	3126461.00 Dr	20546.00	3147007.00 Dr
LAB EQUIPMENTS	10008033.00 Dr	25000.00	10033033.00 Dr
LAND & BUILDINGS	325616476.95 Dr		325616476.95 Dr
OFFICE EQUIPMENT	11235044.00 Dr	56597.00	11291641.00 Dr
OTHER EQUIPMENTS	3346894.00 Dr	11000.00	3357894.00 Dr
TEACHING AID EQUIPMENTS	1660952.00 Dr		1660952.00 Dr
VEHICLES	11994225.00 Dr		11994225.00 Dr
COMPUTER A/C	3373215.00 Dr		3373215.00 Dr
COMPUTER - PRINTERS	32310.00 Dr		32310.00 Dr
COMPUTER & SOFTWARE	225000.00 Dr	73875.00	298875.00 Dr
DENTAL EQUIPMENTS	62572148.40 Dr	1220876.00	63793024.40 Dr
ELECTRICAL INSTALLATION	9892405.00 Dr	7949.00	9900354.00 Dr
GENERATOR A/C	2631076.00 Dr		2631076.00 Dr
LAPTOP	204400.00 Dr		204400.00 Dr
LIBRARY BOOKS	5091681.00 Dr	17162.00	5108843.00 Dr
LIFT A/C.	2751587.00 Dr		2751587.00 Dr
Grand Total	479740415.35 Dr	2487261.00	482227676.35 Dr

Fixed Assets Voucher

No requisition slip was found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	06/10/2016	Dental Equipment's	JOURNAL(FA)	63	55650
2	20/10/2016	Dental Equipment's	JOURNAL(FA)	66	89670

Fees from the Students

- ❑ There are some cases where course has been completed but outstanding balance of students (Credit Balance) has not been adjusted till date. The details are as follows:

S.No.	Batches	Particulars	Balance
1	BDS 2007-2011	JYOTI CHAUHAN R.S CHAUHAN	140,000
2		SAKSHI D/O PREM SAGAR	120,000
3	BDS 2010-2015	DEEPAK KONGARI S/O GEORGE KANGARI	4,250
4		SAMRIDHI D/O MAHABIR SINGH	13,500
5		TANISHA SINGH D/O NEPAL SINGH	1,229
6	BDS 2011-2016	BISHWAJIT TALUKDAR S/O BINOY TALUKDAR	7,600
7		PANKAJ ARYA S/O CHANDRA PRAKASH ARYA	79,500
8		AMLAN HAZARIKA S/O MRIDUL KR. HAZARIKA	42,500
9		HASINA YASMIN D/O BOZLUR RAHMAN	2,000
10		KAHKASHAN NAGHMI D/O MD. ANZAR AHMED	40,000
11	BDS 2012-2016	ROSIA MAGRA D/O DUGIO MAGRA	13,400
12		ANINDYA KUMAR DEBNATH S/O BASUDEB DEBNATH	42,500
13		DEEPIKA SINGH D/O VIJAY SINGH	1,000

Fees from the Students

- There are some cases where course has been completed but outstanding balance of students (Credit Balance) has not been adjusted till date. The details are as follows:

S.No.	Batches	Particulars	Balance
14	MDS 2013-2016	TARANPREET SINGH S/O SATINDER SINGH	3,500
		Total	5,10,979

Fees from the Students

- ❑ Students who are studying in Final semester BDS (2013-2017) and MDS (2014-2017) without depositing their pending fees. In our opinion necessary recovery action should be taken immediately. Otherwise it leads to heavy revenue loss to the organization.

S.No.	Batches	No. of Students	Balance
1	BDS 2013-2017	18	20,65,289.00
2	MDS 2014-2017	10	29,70,000.00
		Total	50,35,289.00

Cash Vouchers

- ❑ While checking the Cash Expenses Vouchers, no discrepancies have been noticed except the following:-
 - ❖ There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
02/11/2016	CASH PAYMENT	2003	2000
03/11/2016	CASH PAYMENT	2004	8000
19/11/2016	CASH PAYMENT	2108	5000

Vouching- General Observations

- ❖ **Staff Welfare :-** It is noted that expenditure have been incurred in cash for Extra work done by drivers was wrongly debited in Staff welfare head in the following cases:

Date	Vch. No.	Voucher Type	Amount
11/11/2016	2058	CASH PAYMENT	2500
03/12/2016	2211	CASH PAYMENT	2500
04/01/2017	2438	CASH PAYMENT	2500
03/02/2017	2629	CASH PAYMENT	1000
		Total	8,500

Journal Vouchers

❑ While checking the Journal Vouchers, we noticed some discrepancies which are stated below:

a) There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
04/10/2016	JOURNAL VOUCHER	1198	10836
06/10/2016	JOURNAL VOUCHER	1205	6546
Total			17,382

Journal Vouchers

- ❖ There were some vouchers in which we noticed some discrepancies are stated below:-

Date	Vch. No.	Account Head	Amount	Remark
14/12/2016	1578	Campus Maintenance	11590	No Proper Bill is attached with the voucher.
02/01/2017	1744	Postage Expenses	1857	Original Postages were not attached with the voucher.
03/02/2017	2029	Convocation day Expenses	32500	Only bill was attached, No P.O,MRN was attached with the voucher.

Library Audit

- ❑ We have conducted a sample physical verification of 25 Books Title on 17/06/2017 and variances was observed in Book Title. The detail of the variance are reported as under:

S. No.	Book Title	Book Stock	Book Issued	Physical Stock	Variance
1	Essential pathology for Dental Students by Harsh Mohan	56	0	55	1
	Total	56	0	55	1

Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-1”**
- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculty.
- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-2”**.

Store Audit

- We have conducted sample physical verification of Dental Store as on 17/06/2017 . A total of 50 items were checked and out of this variances have been found in some items, which are as follows:-

S.No. `	Description	Book Stock	Physical Stock	Shortage
1	CHLORHEXADINE MOUTH WASH (HEXADINE)	25	24	1
2	DISPOSABLE SUGICAL GOWNS	22	20	2
3	FACE MASK DISPOSABLE	9	8	1
4	ALL OUT MACHINE WITH REFILL	2	1	1
5	ATTENDANCE REGISTER	13	11	2

SURYA HOSPITAL

Cash Vouchers

We have checked the cash vouchers and cash receipts, there is no material discrepancies in the same

Journal Vouchers- General Observation

We have checked the Journal vouchers and no material discrepancies have been observed except the following:

Date	Account Head	Amount	Remark
13/10/2016	Electrical Expenses	2663	Gate slip was made on 12/09/2016 but GRN has been made on 21/09/2016.

CHEMIST SHOP

Journal Voucher

❑ **ESIC Employee contribution:-** During the course of audit we observed that no supporting documents were attached in case of ESIC Employee contribution in the following cases :-

S. No	DATE	AMOUNT	REMARK
1	31.01.2017	288	No support was attached.
2	28.02.2017	304	No support was attached.
3	31.03.2017	288	No support was attached.

Cash Vouchers

❑ We have checked all the cash vouchers (including sales) and no material discrepancy has been observed.

Stock Verification

□ A sample physical verification of Chemist shop was conducted on 14-06-2017. A total of 45 items were physically verified, out of which discrepancies were noted in 6 items :

S . No.	ITEM NAME	PACK	AS PER BOOK	AS PER PHYSICAL	VARIANCE
1	DNS {500ml}	500 ml	56	52	4
2	Calmpose INJ	10*2 ml	1	0	1
3	Surgical Gloves	25 Pcs	55	54	1
4	Diclomol SP	10 Tab	152	150	2
5	Mersilk 3-0 NW 5003	16mm	9	8	1
6	Vicryl 3-0 NW 2472	1 Pcs.	13	12	1

Cash Verification

□ A cash verification was done at the chemist shop on 14th June,2017 and a shortage of Rs 2/- was noticed. The same may be summarized as under :

Denomination	No.	Amount
2000	6	12000.00
500	22	11000.00
100	23	2,300.00
50	12	600.00
20	1	20.00
10	10	100.00
Coins	2,325	2325.00
TOTAL PHYSICAL CASH		28,345.00
Soft Cash (Card Swipe)		1256.00
Grand Total		29601.00
CASH AS PER BOOKS		29603.00
VARIANCE		2.00

Thank you



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I.T.S Dental College, Hospital & Research Centre, Surya Hospital & Chemist Shop

Internal Audit report

For the period from 1st April to 31st October 2017

Audit Team :-

Abhishek Goyal

Ridhi Bagai

Introduction

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- Checking and verification of the Records/ Documents has been done on sample basis.

I.T.S DENTAL COLLEGE,
HOSPITAL & RESEARCH
CENTRE

Fixed Assets Voucher

No requisition slip, quotation & P.O. were attached in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	24/08/2017	Furniture & Fixtures	JOURNAL(FA)	32	1,10,814.00
2	12/10/2017	Electrical Installation	JOURNAL(FA)	49	9,512.00

No requisition slip were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	13/06/2017	Mobile Phone	JOURNAL(FA)	12	29,999.00

Fees from the Students

- ❑ There are some cases where course has been completed but outstanding balance of students (Credit Balance) has not been adjusted till date. The details are as follows:

S.No.	Batches	Particulars	Balance
1	BDS 2007-2011	SAKSHI D/O PREM SAGAR	120,000
2	BDS 2010-2015	SAMRIDHI D/O MAHABIR SINGH	13,500
3		DEEPAK KONGARI S/O GEORGE KANGARI	4,250
4		TANISHA SINGH D/O NEPAL SINGH	1,229
5		AMLAN HAZARIKA S/O MRIDUL KUMAR HAZARIKA	94,650
6	BDS 2011-2016	JATIN KUMAR SHAKYA S/O TIKAM SINGH SHAKYA	37,500
7		HASINA YASMIN D/O BOZLUR RAHMAN	2,000
8		ROSIA MAGRA D/O DUGIO MAGRA	13,400
9	BDS 2012-2016	DEEPIKA SINGH D/O VIJAY SINGH	8,500
10		TUSHAR SHARMA S/O MUKESH SHARMA	250

Fees from the Students

11	BDS 2013-2017	AASHNA BHARDWAJ D/O UMESH BHARDWAJ	42,500
12		ABHILASH GOGOI S/O DILIP CHANDRA GOGOI	55,000
13		ABHISEK BHATTACHARJEE S/O SUDHANSHU KIRON	42,500
14		AISHWARYA RAJ D/O NADARAJAN KP	55,000
15		AKANSHA PRIYADARSHANI D/O RAJESH KUMAR	42,500
16		AKANSHA THAPLIYAL D/O ANUJ THAPLIYAL	55,000
17		AKSHI CHOUDHARY D/O VIKASH KUMAR	55,000
18		ANANYA APAROOPA D/O SIDDHARTH DAS	42,500
19		APARNA JYOTI DAS D/O ANANTA KUMAR DAS	42,500
20		APARNA RAJ D/O SUNIL KUMAR SINGH	55,000
21		CHRISTY NINGHAUCHING GUTITE D/O K. GUTE	17,500
22		DIVYA JYOTI D/O SHEKHAR KUMAR	12,500
23		ISHA ARORA D/O ASHOK ARORA	33,000
24		KAMAL KISHOR BARO S/O MANIK CHANDRA BARO	37,500
25		LINDA LALRAMTHAR D/O VANLALBEL	42,500

Fees from the Students

26	BDS 2013-2017	MEGHNA HAZARIKA D/O PARAN MONI HAZARIKA	200
27		NAMRATA BHADWAL D/O CHAIN SINGH	42,500
28		NEHA RANI D/O KULDEEP KUMAR	42,500
29		NGAWANG LEKMOEN S/O LABSANG DHONYOE	42,500
30		NIKITA SARKAR D/O KISHOR KUMAR SARKAR	42,500
31		PARIDHI GUPTA D/O ASHOK GUPTA	55,000
32		PRAGATI PODDAR D/O UTTAM KUMAR PODDAR	55,000
33		PRIYANKA D/O SUDESH KUMAR	55,000
34		RAJKUMARI KONWAR D/O K.K. KONWAR	5.90
35		RASHIKA SINGH D/O D. P. SINGH	80,000
36		REBECCA JASON D/O JOSEPH ISRAEL JASON	55,000
37		RIMI SAIKIA D/O DILIP SAIKIA	25,000
38		RUBY ANSARI D/O RAFIFQUE ANSARI	42,500
39		SHILPI DUTTA D/O TARUN CHANDRA DUTTA	42,500
40	SHIPRA KUMARI D/O MR. PANKAJ KUMAR	55,000	

Fees from the Students

41	BDS 2013-2017	SHREYA HALDAR D/O AMRIT LAL HALDAR	14,000
42		SIMRAN ISHA D/O SARVESH KUMAR VERMA	55,000
43		SOUMYA JOSEPH D/O T.D. JOSEPH	80,000
44	MDS 2014-2017	ISHAN S/O MAHABIR SINGH	800
45		ROHIT AWANA S/O KARTAR AWANA	10,000
46		SHAIBAL CHATTERJEE S/O S.K. CHATTERJEE	770

Fees from the Students

- ❑ There are some cases where course has been completed but fees is still to be received from the students (Debit Balance). Following are the cases:

S.No.	Batches	Particulars	Balance
1	BDS 2008-2012	ALPANA D/O POORAN EHAM	1,40,500
2		BALRAJ S/O HARI RAM	50,000
3		SONU KUMAR S/O SATISH CHAND	20,500
4		SUNIL KUMAR S/O ROOP CHAND	117,000
5	BDS 2009-2014	JAYA DUBEY D/O R.S. DUBEY	3,104
6	BDS 2010-2015	SHAZIA PRAVEEN D/O MOHD. HANIF BANDAY	15,200
7		KAPIL BHATI S/O DHARM PAL BHATI	5,48,999
8		PAWAN KUMAR S/O KAMAL SINGH	50,500
9		UJALA KUMARI D/O MADHUSUDAN PRASAD	8,000
10		SHASHISEKHAS SINGH S/O D.KR. SINGH	42,833
11		VIPUL KUMAR S/O KAMAL NARAYAN SINGH	3,38,102

Fees from the Students

12	BDS 2011-2016	AMIT KUMAR S/O MANOJ KUMAR	42,500
13		BHANU PRATAP SAHOO S/O B.C. SAHOO	42,500
14		BHUMIKA KOUL D/O ASHOK KOUL	5,10,000
15		DIVYA KIRAN D/O D.N. SHRIVASTAVA	22,500
16		FAYEEQ FARROQ S/O FAROOQ AHMAD BHAT	10,000
17		PANKAJ ARYA S/O CHANDRA PRAKASH ARYA	1,33,000
18		JYOTIRMOI DAWKA S/O GHANSHYAM DAWKA	63,165
19		MALIK ANEEQA HASSAN DO M .GH. HASSAN	30,000
20		MONET PAUL S/O ASHIT PAUL	1,02,500
21		RITIKA RAJENDER D/O RAJENDER KUMAR	62,000
22		KAHKASHAN NAGHMI D/O MD. ANZAR AHMED	45,000
23		SANDHYA PANWAR D/O HARISH CHANDRA PANWAR	1,06,500
24		BISHWAJIT TALUDKAR S/O BINOY TALUDKAR	34,900
25		ARNAB GOGOI S/O BENUDHAR GOGOI	51,000
26		JATIN SAMRA S/O CHAMANLAL	85,000
27	TABISH HAFIZ	68,000	

Fees from the Students

28	BDS 2012-2016	SAKSHI RANA D/O JASWANT SINGH	5,61,500
29		BIKRAM SINGH S/O HARAJAGINDRA SINGH	1,65,000
30		RAVI KUMAR S/O MANOJ KUMAR	1,25,500
31		WAIROKPAM DIGANTIC DEVI D/O WAIROKPAM	1,10,000
32		ZIQRA ZAFFAR AKHOON D/O ZAFFAR MD. AKHON	1,10,000
33		AASTHA RAWAT D/O MALTI RAWAT	97,750
34	BDS 2013-2017	ARCHITA SAROJ D/O RAJENDRA PRASAD	2,75,000
35		OWAIS RASOOL WANI S/O GHULAM RASOOL WANI	2,59,500
36		SAHIB NISAR DIN S/O NISAR AHMAD DIN	2,17,000

Fees from the Students

37	BDS 2013-2017	KOMAL D/O RAKESH KUMAR	11,0,000
38		AAYUSHI SANGAL D/O SH. ATUL SANGAL	85,000
39		AKASH ARYA S/O AJAY ARYA	85,000
40	MDS 2013-2016	NITIN MALIK S/O HARISH MALIK	1,96,500
41		PRIYANKA PURI D/O VIJAY PURI	10,000
42		VAGISH MEHTA S/O VIVEK CHAND	10,000

Cash Vouchers

- ❖ While checking the Cash Expenses Vouchers, no material discrepancies was noticed other than the following:

Date	Vch. No.	Account Head	Amount	Remark
15/05/2017	275	OPD Expenses	1,600	Amount paid to Mr. Dharambir towards Evening OPD duty debited to OPD Expenses(Correct Head:Salary)
10/06/2017	503	M/s National Printer	2,507	No supporting attached
07/07/2017	695	Imprest A/c Mr.Prabhi Kothari	2,800	Purpose was not defined on requisition slip
27/10/2017	1367	Imprest A/c Mr.Prabhi Kothari	10,000	Purpose was not defined on requisition slip

Cash Vouchers

❖ There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
30/06/2017	CASH PAYMENT	657	8,290.00
03/10/2017	CASH PAYMENT	1241	144.00
Total			8,434.00

Vouching- General Observations

- ❖ **Staff Welfare :-** It is noted that expenditure have been incurred in cash for Extra work done by drivers was wrongly debited in Staff welfare head. Cases are as follows:

Date	Vch. No.	Voucher Type	Amount
02/05/2017	136	CASH PAYMENT	1,000
02/05/2017	135	CASH PAYMENT	1,500
01/06/2017	389	CASH PAYMENT	1,000
TOTAL			3,500

Journal Vouchers

- ❖ While checking the Journal Vouchers, no material discrepancies have been noticed other than the following:

Date	Vch. No.	Account Head	Amount	Remark
17/05/2017	249	OPD Expenses	17,199	Expenses related to printing of OPD Cards charged to OPD Expenses instead of Printing & Stationery.
18/05/2017	258	Postage Expenses	4,810	Original Postages not attached
18/05/2017	276	OPD Expenses	4,200	Rent paid to Mahavir Bhati Debited to OPD Expenses- Satellite Clinic

Journal Vouchers

❖ There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
30/04/2017	Journal	107	91,294
04/05/2017	Journal	142	7,038
05/05/2017	Journal	146	15,700
09/05/2017	Journal	194	38,505

Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-1”**.
- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculty for books being due on them for long last.
- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-2A & 2B”**.

Store Audit

- We have conducted sample physical verification of Dental Store on 14/12/2017. A total of 35 items were checked and out of this variances have been found in some items, which are as follows:-

S. No.	Description	Book Stock	Physical Stock	Shortage/ Excess
1	REGISTER 4Q	52	42	-10
2	LOCK 50MM	26	20	-6
3	PAPER A-4	162	158	-4
4	ZINC OXIDE (IMPRESSION PASTE)	3	1	-2
5	CELL (AAA)	29	27	-2
6	CHLORHEXADINE MOUTH WASH (HEXADINE)	4	3	-1
7	ATTENDANCE REGISTER	40	43	+3
8	GLOVES DISPOSABLE (EXAMINATION)	186	187	+1

SURYA HOSPITAL

Journal Vouching

- ❑ While checking the Journal Vouchers, no material discrepancies have been noticed other than the following:

Date	Account Head	Amount	Remark
30/07/2017	Equipment - Hospital	75,000	Date of Gate Pass is 23/06/2017 whereas Date of GRN is 08/07/2017
13/10/2017	OPD Expenses	29,137	Date of Gate Pass is 09/09/2017 whereas Date of GRN is 15/09/2017

Cash Vouchers

We have checked the Cash vouchers and no material discrepancies have been observed

Journal Vouchers- General Observation

We have checked the Journal vouchers and no material discrepancies have been observed except the following:

- ❑ It was noted that voucher number is not printed on the vouchers.

CHEMIST SHOP

Journal Voucher

□ While checking the Journal Vouchers, no material discrepancies have been noticed other than the following:

❖ There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
19/07/2017	Journal	86	531
31/07/2017	Journal	89	7,308
18/09/2017	Journal	155	344
30/09/2017	Journal	176	18,504
16/10/2017	Journal	177	567

Stock Verification

□ A sample physical verification of Chemist shop was conducted on 15TH December 2017. A total of 51 items were physically verified, out of which discrepancies were noted in 7 items :

S . No.	ITEM NAME	PACK	AS PER BOOK	AS PER PHYSICAL	VARIANCE / REMARK
1	SUSTEN 100MG CAP.	10 Cap.	30	30	10 CAP. EXPIRED
2	SUSTEN 200MG CAP.	10 Cap.	30	30	10 CAP. EXPIRED
3	STIM ORTH BRUSH MB	1 Pc	82	79	-3
4	VICRYL 4-0 [2443]	1	8	5	-3
5	VICRYL 3-0 [NW 2472]	1 Pcs.	8	7	-1
6	STAYFREE DRY-MAX ALL NIGHT	14 Pcs.	14	13	-1
7	MOXIHEx EYE DROP	5 ML	34	33	-1

Cash Verification

❑ A cash verification was done at the chemist shop on 15th December, 2017 and an excess of Rs. 20/- was noticed. The same has been summarized as under :

Denomination	No.	Amount
2000	1	2,000.00
500	1	500.00
100	6	600.00
20	2	40.00
10	43	430.00
Coins	6	6.00
TOTAL PHYSICAL CASH		3,576.00
Soft Cash (Card Swipe)		744.00
Grand Total		4,320.00
CASH AS PER BOOKS		4,300.00
VARIANCE		20.00

THANK YOU

VGNC

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- ▶ Corporate office: FF7, 1ST Floor, TDI Center, Jasola district center , Jasola New Delhi. Call @ 011-41751234
- ▶ Branch office : R-2 , 2nd Floor, Raj Kunj, Raj Nagar Ghaziabad. Call @ 0120-4233999
- ▶ Visit us @ www.vgnc.in, Mail us @ vgnc@vgnc.in

ITS Dental College , Surya Hospital and Chemist Shop
(Knowledge Park–III, G. Noida)

Internal Audit Report

For the period from 1st November 2017 to 31st March 2018

Audit Team :-
Abhishek Goyal

Introduction

□ Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

□ **The scope of Internal audit is as under:**

- a. Verification of Accounting records and vouchers;
- b. Expenses relating to operations and programs;
- c. Library Audit;
- d. Consumable Store Audit;
- e. Miscellaneous.

□ **Methodology**

The Internal Audit was conducted in accordance with Generally Accepted Accounting Standards and the terms of reference for Internal Audit set out by I.T.S. The Internal Audit includes examination of accounting and other related records and documents as were provided and considered necessary for the purpose of audit. The audit findings have been reported on an exception basis.

Limiting Conditions

- The exercise has been carried out on the basis of various documents, information & explanations given to us during the audit period. The report may be used for the purpose for which mandate was given to VGNC. This report may not be presented and referred for any other purpose. This report is strictly confidential and not for circulation to public.
- The Audit has been carried out keeping in view the following:
- It has been assumed that the documents were genuine as in whole and the copy of the documents confirm to the originals.
- Information provided by the college's officials has been relied upon and no investigation has been carried out to verify the same.
- We have not gone beyond the information recorded, disclosed and made available to us.
- Analysis has been made based on the Data, Information and various checking done while conducting the audit.
- The report is compiled on the basis of information and explanations received at the time of audit inside the college premises.
- Checking and verification of the Records/ Documents has been done on sample basis.

I.T.S DENTAL COLLEGE,
HOSPITAL & RESEARCH
CENTRE

Fixed Assets Voucher

No requisition slip were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	27/11/2017	Mobile Phone	JOURNAL(FA)	61	1,01,500
2	04/12/2017	Dental Equipments	JOURNAL(FA)	65	54,280

No Requisition Slip and Quotation were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	03/11/2017	OPD Expenses	JOURNAL(FA)	54	36,344

Some Journal Fixed Assets Vouchers were not found in record :-

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	11/11/2017	Office Exp.	JOURNAL(FA)	57	12,000
2	13/11/2017	Dental Equipments	JOURNAL(FA)	59	94,500
3	04/12/2017	Water Coolers	JOURNAL(FA)	63	47,000

Fixed Assets

- ❑ Ideally MRN should be raised immediately after approval of Gate Pass. Following discrepancies have been found in the process of purchase of Fixed Assets :

Date	Particulars	Vch Type	Vch No.	Gate Pass Date	MRN Date	Amount
01/11/2017	Laptop	JOURNAL (FA)	53	19/06/2017	05/07/2017	88,470
11/11/2017	Office Exp.	JOURNAL (FA)	57	16/08/2017	24/08/2017	12,000
28/11/2017	Computer A/c	JOURNAL (FA)	60	04/11/2017	09/11/2017	23,214
04/12/2017	Consumable Store – Dental OPD	JOURNAL (FA)	64	23/11/2017	27/11/2017	16,714

Fees from the Students

- ❑ There are some cases where course has been completed but outstanding balance of students (Credit Balance) has not been adjusted till date. The details are as follows:

S.No.	Batches	Particulars	Balance
1	BDS 2007-2011	SAKSHI D/O PREM SAGAR	120,000.00
2	BDS 2010-2015	DEEPAK KONGARI S/O GEORGE KANGARI	4,250.00
3		SAMRIDHI D/O MAHABIR SINGH	13,500.00
4		TANISHA SINGH D/O NEPAL SINGH	1,229.00
5		BISHWAJIT TALUKDAR S/O BINOY TALUKDAR	7,600.00
6	BDS 2011-2016	AMLAN HAZARIKA S/O MRIDUL KUMAR HAZARIKA	94,650.00
7		HASINA YASMIN D/O BOZLUR RAHMAN	2,000.00
8		RITIKA RAJENDRA D/O RAJEMDRA KUMAR	1,750.00
9		JATIN KUMAR SHAKYA S/O TIKAM SINGH SHAKYA	37,500.00
10	BDS 2012-2016	ROSIA MAGRA D/O DUGIO MAGRA	13,400.00
11		DEEPIKA SINGH D/O VIJAY SINGH	8,500.00
12		TUSHAR SHARMA S/O MUKESH SHARMA	250.00

Fees from the Students

S.No.	Batches	Particulars	Balance
13	BDS 2012-2016	QURATUL AIN D/O MUSTAQ AHMED	8,500.00
14		AASTHA RAWAT D/O MALTI RAWAT	2,000.00
15	BDS 2013-2017	DEEPA KUMARI D/O GUMAN SINGH	1,36,000.00
16		MAHJUBA ZEHRA D/O MUNSHI IFTIKHAR HUSSAIN	1,36,000.00
17		PRATIVA HANGMA SUBBA D/O SUKH HANG SUBBA	1,36,000.00
18		SAZIDA BEGUM D/O SAGIR UDDIN	1,,36,000.00
19		SHIPRA KUMARI D/O MR. PANKAJ KUMAR	1,36,000.00
20		SWATI KUMARI D/O NIRAJ KUMAR SINGH	1,36,000.00
21		ABHISEK BHATTACHARJEE S/O SUDHANSHU KIRON	1,01,000.00
22		NAMRATA BHADWAL D/O CHAIN SINGH	1,01,000.00
23		SHIKHA RATURY D/O JEETRAM RATURY	1,01,000.00
There are 38 more students whose opening balance hadn't been adjusted till year end sum total of Rs. 16,00,205.90			
24	MDS 14-17	ROHIT AWANA S/O KARTAR AWANA	10,000.00
25		ISHAN S/O MAHABIR SINGH	800.00
26		SHAIBAL CHATTERJEE S/O S K CHATTERJEE	770.00
Total			30,45,904.90

Fees from the Students

- There are some cases where course has been completed but fees is still to be received from the students (Debit Balance). Following are the cases:

S.No.	Batches	Particulars	Balance
1	BDS 08-12	ALPANA D/O POORAN EHAM	1,40,500.00
2		BALRAJ S/O HARI RAM	50,000.00
3		SONU KUMAR S/O SATISH CHAND	20,500.00
4		SUNIL KUMAR S/O ROOP CHAND	1,17,000.00
5	BDS 09-14	JAYA DUBEY D/O R.S. DUBEY	3,103.78
6	BDS 10-15	KAPIL BHATI S/O DHARM PAL BHATI	5,48,999.00
7		VIPUL KUMAR S/O KAMAL NARAYAN SINGH	3,38,102.78
8		SHASHISEKHAR SINGH S/O D.KR. SINGH	42,833.00
9		SHAZIA PRAVEEN D/O MOHD. HANIF BANDAY	15,200.00
10	BDS 11-16	BHUMIKA KOUL D/O ASHOK KOUL	3,10,000.00
11		PANKAJ ARYA S/O CHANDRA PRAKASH ARYA	1,33,000.00
12		JATIN SAMRA S/O CHAMANLAL	85,000.00

Fees from the Students

S.No.	Batches	Particulars	Balance
13	BDS 11-16	JYOTIRMOI DAWKA S/O GHANSHYAM DAWKA	63,165.00
14		MONET PAUL S/O ASHIT PAUL	53,500.00
15		ARNAB GOGOI S/O BENUDHAR GOGOI	51,000.00
16		BHANU PRATAP SAHOO S/O B.C. SAHOO	42,500.00
17		DIVYA KIRAN D/O D.N. SHRIVASTVA	22,500.00
18		TABISH HAFIZ	10,500.00
19		FAYEEQ FAROOQ S/O FAROOQ AHMAD BHAT	10,000.00
20		BDS 12-16	SAKSHI RANA D/O JASWANT SINGH
21	ANAKHA ASHOK D/O ASOKA KUMAR		76,000.00
22	RAVI KUMAR S/O MANOJ KUMAR		60,500.00
23	NAGMANI RATHORE S/O RAM BALAK SINGH		57,500.00
24	ADNAN NASRULLAH WANI S/O M.M WANI		55,000.00
25	BIKRAM SINGH S/O HARAJAGINDRA SINGH		55,000.00
26	VIKRAM KUMAR S/O CHANDRA KUMAR		42,500.00

Fees from the Students

S.No.	Batches	Particulars	Balance
27	BDS 12-16	UZMA FAROOQ D/O FAROOQ AHMAD BHAT	27,500.00
28		PURNIMA SANTOSH D/O SANTOSH KR. SINGH	25,000.00
29		PRITI KUMARI D/O RAJENDRA PASWAN	21,500.00
30		SAMUJJHAL BHARDWAJ D/O K. BHATTACHRYA	25.00
31	BDS 13-17	ARCHITA SAROJ D/O RAJENDRA PRASAD	2,75,000.00
32		AMIT KUMAR DEVDHAR S/O ISHWAR SINGH DEVDH	75,000.00
33		APPU KUMAR S/O SURENDRA MISHRA	35,000.00
34		ABHISHEK KUMAR S/O DINESH KUMAR SINGH	25,000.00
35		RIBHU KUMAR SAMANTA S.O TAPAN SAMANTA	25,000.00
36		NISHI BHATI D/O ANIL BHATI	17,000.00
37		RICHA RATHORE D/O RAM LAL RATHORE	17,000.00
38		NEEL LALMANI MAURYA S/O LALMANI MAURYA	13,500.00
39		AANCHAL NAGAR D/O RAVINDER NAGAR	11,000.00
40		FAYIQA FAROOQ RAJA D/O FAROOQ RAJA	11,000.00

Fees from the Students

S.No.	Batches	Particulars	Balance
41	BDS 13-17	SAKSHI RAWAL D/O BHANU PRATAP SINGH	11,000.00
42		SYEDA ARWA YAQUB QADRI D/O S M. YAQUB	8,500.00
43		AKANKSHA D/O DEEPAK KUMAR	7,000.00
44		MOUMITA BARUAH D/O ALIP BARUAH	7,000.00
45	MDS 13-16	VAGISH MEHTA S/O VIVEK CHAND	10,000.00
46	MDS 14-17	ANNAPURNA PATEL D/O RADHEY SHYAM PATEL	16,80,000.00
47		RICHA CHOWDHARY D/O B.S.CHOWDHARY	4,00,000.00
48		UDAY PRATAP SINGH S/O S.K.SINGH	2,00,000.00
49		ANU YADAV D/O BALRAJ YADAV	1,45,000.00
50		KESARI SINGH S/O UDAI VEER SINGH	1,00,000.00
Total			61,12,428.56

Fees from the Students

- ❑ Students who are studying in Final semester BDS (2014-2018) and MDS (2015-2018) without depositing their pending fees. In our opinion necessary recovery action should be taken immediately. Otherwise it may leads to heavy revenue loss to the organization.

S.No.	Batches	No. of Students	Balance
1	BDS 2014-2018	21	19,40,000
2	MDS 2015-2018	12	17,61,500
		Total	37,01,500

Cash Vouchers

- ❖ While checking the Cash Expenses Vouchers, no material discrepancies have been noticed other than the following:

Date	Vch. No.	Account Head	Amount	Remark
10/11/2017	1466	Imprest A/c Mr.Prabhi Kothari	10,000	Purpose was not defined on requisition slip
10/11/2017	1472	Temple Expense	2,000	No Supporting document attached for Extra Charges
13/11/2017	1485	Imprest A/c Mr.Prabhi Kothari	10,000	Purpose was not defined on requisition slip
15/11/2017	1496	Imprest A/c Mr.Prabhi Kothari	6,296	Purpose was not defined on requisition slip
16/11/2017	1515	Imprest A/c Mr.Prabhi Kothari	10,000	Purpose was not defined on requisition slip

Cash Vouchers

Date	Vch. No.	Account Head	Amount	Remark
23/11/2017	1544	Furniture Repair Expense	9,000	Revenue stamp not attached with Cash Payment Voucher
04/12/2017	1604	Staff Adv. Mr.Sonu Kumar – I	5,000	Revenue stamp not attached with Cash Payment Voucher

❖ There were some missing voucher which are as follows:-

Date	Voucher No	Voucher Type	Amount
09/11/2017	1420	Imp. A/c Mr. Amneesh Kumar Tyagi	500
23/11/2017	1544	Furniture Repair Expense	9,000
04/12/2017	1604	Staff Adv. Mr.Sonu Kumar – I	5,000
01/02/2018	1949	Birthday Celebration – Monthly	10,200
Total			24,700

Journal Vouchers

- ❖ While checking the Journal Vouchers, no material discrepancies have been noticed other than the following:

There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
31/03/2018	Journal Voucher	3283	254
31/03/2018	Journal Voucher	3291	9,775
31/03/2018	Journal Voucher	3292	1,149
31/03/2018	Journal Voucher	3293	3,699
31/03/2018	Journal Voucher	3298	2,85,536
31/03/2018	Journal Vouchers	3302-3316	75,757

Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-1”**.
- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculty for books being due on them for long last.
- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-2”**.
- ❑ A list of fine receivable as on 16.07.2018 is attached at **Annexure “DEN-3”**.
- ❑ We have conducted sample physical verification of Library on 16/07/2018. A total of 8 Book Titles were checked and out of this discrepancy had been found in some items refer **Annexure “DEN-4”**.

Store Audit

- We have conducted sample physical verification of Dental Store on 16/07/2018. A total of 100 line items were checked and out of this variances have been found in some items, which are as follows:-

S. No.	Description	Book Stock	Physical Stock	Shortage	Remark
1	AMALGAM POLISHING KIT	1	1	0	
2	MTA REPARATIVE CEMENT	3	2	-1	Issued on 14/07/2018
3	REGISTER 4Q	56	58	+2	
4	CD BLANK	186	187	+1	
5	INDEX FILE	22	18	-4	
6	REGISTER 6Q	10	8	-2	1 Issued
7	TAPE DOUBLE SIDE	8	6	-2	2 Issued

SURYA HOSPITAL

Cash Vouchers

We have checked the Cash vouchers and no material discrepancies have been observed.

Journal Vouchers- General Observation

We have checked the Journal vouchers and no material discrepancies have been observed except the following:

- It was noted that voucher number is not Printed on the vouchers.

CHEMIST SHOP

Journal Voucher

□ While checking the Journal Vouchers, no material discrepancies were noticed other than the following:

❖ There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
16/11/2017	Journal	216	6,335
27/11/2017	Journal	224	4,195
27/11/2017	Journal	225	470
23/01/2018	Journal	283	5,867
31/01/2018	Journal	295	15,984
31/01/2018	Journal	300	1,170
28/02/2018	Journal	316	1,083

Journal Voucher

Date	Voucher Type	Vch. No.	Amount
28/02/2018	Journal	317	5,196
28/02/2018	Journal	318	12,311
28/02/2018	Journal	327	7,184
31/03/2018	Journal	350	5,531
31/03/2018	Journal	351	7,366
31/03/2018	Journal	352	10,273
31/03/2018	Journal	353	4,548
31/03/2018	Journal	354	10,647

Thank you