

**Pramod Manoj & Co.**  
**Chartered Accountants**

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



## I.T.S Engineering College

### Internal Audit report

For the period from 1<sup>st</sup> April to 30<sup>th</sup> November, 2022

#### Audit Members

Sonia

Vinod

Nishta

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# Fixed Assets

<b>Particulars</b>	<b>Opening Balance</b>	<b>Additions</b>	<b>Deductions</b>	<b>Closing Balance</b>
Computer	19,679,776.00	2,747,040.00	-	22,426,816.00
Computer software	8,559,390.75	-	-	8,559,390.75
Furniture & Fixture	41,235,548.00	-	-	41,235,548.00
Instruments	757,547.00	-	-	757,547.00
Lab Equipment	27,705,420.00	-	-	27,705,420.00
Land & Building A/C	303,599,236.00	1,655,044.00	-	305,254,280.00
Library Books	4,304,278.80	33,762.00	-	4,338,040.80
Machinery	99,178.00	-	-	99,178.00
Office Equipment	10,190,019.60	114,668.01	-	10,304,687.61
Other Equipment	3,961,784.00	63,761.00	-	4,025,545.00
Vehicle	11,399,547.00	-	-	11,399,547.00
Electrical Installation	9,132,442.00	-	-	9,132,442.00
Generator A/C	5,160,140.00	-	-	5,160,140.00
Lift A/C	1,695,338.00	-	-	1,695,338.00
Solar Power Plant	4,000,000.00	-	-	4,000,000.00
Teaching Aid Equipment	3,036,828.00	-	-	3,036,828.00
<b>Total</b>	<b>454,516,473.15</b>	<b>4,614,275.01</b>	<b>-</b>	<b>459,130,748.16</b>

# Lab Audit

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

- 1) Microprocessor Lab
- 2) PCB Lab
- 3) Communication Lab-I & II
- 4) IC Lab
- 5) Electronics Lab
- 6) Microwave Lab

# 1) MICROPROCESSOR LAB

S.No.	Equipment Name	Book Stock	Physical Stock	Variance
1	8085 Kit (EXCLE)	10	10	0
2	8085 Kit (VINYTICS)	8	8	0
3	8086 Kit (EXCLE)	6	6	0
4	8086 Kit (VINYTICS)	4	4	0
5	8257 Study Card	1	1	0
6	8251 Study Card	1	1	0
7	8279 Study Card	1	1	0
8	8253 Study Card	1	1	0
9	Stepper Motor Study Card	1	1	0
10	Temp. Measure Study Card	1	1	0
11	Traffic Controller Study Card	1	1	0
12	8255 Study Card	1	1	0
13	8259 Study Card	1	1	0
14	50 Pin Frc Cable	5	5	0
15	Universal Programmer/Burner	1	1	0
16	Universal Embedded Trainer	1	1	0
17	Power Supply (15 Volt)	1	1	0
18	Power Supply (5 Volt)	1	1	0
19	Keyboard	16	16	0
	<b>GRAND TOTAL</b>	<b>62</b>	<b>62</b>	<b>0</b>

## 2) PCB LAB

S. No.	Equipment Name	Book Stock	Physical stock	Variance
1	CRO	3	3	0
2	5V DC Supply	11	11	0
3	Function Generator	3	3	0
4	DMM (Rishmax)	3	3	0
5	Photo Contact Machine	1	1	0
6	Roller Tinning Machine	1	1	0
7	Shearing Machine	1	1	0
8	PCB Drilling Machine	1	1	0
9	Photoresist Dip Coating Machine	1	1	0
10	U.V. Exposure Machine	1	1	0
11	PCB Curing Machine, Oven	1	1	0
12	PCB Etching Machine	1	1	0
13	Transformer Winding Machine	2	2	0
14	Drafting Aid Kit	1	1	0
15	DE-SOLDER gun	4	4	0
16	Iron Stand	6	6	0
17	Hammer	2	2	0
18	Tool box	3	3	0
19	Strain Gauge	1	1	0
20	LVDT	1	1	0
21	Load Cell Kit	1	1	0
22	Anemo Meter	1	1	0
23	Water Level Instrument	1	1	0
24	Proximity Sensor Kit	1	1	0
25	Mig Welding Machine	1	1	0
	<b>GRAND TOTAL</b>	<b>53</b>	<b>53</b>	<b>0</b>

### **3) COMMUNICATION LAB- I-II**

<b>S.No.</b>	<b>Equipment Name</b>	<b>Book Stock</b>	<b>Physical Stock</b>	<b>Variance</b>
1	CRO	9	9	0
2	Pulse/Function Generator	6	6	0
3	Digital Multimeter	3	3	0
4	AM Transmitter Kit	3	3	0
5	AM Receiver Kit	3	3	0
6	FM Modulation/Demodulation Kit	4	4	0
7	Noise Audio Amplifier Kit	1	1	0
8	FM Generation Using Armstrong Kit	1	1	0
9	Active Filter Trainer	1	1	0
10	Sampling And Reconstruction	1	1	0
11	TDM-PCM Tx Kit	2	2	0
12	TDM-PCM Rx Kit	2	2	0
13	Pam/Pwn/Ppm/Modulation/Demodulation Kit	3	3	0
14	Delta Adaptive	1	1	0
15	Data Formatting & Carrier Modulation Tx Kit	2	2	0
16	Data Re-Formatting & Carrier Modulation Rx Kit	2	2	0
17	Binary Data Generation Kit	2	2	0
18	DSO(Digital Storage Oscilloscope)	2	2	0
19	Power Supply (12 VOLT)	1	1	0
	<b>GRAND TOTAL</b>	<b>49</b>	<b>49</b>	<b>0</b>

## 4) IC LAB

S.No.	Equipment Name	Book Stock	Physical Stock	Variance
1	CRO	9	9	0
2	DMM	13	13	0
3	Function Generator	9	9	0
4	Analog Lab Trainer	8	8	0
5	PLL-FM	1	1	0
6	Power Supply 10v	4	4	0
7	Precision Rectifier	1	1	0
8	Op Amp Characteristics	1	1	0
9	Instrumentation Amplifier	1	1	0
10	Scmitt Trigger & Comparator	1	1	0
11	Multivibrator	1	1	0
12	VCO	1	1	0
13	HP/LP Filter	1	1	0
14	A/D Converter Kit	1	1	0
15	D/A Converter Kit	1	1	0
16	Voltage Regulator 3 Terminal	1	1	0
17	Analog System Lab Kit Pro Schematic	4	4	0
18	DSO	3	3	0
	<b>GRAND TOTAL</b>	<b>61</b>	<b>61</b>	<b>0</b>

## 5) ELECTRONICS LAB

S.No.	Equipment Name	Book Stock	Physical Stock	Variance
1	CRO	12	12	0
2	Function Generator	13	13	0
3	DMM	25	25	0
4	Analog Lab Trainer Kit	5	5	0
5	Power Supply	18	18	0
6	V-I Characteristics Of Diode	1	1	0
7	Half Wave/Full Wave Bridge Rectifier	1	1	0
8	RC Coupled Two Stage Amplifier Using Bjt	1	1	0
9	Characteristics Of Transistor In CB,CE,CC Configuration	1	1	0
10	Fet Characteristics	1	1	0
11	Zener Diode As Voltage Stabilizer(V-I Characteristics Of Zener Diode)	2	2	0
12	Singal Stage R C Couple CE Amplifier(Using BJT)	1	1	0
13	Singal Stage R C Couple Amplifier Using Fet	1	1	0
14	Class AB/B Push Pull Amplifier	1	1	0
15	Weinbridge Oscillator	1	1	0
16	Tunned Collectore oscillatore	1	1	0
17	Darlington Transistor Amplifier	1	1	0
18	Instrumentation Amplifier	1	1	0
19	Op-Amp Application Trainer	1	1	0
20	LCR Meter	1	1	0
21	Component Developers System	1	1	0
22	DSO	2	2	0
23	Line Load Voltage Regulation Kit	1	1	0
	<b>GRAND TOTAL</b>	<b>93</b>	<b>93</b>	<b>0</b>

## **6) MICROWAVE LAB**

<b>S.No.</b>	<b>Equipment Name</b>	<b>Book Stock</b>	<b>Physical Stock</b>	<b>Variance</b>
1	CRO	4	4	0
2	Function Generator	3	3	0
3	Digital Multimeter	2	2	0
4	Cooling Fan	5	5	0
5	Detector Mouont	5	5	0
6	Fix Sort	5	5	0
7	Direct Frequency Meter	5	5	0
8	Isolator	5	5	0
9	Klystron 2k25 With Tube	5	5	0
10	Matched Termination	5	5	0
11	Movable Short	5	5	0
12	SS Tuner	5	5	0
13	Sloted Line	5	5	0
14	Klystron power supply	5	5	0
15	Variable Attenuator(20DB)	5	5	0
16	VSWR Meter	5	5	0
17	W/G Stand	20	20	0
18	Gun Oscillator	2	2	0
19	Gun Power Supply	2	2	0
20	Pin Modulator	2	2	0
21	Microwave Power Meter	1	1	0
22	Three Port Circulator	1	1	0
23	Gunn Diode	2	2	0
24	Klystron Diode	2	2	0
25	Directional Coupler	3	3	0
26	E Plane Tee	1	1	0
27	H Plane Tee	1	1	0
28	Magic Tee	1	1	0
29	Fixed Attenuators	3	3	0
30	Microphone	5	5	0
31	DSO	1	1	0
32	Antenna Turn Table With Horn Antenna Transmitter & Receiver	1	1	0
33	Branch Line Directional Coupler(3DB)	1	1	0
34	Detector	1	1	0
35	Band Stop Filter	1	1	0
36	Rat-Race Hybrid Ring Coupler (3DB)	1	1	0

## Store Audit

A sample physical verification was done on 26.12.2022 for around 228 items and out of those, variance was observed in 10 items. Item wise report is attached.

S.No.	Product Name	Book Qty.	Physical Qty.	Variance
1	Cello Tape 2 Inch	21	19	2
2	Drawing Pin Plastic	7	5	2
3	Envelope A3 Size	264	260	4
4	Envelope A4 Size	187	184	3
5	Marker White Board	75	73	2
6	Out-Door Duty Form	12	10	2
7	Payment to Guest Book	2	1	1
8	Purchase Order Small	8	5	3
9	Receipt book (National Seminar)	4	2	2
10	Visiting Card Plain (ITS)	3	2	1
	<b>GRAND TOTAL</b>	<b>583</b>	<b>561</b>	<b>22</b>

## **Library Audit**

A sample physical verification was done on 27.12.2022 for around 859 books and out of those, five books with the following accession numbers not found:

<b>S. No.</b>	<b>Accession No.</b>
1	20051
2	20400
3	15100
4	10051
5	12606

## 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.

<b>Name</b>	<b>Batch No.</b>	<b>Amount</b>
Shashwat Rai	CSE 19-23	94,000
Aryan Singh	CSE 20-24	44,600

- In Zoho books fine of Rs.1,000 is reflecting but there is not any entry shown in fees reconciliation statement.

<b>Name</b>	<b>Batch No.</b>	<b>Amount</b>
Rahul Kumar	MBA 21-23	1,000

- There is clerical error in ledger name as under:

<b>S.No.</b>	<b>Name in Books</b>	<b>Name in Actual</b>
1.	Kuldeep Kumar Verma	Kuldeep Verma

## Vouching-Observations

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

<b>Date</b>	<b>Particulars</b>	<b>Amount</b>	<b>Remarks</b>
14-05-2022	Cash paid for stamps shown in office expenses	300	Accounting head should be legal expenses.
18-05-2022	Cash paid for stamps shown in office expenses	500	Accounting head should be legal expenses.
01-06-2022	Amount paid for stamps shown in office expenses.	170	Accounting head should be legal expenses.
20-06-2022	Amount paid for staff welfare shown in office expenses.	279	Accounting head should be staff welfare expenses.

No supporting bill/Invoice has been attached with the vouchers in the following cases:

<b>Date</b>	<b>Particulars</b>	<b>Amount</b>
09-07-2022	No attachment is attached of Insync Technologies with voucher no. 3051 Dt. 21.04.2022	21240
20-05-2022	Entry shown with miscellaneous expense.	1500
13-09-2022	Amount paid for legal and professional expenses.	12000

**Note:** Above mentioned vouching observations have been rectified by the management.