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INTERNAL AUDIT REPORT

AUDIT REPORT - CENTRAL STORE STOCK REVIEW

To,

The Principal,

Subject: Sample basis audit of inventory in Central Store

Respected Sir,

This is to notify you that we have conducted inventory audit on sample basis in the Central store where we have observed that overall stock management is good, we have noted some discrepancies, same is explained in the report, summary is as follows:

Summary of shortage in the inventory:

<i>Category</i>	<i>Shortage Value</i>
Medicine	-20
DENTAL ITEM	-831
<i>Total</i>	<i>-851</i>

Summary of Excess in the inventory:

<i>Category</i>	<i>Excess Value</i>
DENTAL ITEM	1174
<i>Total</i>	<i>1174</i>

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1. ASSIGNMENT OVERVIEW

Scope of audit	:	❖ Physical Stock taking of stocks available in Central Stores
Aspects covered	:	<ul style="list-style-type: none"> ❖ Review of system control related to Inventory; ❖ Review of physical control over Inventory; ❖ Review of material issue process followed in the department;
Period of Audit	:	2022 - 23
Date of submission of draft report	:	05-12-2022
Date of discussion of response	:	07-12-2023
Date of submission of final report	:	08-12-2023
Interaction with	:	<ul style="list-style-type: none"> ❖ Mr. Shailesh Kumar (Associate Store Operations) ❖ Dr. Tushar Sharma (Manager Operations & Quality)
Internal Auditors	:	<ul style="list-style-type: none"> ❖ Ms. Riya Sharma (Executive – Internal Audit) ❖ Mr. Vivek Kumar Mishra (Senior Internal Auditor) ❖ Mr. Amandeep Singh (Group Head - Finance and Accounting)

2. PRIORITY LEVEL DESCRIPTION

High	a. Inadequate/ No internal controls
	b. Observation is important from materiality perspective or may have/create significant financial impact in future
	c. Company staff is expected to take prompt action
Medium	d. Lack of effective internal control
	e. Financial impact may not be material / significant
	f. Company staff may take up these matters for implementation after considering high priority areas
Low	g. Suggestions to enhance the existing controls

3. EXECUTIVE SUMMARY

Risk Level	Reported Point No.	Audit Observation	Person Responsible
Low	1.	Out of total 50 audited line items, shortage in inventory is observed in 3 line items having total value of INR 851/-	Mr. Shailesh Kumar (Store in charge)
	2.	Out of total 50 audited line items, excess in Inventory is observed in 1 line items having total value of INR 1174/-	Mr. Shailesh Kumar (Store in charge)

4. DETAILED AUDIT OBSERVATIONS

Observation	Risk level and Implications	Recommendation	Action for closure of observation
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1) Out of total 50 audited line items, shortage in inventory is observed in 3 line items having total value of INR 851/-

<p>We have taken stock as on date report from the system as on 04th April 2022. In this audit, we have selected 50 highly consumable line item in the store. During our physical verification of inventory, it is observed that there is a shortage in 3 line items having total value of INR 851.</p> <p>During our discussion with Store in charge, it is explained to us that the reason for shortage in material is due to few item being issued without system entry in case of urgency.</p> <p>During our audit conduct, we have found that store respective have proper control over the store activities.</p>	<p>Risk Level: High</p> <p>Implications:</p> <ul style="list-style-type: none"> • Chances of theft of material; • Impact on the books of account of the Organization; • Direct loss to the organization in case material is short due to reasons other than booking of consumptions 	<ul style="list-style-type: none"> • <i>Reason of shortage need to be justified by Store Team with proper evidences.</i> • <i>Standard stores management practice need to be followed strictly in the central.</i> 	<p>Responsible Person: Mr. Shailesh Kumar</p> <p>Auditee’s action plan: As per the instruction from higher authorities, the discrepancies are nominal and can be adjusted in the system</p> <p>Constraints: NA</p> <p>Target date of compliance: 15th April 2023</p>
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Summary of the shortage is as follows:

Category	Item name	Book stock	Physical stock	Differences	Differences in Value
DENTAL ITEM	Gloves Disposable -Examination-Small (Make-Local) Qty.-100 Pcs	474	470	-4	-609
DENTAL ITEM	K-File 10(25mm); Make- Dentsply/ Mani; Qty.-6pc.	171	170	-1	-222
MEDICINE	Inj. Sodium Bi Carbonate 25ml	1	0	-1	-20

Please refer detailed stock taking sheet for the details of entire physical stock verification activities.

AUDIT REPORT – Central Store Stock Review

Observation	Risk level and Implications	Recommendation	Action for closure of observation
2) Out of total 50 audited line items, excess in Inventory is observed in 1 line items having total value of INR 1174/-			
<p>WE have observed excess in 1-line item of the inventory out of 50 items.</p> <p>As per the discussion with the store in charge excess is due to return of material by the department and same is pending to be updated in the system.</p>	<p>Risk Level: High</p> <p>Implications:</p> <ul style="list-style-type: none"> • Chances of theft of material; • Impact on the books of account of the Organization; • Direct loss to the organization in case material is excess and misplaced later on. 	<ul style="list-style-type: none"> • <i>Excess material need to be accounted by the store on real time basis.</i> • <i>Standard stores management practice need to be followed strictly in the central.</i> 	<p>Responsible Person: Mr. Shailesh Kumar</p> <p>Auditee’s action plan: As per the instruction from higher authorities, excess in item is nominal therefore same is added back in the stock.</p> <p>Constraints: NA</p> <p>Target date of compliance: 15th April 2023</p>

Summary of the excess is as follows:

Category	Item name	Book stock	Physical stock	Differences	Differences in Value
DENTAL ITEM	Neo Endo Rotary Files Assorted; Make-Orikam	34	35	1	1174

Please refer detailed stock taking sheet for the details of entire physical stock verification activities.

Stock As On Date Report 04/12/2022

Department : Central Store

S.No.	Category	Item name	Cost Value	Stock In Hand	Sum of Stock Value	Physical stock
1	DC	BD INSULINE SYRINGE	72.02	15	1080.3	15
2	DC	Cadlon Antiseptic Lotion; Make-Cadlon; Qty. -1ltr.	100.02	46	4600.92	46
3	DC	Calcium Hydroxide with Iodoform (Metapex); Make-Metapex; Qty.-2syringe 2 gm each	1590.4	18	28627.2	18
4	DC	CARBIDE BUR HP-S	87.36	1	87.36	1
5	DC	CLING WRAP SHEET	72	2	144	2
6	DC	Dental Varnish; Make-Namuvar; Qty.-30ml	89.82	1	89.82	1
7	DC	Disposable Chair Cover	125	185	23125	185
8	DC	Disposable Gown for Doctors	105	441	46305	441
9	DC	Disposable Plastic Gloves ; Make-Local; Qty.-100pcs.	29.5	85	2507.5	85
10	DC	Fiber Post reforpost; Make-Angelus; Qty.-15pcs.	2026.08	27	54704.16	27
11	DC	Glucon D; Make- Dabur; Qty.-500gms	94.99	1	94.99	1
12	DC	Heat Cure Liquid; Make-Ashwin; Qty.-4ltr.	2190	26	56940	26
13	DC	Implant 3.0x10.0 mm Adin	3763	9	33867	9
14	DC	IZC Implant [10 (L) x 2 (D)](1, Make: Ormco)	2800	10	28000	10
15	DC	Neo Endo Rotary Files(17-4%,Orifice Shaper; Qty.-6Pcs, Make: Orikam)	1174.88	38	44645.44	38
16	DC	Protaper Rotary Files S2 25mm; Make-Dentsply; Qty.-6pcs.	2671.2	15	40068	15
17	DC	Relyx Luting 2(1, Make: 3M)	4140.64	6	24843.84	6
18	DC	Self Ligating Metal Bracket Kit (Make- Ormco, Model-Damon-3MX)	11499.04	7	80493.28	7
19	DC	SS CROWN (D2 UPPER LEFT, Make: 3M)	64.25	1	64.25	1
20	DC	SS CROWN (D3 UPPER LEFT, Make: 3M)	64.25	1	64.25	1
21	DC	TRANSBOND XT 3M (REF 712-035); Make-3M; Qty.-4gm.	7499.52	8	59996.16	8
22	DC	Latex Gloves	4.76	5000	23800	5000
23	DC	Luxacore (Size-9.0 Gm 2 Cartridge, Make-DMG)	4704.00	5	23520	5
24	DC	DAMON II Ceramic Self Ligating Bracket Kit; Make-Ormco; Qty.-Single kit	22549.99	1	22549.99	1
25	DC	Neo Endo Rotary Files 15/17-4%, Orifice Shaper; Make- Orikam; Qty.-6Pcs.	1250.00	26	32500	26
26	DC	IMPRESSION MATERIAL POLYETHER (MONOPHASE)	3568.32	6	21409.92	6
27	DC	Composite Shade A2 (Te econom Plus); Make-Ivoclar Qty.-4gm	760.48	28	21293.44	28
28	DC	Implant 4.3x10.0 mm Adin	3976.00	5	19880	5
29	DC	Implant 3.75x13.0 mm Adin	3304.10	6	19824.6	6
30	DC	Cotton Roll (Capri); Make-Local; Qty.-1000nos.	413.00	97	40061	97
31	DC	Healing Abutment 3mm (RS3023)	546.00	34	18564	34
32	DC	Noble Universal Base Abutment (38217/36260), Make: Noble)	6161.06	3	18483.18	3
33	DC	Composite Shade A3 (Swiss Tec0; Make-Coltene; Qty.-4gm.	760.48	24	18251.52	24
34	DC	Implant 4.2x13.0 mm Adin	3524.37	5	17621.85	5
35	DC	Luxatempt Protempt 4; Make-3M; Qty.-67gm.	5850.88	5	29254.4	5
36	DC	Sutures Prolene 4-0 (Make-Ethicon, Code-NW-870)	2916.48	53	154573.44	53
37	DC	TMA WIRE 17*25 -STRAIGHT LENGTH	2912.00	6	17472	6
38	DC	PATIENT DRAP (MAKE-CAPRI)	160.00	109	17440	109
39	DC	Glass Ionomer Restorative (Ketac molar); Make-3M; Qty.-15gm Powder/7.8ml Liq.	1680.00	10	16800	10
40	DC	Cold Cure Liquid; Make-Ashwin; Qty.-4ltr.	2773.00	6	16638	6
41	DC	Implant 3.5x13.0 mm Noble Biocare	15899.52	1	15899.52	1
42	DC	Non Engaging RP Straight 2mm (Make-Adin, Cat.No.-RS 3422)	1176.00	13	15288	13
43	DC	SS CROWN PERMANENT LOWER RIGHT - 2	250.00	61	15250	61
44	DC	SS CROWN PERMANENT LOWER RIGHT 3	250.00	60	15000	60
45	DC	Xylocaine (Local Anesthetic 2% Aderline); Make-ICPA; Qty.-30ml,	25.98	570	14808.6	570
46	DC	Bone Graft Material (DM Bone); Make-Meta; Qty.-0.5*1mm/1gm	2100.00	7	14700	7

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S.No.	Category	Item name	Cost Value	Stock In Hand	Sum of Stock Value	Physical stock
47	DC	Active Implant Abutment(N/A, Make: Noble Biocare)	7280.00	2	14560	2
48	DC	Etchant; Make-DPI; Qty.-3ml	120.00	115	13800	115
49	DC	Composite Shade B2 (Swiss Tec0; Make-Coltene; Qty.-4gm.	760.48	18	13688.64	18
50	DC	Retraction Cord Size 00; Make-Suredent; Qty.-72"	800.04	17	13600.68	17
51	DC	Implant 3.75x11.5 mm Adin	3304.10	4	13216.4	4
52	DC	Silver Amalgam Alloy; Make-DPI	2550.24	5	12751.2	5
53	DC	Carbide (Bur Star-US702)	900.00	24	21600	24
54	DC	Abutment Engaging NP Straight 2mm (Make-Adin, Cat.No.-NP 0011)	1232.00	10	12320	10
55	DC	Bio-Plast Sheet 01mm; Make: Libral; Qty.-10pcs.	2352.00	5	11760	5
56	DC	SS CROWN PERMANENT UPPER RIGHT - 6 PCS	223.21	52	11606.92	52
57	DC	Abutment TMA RS Angled Transmucosal Abutment 30 Degree 3mm (Make-Adin,Cat.No.-RS3735)	5731.95	2	11463.9	2
58	DC	Mercury; Make-Butterdent; Qty.-225gm.	3776.00	11	41536	11
59	DC	Implant 3.0x11.5 mm Adin	3763.00	3	11289	3
60	DC	Elastomeric modules Grey; Make- Panama; Qty.-40Strips	341.25	33	11261.25	33
61	DC	Cold Spray (Endo Frost); Make-Coltene; Qty.-200ml	1389.92	8	11119.36	8
62	DC	TMS Impression Coping open tray (RS5006)	1558.48	7	10909.36	7
63	DC	Mini Diamond MBT (022(5x) U/L, Make: Ormco)	2175.00	5	10875	5
64	DC	Surgeon Gown (Colour- Green)	236.25	46	10867.5	46
65	DC	Bleaching Kit (Polo Office Plus); Make-SDI; Qty.-2 syringe	3549.44	3	10648.32	3
66	DC	Molar Band with Buccal Tube 36; Make-Local; Qty.-4	190.40	55	10472	55
67	DC	Flowable Composite A 1; Make-Meta; Qty.-2gx2syringe	860.05	32	27521.6	32
68	DC	Flowable Composite A 2; Make-Meta; 2gx2Syringe	430.02	24	10320.48	24
69	DC	Flowable Composite A 3; Make-Meta; Qty.-2gx2syringe	430.02	24	10320.48	24
70	DC	Implant Analog (RS5713)	672.00	15	10080	15
71	DC	MBT 5X5 022 Kit (Make-3M, Model-Unitek Gemini)	3360.00	3	10080	3
72	DC	NITI RCS WIRE 17 X 25 LOWER	1008.00	10	10080	10
73	DC	NITI RCS WIRE 17 X 25 UPPER	1008.00	10	10080	10
74	DC	PATTERN RESIN	4999.68	2	9999.36	2
75	DC	Implant 4.2x10.0 mm Adin	3304.10	3	9912.3	3
76	DC	Protaper GPs F2; Make- Meta; Qty.-60Points	472.50	20	9450	20
77	DC	Implant 5.0x13.0 mm Noble Biocare	9241.60	1	9241.6	1
78	DC	GP 20(6%); Make-Dia Dent; Qty.-60 Points(1, Make: Dia Dent) (Make Dentsply)	234.08	39	9129.12	39
79	DC	Sutures Vicryl 3-0 (Make-Ethicon,Code-NW-2472)	406.78	21	8542.38	21
80	DC	Geistlich Bio Oss Granules (0.25~1mm)	8500.00	4	34000	4
81	DC	Boxing Wax (Make-MAARC)	153.40	55	8437	55
82	DC	TMA IMPRESSION COPING OPEN TRAY	1354.50	6	8127	6
83	DC	Implant 3.0x13.0 mm Adin	7896.00	1	7896	1
84	DC	Cold Cure (Self Cure repair Material); Make-Ashwin; Qty.-400ml+400gm	650.00	12	7800	12
85	DC	VISCOGEL (TEMPORARY SOFT DENTURE LINER)-MAKE-DENTSPLY	3868.61	2	7737.22	2
86	DC	Abutment Narrow Platform Straight Abutment 1mm (Make-Adin, Cat.No.-NP0019)	1232.00	6	7392	6
87	DC	Bleaching Kit in office (Florence); Make- Prevest	1456.00	5	7280	5
88	DC	Abutment Narrow Platform Non Engaging Plastic Abutment 1mm (Make-Adin, Cat.No.-NP3097)	1792.00	4	7168	4
89	DC	CERAMIC KIT 3M	9744.00	10	97440	10
90	DC	Gemini Clear BKT MBT 022 5x5 U/L Lt/Rt- 117-100 Make-3M	9455.04	10	94550.4	10
91	DC	Fixed Orthodontic Self Ligating Clear(Ceramic, Passive, Make: J.J. Orthodontics)	10080.00	8	80640	8
92	DC	SELF LIGATING METAL BRACKETS	10000.00	3	30000	3
93	DC	Sodium Hypochlorite; Make-Bluedent; Qty.-500ml.	76.70	322	24697.4	322
94	DENTAL ITEM	Bonding Agent (Prime Bond); Make-Coltene; Qty.-5ml.	780.64	114	88992.96	114

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S.No.	Category	Item name	Cost Value	Stock In Hand	Sum of Stock Value	Physical stock
95	DENTAL ITEM	Examination Gloves Nitrile (Make-Local) Qty.-100 Pcs				
96	DENTAL ITEM	Gloves Disposable -Examination-Medium (Make-Local) Qty.-100 Pcs	392	14	5488	14
97	DENTAL ITEM	Gloves Disposable -Examination-Small (Make-Local) Qty.-100 Pcs	162.4	30	4872	30
98	DENTAL ITEM	Hand Protaper File F1 21mm; Make-Dentsply; Qty.-6no.	152.25	474	72166.5	470
99	DENTAL ITEM	Hand Protaper File S1 25mm; Make-Dentsply; Qty.-6nos.	2710.4	15	40656	15
100	DENTAL ITEM	Hand Protaper File Sx 19mm; Make-Dentsply; Qty.-6nos.	2710.4	10	27104	10
101	DENTAL ITEM	K-File 10(21mm); Make-Dentsply/ Mani; Qty.-6pc.	2710.4	27	73180.8	27
102	DENTAL ITEM	K-File 10(25mm); Make- Dentsply/ Mani; Qty.-6pc.	445.5	482	214731	482
103	DENTAL ITEM	K-File 15(21mm); Make-Dentsply/ Mani; Qty.-6pcs.	222.75	171	38090.25	170
104	DENTAL ITEM	K-File 20(21mm); Make-Dentsply/ Mani; Qty.-6pcs.	222.75	314	69943.5	314
105	DENTAL ITEM	Light Body Hydrorise (50ML(Make: Zhermack)	222.75	186	41431.5	186
106	DENTAL ITEM	Neo Endo Rotary Files Assorted; Make-Orikam	1858.5	32	59472	32
107	DENTAL ITEM	PMT DISPOSABLE KIT- SET OF 3 (MAKE-GREEN GUAVA)	1174.88	34	39945.92	35
108	DENTAL ITEM	Protaper Rotary Files F1; Make-Dentsply; Qty.-6pcs.	33.26	3100	103106	3100
109	DENTAL ITEM	Protaper Rotary Files F3; Make-Dentsply; Qty.-6pcs.	2671.2	24	64108.8	24
110	DENTAL ITEM	Rubber Base Putty Hydrorise(900+900-1800 ML, Make: Dentsply)	2710.4	13	35235.2	13
111	DENTAL ITEM	Self ligating Ceramic Bracket OSI(NA, Make: OSL)	6230.4	42	261676.8	42
112	DENTAL ITEM	RESIN CEMENT (CALIBRA)	11200	4	44800	4
113	DENTAL ITEM	Protaper Rotary Files F2; Make-Dentsply; Qty.-6pcs.	5361.92	4	21447.68	4
114	DENTAL ITEM	DYCAL ;Make-Dentsply; Qty-13gm/11Gm	2671.20	15	40068	15
115	DENTAL ITEM	Hand Protaper File F2 25mm; Make-Dentsply; Qty.-6no.	1317.12	15	19756.8	15
116	DENTAL ITEM	Hand Protaper File F3 25mm; Make- Dentsply; Qty.-6no.	2710.40	12	32524.8	12
117	DENTAL ITEM	OSL MBT Kit 0.22; Make- OSL; Qty.-1pc.	2710.40	18	48787.2	18
118	DENTAL ITEM	Neo Endo Rotary Files 25-4%, Orifice Shaper; Make- Orikam; Qty.-6Pcs.	672.00	28	18816	28
119	DENTAL ITEM	Root Canal Sealing Material AH Plus; Make-Dentsply; Qty.-2Tube 4ml.	1400.00	13	18200	13
120	DENTAL ITEM	ORTHODONTIC KIT MBT 022 WITH UT / LD (Make-3M, Model- Gemini)	4448.60	6	26691.6	6
121	DENTAL ITEM	Betadine Liquid; Make- Cadila; Qty.-2ltr.	2175.00	8	17400	8
122	DENTAL ITEM	Protaper Rotary Files Sx 19mm; Make-Dentsply; Qty.-6pcs.	400.01	43	17200.43	43
123	DENTAL ITEM	Bio-Plast Sheet 02mm; Make; Libral; Qty.-10Pcs.	2710.40	11	29814.4	11
124	DENTAL ITEM	Neo Endo Rotary Files 25-6%, Orifice Shaper; Make- Orikam; Qty.-6Pcs.	2632.00	6	15792	6
125	DENTAL ITEM	K-File 40(21mm); Make-Dentsply/ Mani; Qty.-6pcs.	1250.00	23	28750	23
126	DENTAL ITEM	Hand Protaper File F1 25mm; Make- Dentsply; Qty.-6no.	175.84	84	14770.56	84
127	DENTAL ITEM	Hand Protaper File F2 21mm; Make-Dentsply; Qty.-6no.	2710.40	5	13552	5
128	DENTAL ITEM	Hand Protaper file F3 21mm; Make- Dentsply; Qty.-6nos.	2710.40	9	24393.6	9
129	DENTAL ITEM	Hand Protaper File S1 21mm; Make- Dentsply; Qty.-6nos.	2710.40	14	37945.6	14
130	DENTAL ITEM	Protaper Rotary Files S2 21mm; Make-Dentsply; Qty.-6pcs.	2710.40	5	13552	5
131	DENTAL ITEM	Face Mask Disposable (Qty-100 Pcs)	2710.40	8	21683.2	8
132	DENTAL ITEM	K-File 6(21mm); Make-Dentsply/ Mani; Qty.-6pcs.	147.00	91	13377	91
133	DENTAL ITEM	K-File 8(25mm); Make-Dentsply/ Mani; Qty.-6pc.	222.75	100	22275	100
134	DENTAL ITEM	Bio-Plast Sheet 1.5mm; Make ; Libral; Qty.-10Pcs.	222.75	60	13365	60
135	DENTAL ITEM	K-File 15(25mm); Make-Dentsply/ Mani; Qty.-6pcs.	2632.00	5	13160	5
136	DENTAL ITEM	Neo Endo Rotary Files 20-4%, Orifice Shaper; Make- Orikam; Qty.-6Pcs	222.75	94	20938.5	94
137	DENTAL ITEM	K-File 15-40(21mm); Make-Dentsply/ Mani; Qty.-6pcs.	1174.88	11	12923.68	11
138	DENTAL ITEM	Brackets Orthodontics-Half Metal & Half Ceramic (Model No. 3003-Red)	304.16	42	12774.72	42
139	DENTAL ITEM	Hand Protaper File S2 21mm; Make-Dentsply; Qty.-6nos.	12320.00	1	12320	1
140	DENTAL ITEM	Teeth Set Acyrock	2945.02	4	11780.08	4
141	DENTAL ITEM	K-File 6(25mm); Make-dentsply/ Mani; Qty.-6pcs.	114.02	122	13910.44	122
142	DENTAL ITEM	TMA Cylinder (RS4900)	222.75	88	19602	88
			1176.00	9	10584	9

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S.No.	Category	Item name	Cost Value	Stock In Hand	Sum of Stock Value	Physical stock
143	DENTAL ITEM	Neo Endo Rotary Files 15-5%,Orifice Shaper; Make-Orikam; Qty.-6Pcs.	1174.88	9	10573.92	9
144	DENTAL ITEM	Die Stone ;Make-Kalarock; Qty.-3Kg.	420.00	25	10500	25
145	DENTAL ITEM	K-File 35(25mm); Make-Dentsply/ Mani; Qty.-6pcs.	213.92	49	10482.08	49
146	DENTAL ITEM	Triple Buccal Tube Weldable; Make-OSL; Qty.-4pcs.	179.20	57	10214.4	57
147	DENTAL ITEM	K-File 20(25mm); Make-Dentsply/ Mani; Qty.-6pcs.	222.75	43	9578.25	43
148	DENTAL ITEM	Protaper Rotary Files S1 21mm; Make- Dentsply; Qty.-6pcs.	2385.00	7	16695	7
149	DENTAL ITEM	Neo Endo Rotary Files 20-6%, Orifice Shaper; Make- Orikam; Qty.-6Pcs.	1174.88	15	17623.2	15
150	DENTAL ITEM	Pouch Roll (Instrument); Make-Green Guava; Size-15cmx200mtrs.	2128.00	4	8512	4
151	DENTAL ITEM	IRM	2117.92	4	8471.68	4
152	DENTAL ITEM	K-File 25(25mm); Make-Dentsply/ Mani; Qty.-6pcs.	222.75	38	8464.5	38
153	DENTAL ITEM	H-File 10(21mm); Make-Dentsply/ Mani; Qty.-6Pcs.	213.92	39	8342.88	39
154	DENTAL ITEM	Bone Graft Synthetic Material (Perio Glass0; Make-Novabone; Qty. -0.5cc	1650.00	5	8250	5
155	DENTAL ITEM	Hand Protaper File S2 25mm; Make-Dentsply; Qty.-6nos.	2710.40	3	8131.2	3
156	DENTAL ITEM	K-File 15-40(25mm); Make-Dentsply/ Mani; Qty.-6pcs.	2710.40	3	8131.2	3
157	DENTAL ITEM	Niti Spring Closed Coil; Make-OSL; Qty.-10Pcs	537.60	15	8064	15
158	DENTAL ITEM	GP 25(4%); Make-Meta; Qty.-120Points	420.00	19	7980	19
159	DENTAL ITEM	Lingual Button (Bondable); Make-OSL; Qty.-10pcs.	369.60	21	7761.6	21
160	DENTAL ITEM	K-File 35(21mm); Make-Dentsply/ Mani; Qty.-6pcs.	213.92	36	7701.12	36
161	DENTAL ITEM	Composite Shade B1 (Swiss Tec); Make-Coltene; Qty.-4gm	1079.68	7	7557.76	7
162	DENTAL ITEM	Niti Spring Open Coil; Make-OSL; Qty.-10Pcs.	616.00	12	7392	12
163	DENTAL ITEM	Transfers Coping RP Open (Make-Adin, Cat.No.-RS 4510/5610)	1232.00	6	7392	6
164	DENTAL ITEM	Cotton Roll; Make-Local; Qty.-500gms.	175.84	42	7385.28	42
165	DENTAL ITEM	H-File 15~40(21mm); Make-Dentsply/ Mani; Qty.-6pcs.	304.16	24	7299.84	24
166	DENTAL ITEM	Self ligating Metal Bracket OSI(NA, Make: OSL)	6160.00	6	36960	6
167	GENERAL CONSUMABLE	Hand Sanitizer Liquid (Make-India Glycols,Specification-70% Alcohol)	100.30	88	8776.25	87.5
168	GENERAL CONSUMABLE	BOX (PLASTIC)	177.00	49	8673	49
169	GENERAL CONSUMABLE	BUCKET (PLASTIC)	141.60	18	2548.8	18
170	GENERAL CONSUMABLE	ENVELOP LARGE MEDICINE	70.80	20	1416	20
171	GENERAL CONSUMABLE	ENVELOP MEDIUM MEDICINE	70.80	18	1274.4	18
172	GENERAL CONSUMABLE	Room Freshener (Make-Godrej,Size-240ML)	100.00	11	1100	11
173	GENERAL CONSUMABLE	ENVELOP SMALL MEDICINE	70.80	15	1062	15
174	GENERAL CONSUMABLE	Wiper Glass Cleaning	41.30	22	908.6	22
175	GENERAL CONSUMABLE	DUSTBIN (SMALL SIZE)	708.00	1	708	1
176	GENERAL CONSUMABLE	Rat Killer (Make- Mortein)	60.80	11	668.8	11
177	GENERAL CONSUMABLE	Hand Sanitizer (Make-Dettol, 200ML)	99.12	3	297.36	3
178	GENERAL CONSUMABLE	BAND AID	1.59	170	270.3	170
179	MEDICINE	Inj. Midazolau 2mg (2ml)	14.53	2	29.06	2
180	MEDICINE	Inj. Nacl 04% (100ml)	25	1	25	1
181	MEDICINE	Inj. Sodium Bi Carbonate 25ml	19.99	1	19.99	0
182	MEDICINE	Depin 10mg Cap (1, Make: medicans)	12.52	1	12.52	1
183	MEDICINE	Inj. Adrenaline	85.2	1	85.2	1
184	MEDICINE	INJ. Aminophyline 1ml.	20	1	20	1
185	MEDICINE	Inj. Revici	61.15	1	61.15	1
186	MEDICINE	Inj. Tetanus Toxoid	11.35	2	22.7	2
187	MEDICINE	Inj. Vecuronium 2ml	12	1	12	1
188	MEDICINE	Scalp Vein	19	1	19	1
189	MEDICINE	Tab Ecosprin 325mg.	12.07	1	12.07	1
190	MEDICINE	Amoxycillin 500mg	2.80	1000	2800	1000

Priya

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<u>S.No.</u>	<u>Category</u>	<u>Item name</u>	<u>Cost Value</u>	<u>Stock In Hand</u>	<u>Sum of Stock Value</u>	<u>Physical stock</u>
191	MEDICINE	BRUGESIC PLUS 400MG	1.86	1000	1860	1000
192	MEDICINE	Amoxycillin 250mg	1.57	1000	1570	1000
193	MEDICINE	BUSIC FORTE	0.94	1000	940	1000
194	MEDICINE	CORT-INJ.	40.00	19	760	19
195	MEDICINE	Trenaxa Inj.	78.60	19	1493.4	19
196	MEDICINE	Inj. Vasacon	17.40	39	678.6	39
197	MEDICINE	BRUGESIC KID	0.28	1700	476	1700
198	MEDICINE	Sterile Water 5ml	11.80	28	330.4	28
199	MEDICINE	Neomit 4mg	25.90	11	284.9	11
200	MEDICINE	GLUCI AMPULE	41.44	6	248.64	6
					4230585.37	

Priya Sharma
4/12/2022

Umit K. Mishra
4/12/2023

Shailish Kumar
4/12/2023



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INTERNAL AUDIT REPORT

AUDIT REPORT - LIBRARY - PROCESS REVIEW

19-Dec-22

AUDIT REPORT -Library - Process Review

To,

The Principal,

Subject: Library - Process review

Respected Sir,

This is to notify you that we have conducted process audit of library in dental college to review the control mechanism, where we have observed few deviations in the process as per the defined policies.

Summary of the issues we have observed during our process review are as follows:

1. 8 books are found in the damaged conditions need to be discarded and need to be replaced by new books.
2. Daily records maintained in Physical register same can be maintained in Excel.
3. Follow-up should be taken from students for cases where books were not returned on time.

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1. ASSIGNMENT OVERVIEW

Scope of audit	:	<ul style="list-style-type: none"> ❖ To study the process followed at the Library related to issue of books; ❖ To review the status of physical vs issued books. ❖ Overall process review of the library management.
Aspects covered	:	<ul style="list-style-type: none"> ❖ Review of system control-related to issue of books; ❖ Review of the utilization of ALICE software related to collection of fines.
Period of Audit		2022 - 23
Date of submission of draft report	:	13-12-2022
Date of discussion of response	:	17-12-2022
Date of submission of final report	:	19-12-2022
Interaction with	:	<ul style="list-style-type: none"> ❖ Mr. Tej Prasad (Library Attendant) ❖ Mr. Krishan Kumar Jha (Librarian.)
Internal Auditors	:	<ul style="list-style-type: none"> ❖ Ms. Riya Sharma (Executive – Internal Audit) ❖ Mr. Vivek Kumar Mishra (Senior Internal Auditor) ❖ CA Amandeep Singh (Internal Audit Head)

2. PRIORITY LEVEL DESCRIPTION

High	a. Inadequate/ No internal controls
	b. Observation is important from materiality perspective or may have/create significant financial impact in future
	c. Company staff is expected to take prompt action
Medium	d. Lack of effective internal control
	e. Financial impact may not be material / significant
	f. Company staff may take up these matters for implementation after considering high priority areas
Low	g. Suggestions to enhance the existing controls

3. EXECUTIVE SUMMARY

Risk Level	Reported Point No.	Audit Observation	Person Responsible
Medium	1.	8 books are found in the damaged conditions need to be discarded and need to be replaced by new books.	Mr. Krishan Kumar Jha (Associate Librarian)
	2.	Daily records maintained in Physical register same can be maintained in Excel.	Mr. Krishan Kumar Jha (Associate Librarian)
	3.	Follow-up should be taken from students for cases where books were not returned on time.	Mr. Krishan Kumar Jha (Associate Librarian)

DETAILED AUDIT OBSERVATIONS

Observation	Risk level and Implications	Recommendation	Action for closure of observation
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1) 8 books are found in the damaged conditions need to be discarded and need to be replaced by new books.

During our audit of library, we have observed that 8 books are in damaged condition same need to be discarded & need to be replaced by new books.

Details of the same are as follows:

S.NO	Title	Price (in Rs.)
1	Orban's Oral Histology and Embryology	450.00
2	Woelfel's Dental Anatomy	350.00
3	Principles of Dental Pharmacology	240.00
4	Manual on Clinical Surgery	580.00
5	Dental Secrets	450.00
6	Differential Diagnosis of Oral & Maxillofacial Lesions	995.00
7	Medical Emergencies in the Dental Office	895.00
8	Essentials of Pharmacology for Dentistry	395.00
	Total	4355.00

Risk Level: Medium

Implications:

Chances of non-availability of books to the students;

Planning of central library to circulate the books will get affected; and

Chances of misplacement of books.

Damaged books need to be discarded & replaced by the new books.

Responsible Person:
Mr. Krishan Kumar Jha

Auditee's action plan: We will get the Management approval regarding damaged books and will purchase the new books in place of the same.

Constraints: NA

Target date of compliance: 10.01.2023

AUDIT REPORT -Library - Process Review

Observation	Risk level and Implications	Recommendation	Action for closure of observation
2) Daily records maintained in the physical register same can be digitalized			
<p>During our audit it observed that physical register is maintained as a summary for the day with details as below:</p> <ul style="list-style-type: none"> • Receipt of books for a day • Issue of books for the day <p>Maintaining this record in physical file takes lots of time and manual efforts and same can be digitized.</p>	<p>Risk Level: Low</p> <p>Implications:</p> <ul style="list-style-type: none"> • Duplication of work; • Extra stationery cost in maintain register; • Maintained data cannot be utilized properly; and 	<p><i>It is suggested to stop maintaining physical register for recording summary of the day, same should be maintained in excel for better utilization of data.</i></p>	<p>Responsible Person: Mr. Krishan Kumar Jha</p> <p>Auditee's action plan: We will follow the suggestion from Audit Team</p> <p>Constraints: NA</p> <p>Target date of compliance: 10.01.2023</p>

AUDIT REPORT -Library - Process Review

Observation	Risk level and Implications	Recommendation	Action for closure of observation
3) Follow-up should be taken from students for the cases where books are not returned on time.			
During our audit we have observed few cases where books are pending with students & faculties for substantial period of time. Summary for the same is as below:	<p>Risk Level: Low</p> <p>Implications:</p> <ul style="list-style-type: none"> • Non availability of the books to other students; • Noncompliance of the policy of the college; 	<i>Regular follow-up to be done for the overdue books to get back the same on timely manner.</i>	<p>Responsible Person: Mr. Krishan Kumar Jha</p> <p>Auditee's action plan: We will follow the suggestion from Audit Team</p> <p>Constraints: NA</p> <p>Target date of compliance: 10.01.2023</p>

List of books pending with the students after due data

S. No.	Title	Price (in Rs.)	Overdue days
1	Tencate's Oral Histology	950.00	20
2	Concise Textbook of Pharmacology	95.00	27
3	Textbook of Microbiology for Dental Students	395.00	30
4	Principles of Dental Pharmacology	240.00	26
5	Extraction of teeth	395.00	45
		2075.00	



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INTERNAL AUDIT REPORT

AUDIT REPORT – PROCESS AUDIT OF HOSTEL

AUDIT REPORT – PROCESS AUDIT OF HOSTEL

To,

The Principal,

Subject: Process audit of hostel

Respected Sir,

This is to notify you that we have conducted hostel audit, where we have observed few issues related to repair & maintenance, sports facilities & documentation.

Summary of the observations are as follows:

1. Out of 156 rooms, we observed maintenance related issues in 2 rooms.
2. 2 Sports items i.e. badminton & bat were found damaged.
3. 4 students photo are not available in the Student record file maintained with the Warden.

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1. ASSIGNMENT OVERVIEW

Scope of audit	:	❖ Overall process review of hostel
Aspects covered	:	<ul style="list-style-type: none"> ❖ Review of facilities related to repair & maintenance in the hostel; ❖ Review of student documentation in the hostel; ❖ Review of sports facilities in the hostel ❖ Review of roles & responsibility of hostel wardens ❖ Audit of mess facility provided to the students
Period of Audit	:	2022 - 2023
Date of submission of draft report	:	2 nd Feb. 2023
Date of discussion of response	:	6 th Feb. 2023
Date of submission of final report	:	7 th Feb. 2023
Interaction with	:	<ul style="list-style-type: none"> ❖ Ms. Meenu Rani (Hostel warden) ❖ M/s. Shama Parveen (Hostel warden) ❖ Mr. Anil Kumar Sharma (Hostel Warden) ❖ Mr. Shailesh Kumar (Manager Academic Operations) ❖ Dr. Sachitanand Arora (Principal)
Internal Auditors	:	<ul style="list-style-type: none"> ❖ Ms. Riya Sharma (Executive – Internal Audit) ❖ Mr. Vivek Kumar Mishra (Sr. Internal Auditor) ❖ CA Amandeep Singh (Internal Audit Head)

2. PRIORITY LEVEL DESCRIPTION

High	a. Inadequate/ No internal controls
	b. Observation is important from materiality perspective or may have/create significant financial impact in future
	c. Company staff is expected to take prompt action
Medium	d. Lack of effective internal control
	e. Financial impact may not be material / significant
	f. Company staff may take up these matters for implementation after considering high priority areas
Low	g. Suggestions to enhance the existing controls

3. EXECUTIVE SUMMARY

Risk Level	Reported Point No.	Audit Observation	Person Responsible
Low	1.	Out of 156 rooms, we observed that repair & maintenance work is required in 2 rooms.	Mr. Shailesh Kumar (Manager Academic Operations)
	2.	2 Sports items i.e. badminton & bat were found damaged.	Mr. Shailesh Kumar (Manager Academic Operations)
	3.	There are 4 instances where students photo are found missing in the student record file maintained with the hostel warden.	Mr. Shailesh Kumar (Manager Academic Operations)

4. DETAILED AUDIT OBSERVATIONS

Observation	Risk level and Implications	Recommendation	Action for closure of observation
<p>1. Out of 156 rooms, we observed that repair & maintenance work is required in 2 rooms.</p>			
<p>During our visit to the hostels (156 rooms and corridor area), we observed 2 rooms needs repair & maintenance.</p> <p>Specific observations related to rooms are as follow:</p> <ol style="list-style-type: none"> In Durga hall 1, tap leakage was found in room number 106. In Durga hall 2, Window lock was found broken in room number 217. <p>During our visit to the hostel, we observed that rooms, corridor & common area in the hostel were well maintained. Proper record is maintained by the respective warden on the daily basis regarding student queries, cleanliness, repair & maintenance.</p> <p>As discussed with the warden, the issues mentioned above is due to negligence of students.</p> <p>As discussed, same will be resolve on priority basis.</p>	<p>Risk Level: Low</p> <p>Implications:</p> <ul style="list-style-type: none"> Wastage of resources; Chances of damping & wall crust; Wrong impression to the students 	<p>1. Preventive maintenance schedule to be regularly followed in the hostel to have better control over conditions of rooms and common area / provided facilities.</p>	<p>Responsible Person: Mr. Shailesh Kumar</p> <p>Auditee’s action plan:</p> <ol style="list-style-type: none"> Issues highlighted by the audit team will be resolved on priority. We have raised the issue with maintenance team and same will be resolved within the given timeline. <p>Constraints: NA</p> <p>Target date of compliance: 7th Feb. 2023</p>

Observation	Risk level and Implications	Recommendation	Action for closure of observation
<p>2. 2 sports items i.e. badminton & bat were found damaged</p>			
<p>During our physical verification of sports item available for the students, we found that 2 sports item i.e. badminton & bat were found damaged.</p> <p>During our discussion with the respective warden, it was found that the same concern is already raised by them to the Manager Academic Operations.</p>	<p>Risk Level: Low</p> <p>Implications:</p> <ul style="list-style-type: none"> • Wrong impression to the students • Improper stock management as per the college policy. 	<ol style="list-style-type: none"> 1. Register need to be maintained for the issue of sports item to the students 2. Sport committee need to review the physical condition of sports item on monthly basis. 	<p>Responsible Person: Mr. Shailesh Kumar</p> <p>Auditee’s action plan:</p> <ol style="list-style-type: none"> 1. List of damaged sport items will be taken from the wardens 2. Will access the further requirement. 3. Management approval will be taken and required items will be given to boys and girls hostels respectively. <p>Constraints: NA</p> <p>Target date of compliance: 21stFeb. 2023</p>

Observation	Risk level and Implications	Recommendation	Action for closure of observation
<p>3. There are 4 instances where students photo are found missing in the student record file maintained with the warden</p>			
<p>During our physical verification of student’s documentation file maintained by the respective warden during the hostel allotment, we have checked around 100 files out of which 4 students photo are not available in the documentation file.</p> <p>During our discussion with the warden, it was noted that some students have not brought their photos during allotment of hostels but same is already conveyed to the respective students.</p>	<p>Risk Level: Low</p> <p>Implications:</p> <ul style="list-style-type: none"> • Improper documentation management as per the college policy. 	<p>1. Complete student records need to be maintained at the hostels as per the defined guidelines.</p>	<p>Responsible Person: Shailesh Kumar</p> <p>Auditee’s action plan:</p> <ol style="list-style-type: none"> 1. Issues observed in the audit will be shared with the warden to get it rectified in the files. 2. Already informed to the identified students to complete their files. <p>Constraints: NA</p> <p>Target date of compliance: 15thFeb.2023</p>

Pramod Manoj & Co.
Chartered Accountants

113/10, Ground Floor, Navyug Market, Ghaziabad (U.P.)



ITS Dental College, Hospital & Research Centre
Greater Noida

Internal Audit report

For the period from 1st April to 30th November, 2022

Audit Members:

-Sonia Kumari

-Vinod Sharma

-Vanshika Bansal

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Fixed Assets

Particulars	Opening Balance	Additions	Deductions	Closing Balance
Computer	8,157,920.00	234,332.09	-	8,392,252.09
Computer software	225,000.00	-	-	225,000.00
Furniture & Fixture	36,570,150.00	264,001.00	8,251.00	36,825,900.00
Dental Equipment	78,801,937.40	1,345,954.00	-	80,147,891.40
General Equipment	5,060,380.00	167,560.00	-	5,227,940.00
Generator	2,631,076.00	10,200.00	-	2,641,276.00
Library Books	5,551,855.00	-	-	5,551,855.00
Office Equipment	17,386,467.09	450,586.00	-	17,837,053.09
Land & Building	340,858,240.95	1,000,822.00	-	341,859,062.95
Vehicle	13,615,217.00	33,000.00	45,000.00	13,603,217.00
Lab Equipment	10,087,563.00	-	-	10,087,563.00
Electric Installation A/c	10,162,108.00	75,627.00		10,237,735.00
Other Equipment	3,357,894.00	32,321.00	-	3,390,215.00
Teaching Aid Equipment A/c	3,158,583.00			3,158,583.00
Total	535,624,391.44	3,614,403.09	53,251.00	539,185,543.53

Lab Audit

We have conducted the physical verification of some LABs on random basis and a list of the same are as follows:

1. Bio Chemistry Lab
2. Human Anatomy Lab
3. Physiology Lab
4. Pharmacology Lab
5. Microbiology Lab
6. General Pathology Lab
7. Oral Pathology Lab

1) Bio Chemistry Lab

S.No.	Item Name	Book Stock	Physical Stock	Variance
1	Measuring Cylinder 100ml	29	28	-1
2	Sodium Hydroxide	2000	2000	0
3	Distilatin water plant	1	1	0
4	Hot air oven	1	1	0
5	Gloves Disposable- Examination Small	100	100	0
6	Beaker 500ml	9	9	0
7	Beaker 100ml	13	12	-1
8	Beaker 250ml	10	8	-2
9	Conical flask 250ml	10	10	0
10	Flat bottom flask 250ml	19	19	0
11	Reagent Bottle NM 125ml	422	422	0
12	Volume flask 250ml	20	20	0
13	Urinometer	49	49	0
14	Wire Gouge	47	47	0
15	Ethanol in ml	403	403	0
16	Tripod stand	48	48	0
17	Acetic Acid	2500	2500	0
18	Ammonium Sulphate	500	500	0

2) Human Anatomy Lab

S.No.	Item Name	Book Stock	Physical Stock	Variance
1	Computer System	1	1	0
2	Forcep	10	10	0
3	Ceiling Fan	28	28	0
4	Coaster	1	0	-1
5	Gloves Disposable- Examination Small	14	14	0
6	Colin cleaner	2	2	0
7	Hand Sanitizer Liquid	3	3	0
8	Bone Bank Card	332	332	0
9	Tissue Paper Roll	15	15	0
10	Sketch Pen	1	1	0
11	Red Pen	4	3	-1
12	Black Pen	4	4	0
13	Eraser	1	1	0
14	Duster White Board	5	5	0
15	Dura Cell AA	2	2	0
16	Chart Paper	30	28	-2
17	Battery 9 volt	21	21	0
18	TT Ball	16	16	0
19	Hexa Machine	1	1	0
20	Paper Flag	3	3	0

3) Physiology Lab

S.No.	Item Name	Book Stock	Physical Stock	Variance
1	Disecting Set	9	9	0
2	BP Apparatus	29	29	0
3	HB Pipette	37	37	0
4	EDTA	100	98	-2
5	Test Tube 12*5	69	69	0
6	Battery 9 volt	6	6	0
7	Tissue Paper Roll	2	2	0
8	Index File	1	1	0
9	Tray 12*10	4	4	0
10	Cedar Wood Oil	50	50	0
11	Haemoglobino Meter Tube	13	13	0
12	Sodium Chloride (Normal Saline)	2	2	0

4) Pharmacology Lab

S.No.	Item Name	Book Stock	Physical Stock	Variance
1	Analytical Balance	14	14	0
2	Cone Flask 50ml	98	98	0
3	Moral Pestle	67	67	0
4	Weighing Balance Digital	2	2	0
5	Steel Spatula	66	66	0
6	Beaker 50ml	10	10	0
7	Spirit Lamp	5	5	0
8	Amaranth Red	25	25	0
9	China Dish	38	38	0
10	Glass Mortar Paster	21	19	-2
11	Ounce Measure	26	26	0
12	Iodine	200	200	0

5) Microbiology Lab

S.No.	Item Name	Book Stock	Physical Stock	Variance
1	Microscopes Monocular	50	50	0
2	Microscopes Binocular	15	15	0
3	Incubator	1	1	0
4	Double Door Refrigerator	1	1	0
5	Autoclave Small	1	1	0
6	Electronic Balance	1	1	0
7	Water Bath	1	1	0
8	Anaerobic Jar	1	1	0
9	Centrifuge	1	1	0
10	Bio Safety Cabinet	1	1	0
11	Hot Air Oven	1	1	0
12	Hot Plate	1	1	0

6) General Pathology Lab

S.No.	Item Name	Book Stock	Physical Stock	Variance
1	Glass Pipette 1ml	25	25	0
2	Glass Pipette 2ml	25	25	0
3	Glass Pipette 10ml	25	25	0
4	Wintrobe Tubes	20	19	-1
5	RBC Pipette	60	60	0
6	Hemocytometer	20	20	0
7	Centrifuge	1	1	0
8	Microscopes	25	25	0
9	Coupling Jar	25	25	0
10	Glass Rods	50	50	0
11	Sprit Lamp	5	5	0
12	Test Tube Stand	50	48	-2
13	Electronic Weigh Scale	10	10	0
14	Hemometer	20	20	0

7) Oral Pathology Lab

S.No.	Item Name	Book Stock	Physical Stock	Variance
1	Stapler	6	3	-3
2	Visiting Card	70	70	0
3	Pendrive-32gb	1	1	0
4	Slide Sticker	2350	2319	-31
5	Oxalic Acid	1	1	0
6	HB Tube	4	4	0
7	Bandage (Round)	35	35	0
8	Block Holder	24	24	0
9	Capillary Tube	4	4	0
10	Mobile Phone	1	1	0
11	Exhaust Fan	4	4	0
12	Processing Jar	12	12	0
13	Mouth Mirror Top With Handle	17	17	0
14	Mouth Mirror Top	14	13	-1

Store Audit

We have conducted the physical verification of some items of central stores and a list of the same are as follows:

S.No.	Item Name	Book Stock	Physical Stock	Variance
1	3 Way Syringe	5	5	0
2	Abutment Engaging RP Angulated 15A 1mm	9	9	0
3	Abutment Narrow Platform Angled Abutment 1mm 15	7	7	0
4	Acrylic Trimmer Bur	211	211	0
5	Air Pipe 2mm	100	100	0
6	Air Rotor Cartridge (Super Torque)	15	15	0
7	Blow Torch	110	110	0
8	Boxing Wax	105	104	-1
9	Bulb 100w	3	3	0
10	CD Cover	250	250	0
11	Ceiling Channel	10	10	0
12	Cello Tape	8	8	0
13	CPVC Tee 1 -3/4	2	2	0
14	Disposable Shoe Cover	1614	1611	-3
15	Door Stopper	25	24	-1
16	Extension Board	3	3	0
17	Gutta Percha Points No.45	23	23	0
18	Hand Protaper File F2 21mm	25	25	0
19	H-File 8 (21mm)	36	36	0
20	Implant 3.75*11.5	1	1	0
21	Mops	15	15	0

22	Pen	106	104	-2
23	Preformed Band 34	9	9	0
24	Protaper Rotary Files S2 25mm	10	10	0
25	Punching Machine	3	3	0
26	R.O Pump	5	5	0
27	Reflector Glass	5	5	0
28	Scraper Patti	13	13	0
29	Stock Register	4	4	0
30	Switch 16AMP	16	15	-1
31	Syphon Warsher	10	10	0
32	Teflon Tape	1	1	0
33	Tissue Paper	72	72	0
34	TMA Wire 17*25	7	7	0
35	Weight Cap	7	7	0

Library Audit

We have conducted the physical verification of some books of library and a list of the same are as follows:

S.No.	Books Sequence	Book Stock	Physical Stock	Variance
1	1061-1065	5	5	0
2	1840-1844	4	4	0
3	649-652	4	4	0
4	5722-5728	7	7	0
5	5144-5350	7	7	0
6	1720-1725	6	6	0
7	758-763	6	6	0
8	1001-1005	5	5	0
9	1207-1215	9	9	0
10	1420-1425	6	6	0
11	4649-4652	4	4	0
12	839-845	7	7	0
13	615-620	6	6	0
14	500-505	6	6	0

Observations in Fees Reconciliation Statement

- There are some cases where outstanding balance of students have been reflecting in Zoho books but not in fees reconciliation statement.

Name	Batch No.	Amount
Parag Devidas	MDS 22-25	2,16,000
Aman Yadav	MDS 21-24	5,00,000

- In books, late fees of Shazia Zafar (MDS20-23) has been charged twice for the same period of amount of Rs.700 & Rs.350.

Vouching-Observations

1. The following entries should be passed through different accounting heads as compare to entries already passed:-

Date	Particulars	Amount	Remarks
01-04-2022	Amount paid for temple expenses shown in Telephone expenses.	1,071	Accounting head should be Telephone expenses.
22-08-2022	Amount paid for Repair & Maintenance shown in office expenses.	2,920	Accounting head should be Repair & Maintenance.
15-09-2022	Amount paid for purchase of mobile shown in mobile expenses instead of Mobile (Fixed assets).	13,998	Accounting head should be Mobile (Fixed assets).
02-07-2022	Amount paid for Legal Expenses shown in Fees & Taxes.	6,750	Accounting head should be Legal expenses.

2. In the following entries , supporting attachments are not attested by the authorized signatory:

Date	Particulars	Amount
06-08-2022	Vehicle Running Expenses UP14ED0004	5,135.23
06-09-2022	Vehicle Running Expenses UP14ED0004	2,000

Pramod Manoj & Co.
Chartered Accountants

113/10, Ground Floor, Navyug Market, Ghaziabad (U.P.)



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

Internal Audit report

For the period from 1st December, 2022 to 31st March, 2023

Audit Members:

-Mahima

-Vinod Sharma

-Vanshika Bansal

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Fixed Assets

Particulars	Opening Balance	Additions	Deductions	Closing Balance
Accumulated depreciation	(32,15,33,542.03)	36,53,274.28		(31,78,80,267.75)
Computer	83,32,662.09	11,49,997.75	-	94,82,659.84
Computer software	2,25,000.00	-	-	2,25,000.00
Furniture & Fixture	3,66,75,043.00	5,60,071.00	-	3,72,35,114.00
Dental Equipments	7,97,95,111.40	7,60,926.00	-	8,05,56,037.40
General Equipment	51,02,860.00	3,91,525.00	-	54,94,385.00
Generator	26,31,076.00	-	-	26,31,076.00
Library Books	55,51,855.00	-	-	55,51,855.00
Office Equipment	1,78,19,800.09	10,12,738.00	-	1,88,32,538.09
Land & Building	34,57,01,150.95	95,62,798.76	13,72,465.00	35,38,91,484.71
Vehicle	1,36,03,217.00	-	45,58,869.00	90,44,348.00
Lab Equipment	1,00,87,563.00	8,40,160.00	-	1,09,27,723.00
Electric Installation A/c	1,01,62,108.00	-		1,01,62,108.00
Other Equipment	33,57,894.00	-	-	33,57,894.00
Teaching Aid Equipment A/c	31,58,583.00	1,43,029.00	-	33,01,612.00
Total	22,06,70,381.50	1,80,74,519.79	59,31,334.00	23,28,13,567.29

Lab Audit

We have conducted the physical verification of some LABs on random basis and a list of the same are as follows:

1. Bio Chemistry Lab
2. Human Anatomy Lab
3. Pharmacology Lab
4. Microbiology Lab
5. General Pathology Lab

1) Bio Chemistry Lab

ITEM	BOOK QTY.	PHYSICAL QTY.	VARIANCE
Hot Plate	2	2	0
Micro Pipette	2	2	0
PH Meter	1	1	0
Beaker 1000 ML	1	1	0
Beaker 500 ML	10	10	0
Beaker 1000 ML	2	2	0
Beaker 100 ML	13	13	0
Pipette 05 ML	20	19	-1
Test Tube Brush	8	8	0
Wire Gouge	47	48	1
Analytical Balance	1	1	0
Electrical Balance	1	1	0
Incubator	1	1	0
Water Bath	2	2	0
Pen Red	2	2	0
File Cover	2	2	0

2) Human Anatomy Lab

ITEM	BOOK QTY.	PHYSICAL QTY.	VARIANCE
Computer system	1	1	0
Bandage 4"	1	1	0
Vaseline (White petroleum Jelly) Qty-400 gm	2	2	0
Disecting Set	20	20	0
Microtome	1	1	0
Radial Microscope	4	4	0
Steel Tray (10*12 inch)	4	4	0
x-Ray Viewer	1	1	0
Bone Cutter	2	2	0
Chisel	2	2	0
Enamel Tray	4	4	0
Forcep	10	10	0
Scissor	1	1	0
Cotton Roll Qty. 500gm	1	1	0
Celling Fan 48"(relaxo, model-Buzz)	28	28	0
Refrigerator	1	1	0
Exhaust Fan 8"	2	2	0
Towel small	2	2	0
Almirah	2	2	0
Black Board with Stand	1	1	0
Hammer	2	2	0
Round Table	2	2	0
Wall clock	1	1	0
Dhoti (old)	2	2	0
Liquid Soap (Local)	1	1	0
Mops	1	1	0

Wiper PVC	1	1	0
Pendrive-32 GB	1	1	0
Formalin	40	40	0
Glycerine	1	1	0
Methanol	2	2	0
Phenol	2	2	0
Thymol Crystals (500 GM)	1	1	0
Equipment Tray	1	1	0
Hexa Machine	1	1	0
Microscope Monocular (Olympus)	50	50	0
Pool Table Stick	1	1	0
TT Bat	2	2	0
Battery 9 Volt	2	2	0
Chalk Coloured - Dustlees	1	1	0
Chart Paper	11	11	0
Duster White Board	2	2	0
Eraser	1	1	0
Lock 50 MM	2	2	0
Paper A-4	1	1	0
Register 4 Q	1	1	0
Sharpener	1	1	0
Tissue Paper Roll	1	1	0
White Board	1	1	0
Bone Bank Card	340	340	0
File Cover	16	16	0

3) Pharmacology Lab

ITEM	BOOK QTY.	PHYSICAL QTY.	VARIANCE
Weighing Balance Digital	2	2	0
Hot Plate	1	1	0
Spirit Lamp	5	5	0
Steel Spatula	68	68	0
Amaranth Red	25	25	0
Beaker 250 ML	48	48	0
Beaker 50 ML	10	10	0
Calcium Carbonate	2	2	0
China Dish	34	34	0
Cone Flask 50 ML	83	83	0
Glycerol	2	2	0
Measuring Cylinder 100 ML	46	46	0
Pharma Tiles	15	15	0
Piperment Oil	1	1	0
Pipette 05 ML	15	15	0
Pipette 10 ML	20	20	0
Pipette 25 ML	10	10	0
Tannic Acid	2	2	0
Thymol Blue	3	3	0
Tri Sodium Citrate	2	2	0
Analytical Balance	14	14	0

4) Microbiology Lab

ITEM	BOOK QTY.	PHYSICAL QTY.	VARIANCE
Microscopes monocular	50	50	0
Microscope Binocular	18	18	0
Incubator	2	2	0
Double Door Refrigerator	3	3	0
Autoclave (Small)	2	2	0
Electronic Balance	1	1	0
Water Bath	1	1	0
Anaerobic Jar	2	2	0
Centrifuge	1	1	0
Bio Safety Cabinet	1	1	0
Hot Air Oven	2	2	0
Hot Plate	2	2	0

5) General Pathology Lab

ITEM	BOOK QTY.	PHYSICAL QTY.	VARIANCE
Glass Pipette :			
1 ML	25	25	0
2 ML	25	25	0
5 ML	4	4	0
10 ML	25	25	0
Conical Flask	37	37	0
Coupling Jar	25	25	0
Wintrobe Tubes	9	9	0
Dropper Bottles	73	73	0
Capillary Tubes	1	1	0
RBC Pipette	23	22	-1
Glass Roads	27	27	0
Micropipettes	2	2	0
Hemometer Pipette	49	49	0

Library Audit

We have conducted the physical verification of some books of library and a list of the same are as follows:

TITLE NO.	Book Stock	Physical Stock	Variance
6059	1	1	0
6072	1	1	0
6051	1	1	0
6111	1	1	0
6121	1	1	0
6125	1	1	0
6175	1	1	0
6163	1	1	0
6224	1	1	0
6201	1	1	0
6210	1	1	0
6284	1	1	0
6276	1	1	0
6288	1	1	0
6300	1	1	0
6426	1	1	0
6356	1	1	0
205	1	1	0
115	1	1	0
5501	1	1	0
5516	1	1	0
5525	1	1	0
5600	1	1	0
5007	1	1	0
5018	1	1	0
5001	1	1	0

325	1	1	0
605	1	1	0
559	1	1	0
986	1	1	0
1012	1	1	0
2013	1	1	0
3456	1	1	0
4589	1	1	0
6289	1	1	0
106	1	1	0
307	1	1	0

Vouching-Observations

Date	Particulars	Amount	Remarks
28-03-2023	Payment made for pharmacy (medicine expenses)	3,395/-	Accounting head should be OPD expenses
31-03-2023	Amount paid for conveyance expenses	1,774/-	Attachment not attested by authorized representative
31-03-2023	Amount paid for OPD expenses	3,200/-	Attachment should be affixed.
31-03-2023	Amount paid for remuneration to Pradeep Kumar	240/-	Attachment should be affixed.
26-03-2023	Amount paid for Repair & Maintenance (lift work) shown in office expenses	1,574/-	Accounting head should be Repair & Maintenance
20-02-2023	Purchase card holder, organizer file	265/-	Head need to be changed from office expenses to Printing & Stationery expenses
03-02-2023	Amount paid for Staff welfare (purchase greeting card for birthday celebration) shown in office expenses	3,070/-	Accounting head should be staff welfare
10-01-2023	Amount paid for expenses payable	4,387/-	There is no stamp found on receipt.
12-12-2022	Amount paid for expenses payable	3,200/-	There is no stamp found on receipt

No voucher/supporting documents are found for the below mentioned Vouchers:

Date	Particulars	Amount
31-03-2023	Expenses Payable	6742
31-03-2023	OPD expenses	1445
18-03-2023	Expenses payable	4579
17-02-2023	Hostel work	1550
18-02-2023	Staff Advance Mr. Prabhi	5000