

MANSAROVAR DENTAL COLLEGE

INTERNAL AUDIT CIRCULAR

Ref. No. /MDC/2024/265'A'

Date 15/2/24

Internal audit of various departments will be conducted from 19/2/2024 to 20/2/2024 between 09:00 AM to 03:30 PM. All faculties are hereby informed to prepare for audit.

Schedule of audit is mentioned below:

S. No.	Department	Staff to Audit	Date & Time of Audit
1.	Anatomy	DR. SAPNA SINGH DR. SAURABA SRIVASTAVA	19/2/2024 9AM-11AM
2.	Physiology/ Biochemistry	DR. SAPNA SINGH DR. RASHMI SINGH	19/2/2024 1:30 PM-3:30 PM
3.	Microbiology/ Pathology	DR. AMITA GUPTA DR. ABHISHEK JAIN	20/2/2024 9AM-11AM
4.	Pharmacology	DR. MITIN AWASTHI DR. RAMESH SHANDILYA	19/2/2024 9AM-11AM
5.	Gen. Surgery/ Gen. Medicine	DR. ASHISH DR. AMITA GUPTA	20/2/2024 1:30-3:30 PM
6.	Oral Pathology	DR. RAMESH SHANDILYA DR. PRATIBHA SHARMA	20/2/2024 9AM-11AM
7.	Oral Medicine	DR. MRINAL SATPATHY DR. DEEPAK SINGH KIROR	19/2/2024 9AM-11AM
8.	Oral & Maxillofacial Surgery	DR. MAULSHREE GULERIA DR. MITIN AWASTHI	20/2/24 9AM-11AM
9.	Periodontics	DR. SYED NOORANI DR. RAHUL SRIVASTAVA	19/2/2024 9AM-11AM
10.	Pedodontics	DR. ABHISHEK JAIN DR. AJAY CHACKSEY	19/2/24 9AM-11AM
11.	Prosthodontics	DR. MANOJ TIWARI DR. MAYANK SHARMA	20/2/2024 9AM-11AM

12.	Community Dentistry	DR. HIMANSHU KHASHU DR. SIDDHARTH SONAWANE	20/2/2024 9AM - 11AM
13.	Conservative Dentistry	DR. ANIKET SINGH DR. PRARAJA SINGH	19/2/2024 1:30 - 3:50 PM
14.	Orthodontics	DR. UTKARSH TIWARI DR. RICHA AGGARWAL	19/2/2024 1:30PM - 3:50PM



Principal

NAAC / ISO Internal Auditing Checklist

	File no.	File	To check	Yes	No	Remarks
A	A1	University/DCI Regulations	Madhya Pradesh Medical Science University & DCI regulations	✓		
			UG – 2007 with 2018 Amendments PG – 2017	✓		
	A2	Infrastructure – Layout, Floor Plan	Department layout	✓		AS PER DCI (SATISFACTORY)
	A3	Equipment List	As per DCI requirements UG – 2007 with 2018 Amendments PG – 2017	✓		SATISFACTORY
	A4	Faculty Requirement List	As per DCI requirements	✓		FULFILLED
	A5	Syllabus and Curriculum	MPMSU university Syllabus	✓		
	A6	Time Table/ Clinical postings	From 2020-21 , for each respective batch Master Time Table	✓		SATISFACTORY
B	B1	Timetable – Theory/ Practical/Clinical	Department schedule UG & PG	✓		FOLLOWED AS PER TIME-TABLE
	B2	Lesson plan, Lesson Format, (Theory/ Practical/Clinical)/ Teaching schedule	Format attached	✓		
	B3	Int. Assessment - Timetable, Question paper, Marks, Remedial measures	From 2020-21 , for each batch Copy of the file sent to the University, should have the supporting document (to show the	✓		CONDUCTED AS PER SCHEDULE

			basis on which IA was calculated)			
	B4	PTM reports	All available data	✓		SATISFACTORY
	B5	University exam -Question paper, Results	From 2020-21 , UG & PG	✓		DECLARED AS PER SCHEDULE.
	B6	Department Library	List of books asavailable in the department library	✓		FULFILLED AS PER DCI REQUIREMENTS
C	C1	Name list (I/II/III/IV/CRI/P G As applicable)	From 2020-21 , UG & PG, each batch/ year	✓		
	C2	Student Projects	PG thesis Documented Research/ Projects by UG & PG	✓		SUBMITTED ON TIME . SATISFACTORY
	C3	Students participation, awards	List of Paper/ Poster presentations/ participation and awards/ medals – supporting certificates	✓		
	C4	Student record	One record book from UG, PG of recently passed out batch, relevant to the Department	✓		UPDATED AND SUBMITTED .

D	D1	Faculty profile	Format attached With supporting documents. Publications – only the list	✓		SUBMITTED/ SATISFACTORY
	D2	Work in-charge	Work allotted to faculties at department level Incharge – Academic -Library -Maintenance -Research -Program	✓		SATISFACTORY
	D3	Publications	List of publications with hard copy of the entire articles	✓		
E	E1	Daily / Monthly OP register	From 2020-21 Register	✓		MAINTAINED
	E2	MLC register/ Needle prick injury register	Maintained in OMFS	✓		MAINTAINED
	E3	Special case register	From 2020-21, by all the departments	✓		MAINTAINED
	E4	Census	Monthly and Yearly census From 2020-21	✓		
	E5	Patient feedback	All available data From 2020-21	✓		

F	F1	Maintenance register		✓		MAINTAINED AND UPDATED
	F2	Valuable register		✓		
	F3	Consumable register / Indent register		✓		MAINTAINED.

Remarks for Academic Audit Report 2022-2023

- ① All the departments have successfully submitted their academic data for year 2023-2024
- ② All the departments are instructed to get more PG work registered with ICMR & arrange for grants by other means.
- ③ All PG departments are advised to go for more patents & especially copyright publications of their Post graduate work.

B. Gurugutt

DR. B. GURUGUTT NAYAK

Anurag Singh

DR. ANURAG SINGH
RAJPUT.

Internal Audit Report 2023-2024

We completed Mansarovar Dental college internal audit covering the period of 01-04-2023 through 31-03-2024. The main focus of the audit was to evaluate compliance with management defined policies and procedures, with a particular emphasis on identifying areas of improvement.

Our audits scope includes Verification of transaction Bank reconciliation Cash deposit examination Agreements and Leases examination Payroll assessment Review of ledger accounts Stock audits. We extracted valuable information from accounting software specifications through interviews with department employees and manager.

Audit Member :

1. Mr. Pradeep Malviya - Accounts Officer
2. Mr. Chandresh Namdeo - Account Assistant
3. Mrs. Shraddha Nigam -Account Assistant
4. Mr. Mayank Sharma - College Coordinator

Maintenance of Bank Accounts

Mansarovar Dental College is maintaining the books of accounts in Tally ERP 9 system .We have very fight the books of account with supporting documents we have verified all the above listed ones

- Cash And Bank Vouchers .
- Receipts And Payment Vouchers.
- Ledger Scrutiny.
- Physical Verification of Cash.
- Departmental Visits.

Observation/ Findings And Suggestions:

1.**Bank vouchers:** Our examination of all payments processed through these accounts reveal proper documentation and supporting evidence. Upon closure



inspection it is noted that the closing Tally balance is not reconciled daily with the bank statement for the more the bank reconciliation statement diligently appeared by the accounts department are in accordance with transactions but do not reconcile the closing balance accurately. The incongruence necessitates careful scrutiny and resolution to ensure alignment between the day to day Tally records and the actual bank statements.

2. Statutory payments

a. **TDS:** TDS deductions of employees are maintained in proper records. They need to be a revaluation of TDS categorized to ensure compliance with the correct territory permission provision.

b. ACCOUNTS

1. **Fixed Assets :** It is advised to establish and maintain a fixed asset registered with systemic coding system assigned to each asset for clear identification. This practice facilitates the streamlined asset management reducing the risk of mismanagement and misappropriations.

2. **Liabilities:** Upon scrutinizing the records, it is noted that the payment entries are recorded, and corresponding dues are only partially accounted for in Tally for the following groups, which have been communicated to the concerned authority, and necessary changes have been made. Caution deposits & Examination fees.

3. **Bank:** Upon scrutinizing the bank reconciliation statements of union Bank of India Kolar Road branch it has come to a notice that certain checks issued by the college have not been presented for payment by their respective parties within the observed timeframe. Consequently it is recommended to initiate the reversal of entries associated with checks outstanding for a period exceeding 90 days.

3. Departments:

- After careful analysis it has been confirmed that stock registers are in general well maintained. However a note worthy observation reveals some areas of inaccuracy, especially in the record of consumption. In particular the practice of recording consumptions just before the next stop linking is found to be out of line to be out of line with the accounting and auditing guidelines:-



- Moving to daily recording regime for consumptions is highly recommended in compliance with known auditing best practices by improving the accuracy and timeline Linus of financial data pertaining to stocks this method guarantees compliance with the fundamental of strong internal control and truthful financial reporting.
- Moreover, it is advised to include a patient treatment nomenclature in the stock tracking system as an additional precaution. The goal of this nomenclature is to make cross verification of consumption utilisation in patient treatments easier. This extra layer of documentation supports an audit trail that is more through and transparent, in line with internal control framework and inventory management best practices
- Overall satisfaction was observed after closely examining the daily report registration. For a more through comprehension of the work that has been done, it is suggested that the narrative be expanded in term of details.

4. Store:

- During a random physical inspection discrepancies were discovered in the inventory levels.
- In the difference column negative figures indicate there is an excessive stock than as per books.

S.No.	Product Name	As Books	Per	Audited Qty	Difference
1.	Bur	56		54	-2
2.	Beading Wax	23		20	-3
3.	Blue inlay wax	35		29	-6
4.	Boxing Wax	18		16	-2
5.	Bone Graft	25		21	-4
6.	Bonding Agent	18		14	-4
7.	Elastic Separator	14		11	-3
8.	Burning Spirit	320		285	-35
9.	Composite Kit	15		14	-1



Mansarovar Dental College

10.	Diesto0ne	350	335	-15
11.	Diespacer	2	1	-1
12.	Dycal	12	11	-1
13.	DPI Impression Paste	90	84	-6
14.	Fixon Powder	20	16	-4
15.	Composite Flowable	6	5	-1
16.	Fibre Post	22	18	-4
17.	Face Mask	640	540	-100
18.	Endo Frost	25	22	-3
19.	Zinc Oxide Powder	20	18	-2
20.	Glutraldehyd Solution	75	67	-8
21.	Heat Cure Resin Powder	55	43	-12
22.	Zinc Oxide Powder	20	17	-3
23.5	MTA	5	4	-1
24.	Mouth Mirror With Handles	220	202	-18
25.	Molar Band	125	110	-15
26.	Polishing Cake	30	25	-5
27.	Composite Polishing Kit	6	5	-1
28.	Calcium Hydroxide Paste	30	28	-2
29.	Cotton Roll	200	186	-14
30.	SS Wire	29	25	-4
31.	Xray film digital	15	13	-2
32.	Xray film occlusal	6	5	-1

5. AGREEMENTS AND LICENCES

All agreement and Licence records are maintained

CONCLUSION

We would like to express our appreciation to the management and employees for the



Mansarovar Dental College

cooperative efforts and ongoing assistance during the audit process. Our analysis has revealed areas where the design and execution of new monetary controls might greatly improve the overall effectiveness of unit operations as well as chances for management to improve the current monetary controls.



Account Officer

Account Officer
Mansarovar Dental College



College Coordinator



Edit with WPS Office



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JAYANT KOTHARI & CO.
Chartered Accountants
129, Malviya Nagar, Bhopal - 462003

AUDITOR'S REPORT

We have examined the balance sheet of **Mansarovar Dental College (run by Shri Sai Gramothan Samiti), BHOPAL (MP)** as at **31/03/2024** and the Income & Expenses account for the year ended on that date which are in agreement with the books of account maintained by the said 'Society'.

Basis of Opinion:

We conducted our audit in accordance with Standards on Auditing specified and our responsibilities under those Standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent from the society in accordance with the Code of Ethics issued by the Institute of Chartered Accountants of India together with the ethical requirements that are relevant to our audit of the financial statements and we have fulfilled our other ethical responsibilities in accordance with the professional requirements and the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Management's Responsibility for the Financial Statements:

The management of society is responsible for the preparation of these financial statements that give a true and fair view of the financial position, financial performance and receipts and payments of the society in accordance with the accounting principles generally accepted in India. This responsibility also includes the maintenance of adequate accounting records in accordance with the provision of the Societies Act for safeguarding of the assets of the Society and for preventing and detecting the frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent, and design, implementation and maintenance of internal financial control, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the Societies' ability to continue as a going concern, disclosing, as applicable, matters related to going concern.



Dr. B. Gopudutt Nayak
Principal
Mansarovar Dental College
BHOPAL

Opinion:

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of account have been kept by the head office and the branches of the above-named society visited by us so far as appears from our examination of the books, and proper Returns adequate for the purposes of audit have been received from branches not visited by us, subject to the comments given below:

1. The audit of Institution is being conducted on the basis of data extracted from the society and common expenses has been apportioned according to the estimates of the management of society.
2. The Cash in hand, bank balance & deposits has been taken & certified by the management of society.
3. Capital Balance of the College/ institution is a balancing figure depending on the application of funds.
4. Fixed assets have been taken from the society and its balancing figures has been adjusted toward capital funds.
5. The Audit of institution has been made on the specific request, for the purpose of the society.

In our opinion and to the best of our information, and according to information given to us, the said accounts give a true and fair view-

(i) in the case of the balance sheet, of the state of affairs of the above-named Institution as at 31/03/2024

(ii) the case of the income & expense account, of the surplus or deficit of its accounting year ending on 31/03/2024

The prescribed particulars are annexed hereto.

Place: Bhopal

Dated: 09/01/2025

For JAYANT KOTHARI & CO.
CHARTERED ACCOUNTANTS




(DHRUV K. PANDEY)

Partner

M.No.-403602

UDIN: 25403602BMMBNQ6161


Dr. B. Gurudutt Nayak
Principal
Mansarovar Dental College
BHOPAL

MANSAROVAR DENTAL COLLEGE

(Run by Sri Sai Gramothan Samiti)
Kolar Road Bhopal-462042

BALANCE SHEET FOR THE YEAR ENDED ON 31ST MARCH, 2024

LIABILITIES	AMOUNT	ASSETS	AMOUNT
Corpus/ Capital Fund:		Fixed Assets:	
Society Funds	17,08,10,374.93	(As per Fixed Assets Sch.A)	1,96,40,722.85
Add: Surplus during the Year	1,98,10,576.97		
	19,06,20,951.90	FDR (At Bank)	16,59,84,911.05
		Closing Balance:	
		Cash at Bank	45,45,318.00
		Cash in Hand	4,50,000.00
		(As Certified by Mangt.)	
TOTAL	19,06,20,951.90	TOTAL	19,06,20,951.90

Place : Bhopal
Date: 09-01-2025

For Jayant Kothari & Co.
Chartered Accountants



(Dhruv Kumar Pandey)
Partner
M.No-403602

For SHRI SAI GRAMOTHAN SAMITI

(President) (Secretary)


Dr. B. Gurudutt Nayak
Principal
Mansarovar Dental College
BHOPAL

MANSAROVAR DENTAL COLLEGE

(Run by Sri Sai Gramothan Samiti)

Kolar Road Bhopal-462042

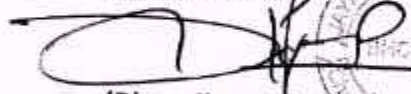
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
Direct Expenses:		Direct Incomes:	
Staff Payments & Benefits	4,87,28,477	Tution Fees Received	8,79,51,202
Hostel Expenses	13,63,244	Hostel Fees Received	54,52,975
Hospital Expenses	54,70,736	Hospital Income	50,95,551
Repairs & Maintinance	43,97,560	Research Grants	12,00,000
Research Expenditure	12,00,000	Interest Received	1,98,381
Affiliation & Recognition fees	22,53,505		
Social Welfare Exp.	8,79,512		
Examination Exp.	6,81,458		
NSS EXPENSES	75,000		
House Keeping Service	9,03,776		
Legal & Profassional Exp.	2,68,191		
News Paper & Magzine	17,412		
Dental Material & Consumabale	40,98,823		
Postage & Courier Exp.	57,477		
Property Tax	3,95,917		
Recreational/ Extra Curricular Activities	13,86,197		
SBI A/c EPF	2,20,422		
Security Exp.	9,08,206		
Sports & Trophy	3,56,349		
Tour & Travelling Exp.	1,78,373		
IT Expenses	12,40,625		
Libraray Expenses	14,50,000		
Training / Placement / Conference	5,56,771		
Maintanance of Academic Insfrastructure	13,25,000		
Depreciation	16,74,501.56		
Excess of Income over Expenditure	1,98,10,576.97		
TOTAL	9,98,98,109.30	TOTAL	9,98,98,109.30

Place : Bhopal

Date: 09-01-2025

For Jayant Kothari & Co.
Chartered Accountants


(Dhruv Kumar Pandey)
Partner

M.No-403602

For SHRI SAI GRAMOTHAN SAMITI

(President)

(Secretary)


Dr. B. Gurudutt Nayak
Principal
Mansarovar Dental College
BHOPAL

Schedule : A : of Fixed Assets for the Year , 31st Mar-2024

Particulars	Opening Bal. As on 01.04.2023	Addition during the year		Deduction During the Year	Gross Amount	Rates (%)	Depreciation	Closing Balance as 31.03.2024
		Before Sep	After Sep					
Air Conditioner	4,705.04				4,705.04	15.00%	705.76	3,999.28
Books & Periodicals	44,96,890.34	2,24,845.00			47,21,735.34	10.00%	4,72,173.53	42,49,561.80
Building Material	95,97,414.59	23,99,354.00			1,19,96,768.59	5.00%	5,99,838.43	1,13,96,930.16
CCTV CAMERA	1,33,663.52				1,33,663.52	15.00%	20,049.53	1,13,614.00
Computer Peripherrals	2,87,806.75	14,390.00			3,02,196.75	40.00%	1,20,878.70	1,81,318.05
DG SET	61,997.12				61,997.12	15.00%	9,299.57	52,697.55
Furniture & Fixture	6,01,252.40	1,50,313.00			7,51,565.40	10.00%	75,156.54	6,76,408.86
Inverter	48.64				48.64	15.00%	7.30	41.34
Lab Equipments	5,92,824.02	11,03,472.00			16,96,296.02	15.00%	2,54,444.40	14,41,851.61
Land of Society.	8,33,262.65				8,33,262.65	0.00%	-	8,33,262.65
Photocopy	8,258.90				8,258.90	15.00%	1,238.83	7,020.06
REFRIGERATOR	1,470.50				1,470.50	15.00%	220.57	1,249.92
Vehicle/car	7,56,916.71				7,56,916.71	15.00%	1,13,537.51	6,43,379.20
Water Purifiers	37,071.25	9,268.00			46,339.25	15.00%	6,950.89	39,388.36
Total	1,74,13,582.41	39,01,642.00	-	-	2,13,15,224.41		16,74,501.56	1,96,40,722.85



B. B. Nayak
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