



Amala
COLLEGE OF NURSING
ACCREDITED BY NAAC WITH A GRADE

AMALA COLLEGE OF NURSING

AQAR (2023-2024)



CRITERION 6 – Governance, Leadership and Management

Key Indicator 6.4 – Financial Management and Resource

Mobilization

Metric No. 6.4.2 Institution conducts internal and external financial audits regularly

SUBMITTED TO



National Assessment and Accreditation Council

AMALA INSTITUTE OF MEDICAL SCIENCES

Amala Nagar, Thrissur, Kerala - 680 555

INTERNAL AUDIT DEPARTMENT

QUARTERLY INTERNAL AUDIT REPORT

Date: 5-Apr-24

Name of Division:

Amala College of Nursing

Period of Audit:

From: 1-Jan-24 To: 31-Mar-24

Scope of Audit:


Fee Collection, Remuneration System, Cheque Payments, Petty Cash Payments, Accounts & Reconciliations

Documents verified:

- 1 Fee Collection: Prospectus, Fee Structure, Student list, Hostellers list, Bill of supply, Caution Deposit & Mess Advance entries, Receipt Vouchers, Fee Defaulters List, Fee Receivables Report, etc.
- 2 Remuneration System: Salary statement, Stipend statement, Honorarium statement, Office Order with leave, joining & separation details, Increment letters, Attendance Register, Acquittance Register, PF, ESI, TDS & Professional Tax deductions, Gratuity payable statement with supporting, etc.
- 3 Cheque Payments: Cheque, Cheque Payment Voucher, Supplier Bills with approvals, Supplier Ledger, Goods Receipt Note, Purchase Order, etc.
- 4 Petty Cash Vouchers: Petty Cash Payment Voucher, Supplier Bills with approvals, etc.
- 5 Bills & Vouchers: Bill of Supply, Receipt Vouchers, Journal Vouchers, Supplier Bills with approvals, Scholarship documents, WIP records, etc.
- 6 Accounts & Reconciliations: Trial Balance, Ledgers, Bank Reconciliation, Bank Statements, Inter-branch Reconciliation, Compliance Reports of PF, ESI, TDS and Professional Tax,

Internal Audit Comments:

- 1 Remuneration System: Errors identified in LOP & stipend, which were pointed out and rectified before payroll finalisation.
- 2 Cheque Payments: No mistake noticed
- 3 Petty Cash Vouchers: No mistake noticed
- 4 Bills & Vouchers: In some cases, purchase order form was mentioned for medical college, but actual purchase done for Nursing college. Pointed out & subsequently corrected.
- 5 Accounts & Reconciliations: In some cases error identified in accounting heads, which were pointed out and rectified.
- 6 Fee Collection: Fee Structure, Hostellers list, etc. are provided to Internal Audit. No errors found.


Siny M. J.

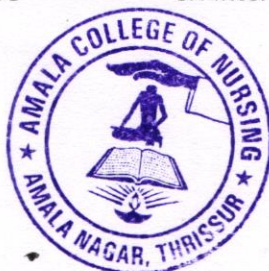
Internal Audit Executive



Manvi K. Pavitran

Sr. Internal Audit Executive


Aji Varghese P.

Asst. Internal Auditor




Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555

AMALA INSTITUTE OF MEDICAL SCIENCES

Amala Nagar, Thrissur, Kerala - 680 555

INTERNAL AUDIT DEPARTMENT

QUARTERLY INTERNAL AUDIT REPORT

Date: 5-Jan-24

Name of Division:

Amala College of Nursing

Period of Audit:

From: 1-Oct-23 To: 31-Dec-23

Scope of Audit:

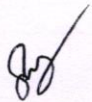
Fee Collection, Remuneration System, Cheque Payments, Petty Cash Payments, Accounts & Reconciliations

Documents verified:


- 1 Fee Collection: Prospectus, Fee Structure, Student list, Hostellers list, Bill of supply, Caution Deposit & Mess Advance entries, Receipt Vouchers, Fee Defaulters List, Fee Receivables Report, etc.
- 2 Remuneration System: Salary statement, Stipend statement, Honorarium statement, Office Order with leave, joining & separation details, Increment letters, Attendance Register, Acquittance Register, PF, ESI, TDS & Professional Tax deductions, Gratuity payable statement with supporting, etc.
- 3 Cheque Payments: Cheque, Cheque Payment Voucher, Supplier Bills with approvals, Supplier Ledger, Goods Receipt Note, Purchase Order, etc.
- 4 Petty Cash Vouchers: Petty Cash Payment Voucher, Supplier Bills with approvals, etc.
- 5 Bills & Vouchers: Bill of Supply, Receipt Vouchers, Journal Vouchers, Supplier Bills with approvals, Scholarship documents, WIP records, etc.
- 6 Accounts & Reconciliations: Trial Balance, Ledgers, Bank Reconciliation, Bank Statements, Inter-branch Reconciliation, Compliance Reports of PF, ESI, TDS and Professional Tax,

Internal Audit Comments:

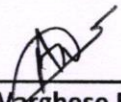
- 1 Remuneration System: Errors identified in LOP, missed out to deduct caution deposit etc. in some cases, which were pointed out and rectified before payroll finalisation.
- 2 Cheque Payments: Clerical error such as error in amount(words), which was pointed out and resolved before cheque signature.
- 3 Petty Cash Vouchers: No mistake noticed
- 4 Bills & Vouchers: In some cases, purchase order form was mentioned for medical college, but actual purchase done for Nursing college. Pointed out & subsequently corrected.
- 5 Accounts & Reconciliations: Rectification required in few Account heads and sub accounts required to be created in some cases, which were pointed out and rectified.
- 6 Fee Collection: Fee Structure, Hostellers list, etc. are provided to Internal Audit. No errors found.


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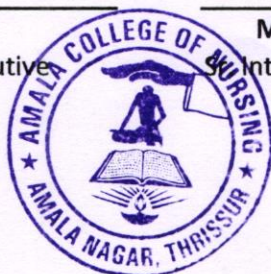
Internal Audit Executive



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Aji Varghese P.

Asst. Internal Auditor




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AMALA INSTITUTE OF MEDICAL SCIENCES

Amala Nagar, Thrissur, Kerala - 680 555

INTERNAL AUDIT DEPARTMENT

QUARTERLY INTERNAL AUDIT REPORT

Date: 05-Oct-22

Name of Division:

Amala College of Nursing

Period of Audit:

From: 01-Jul-23 To: 30-Sep-23

Scope of Audit:

Fee Collection, Remuneration System, Cheque Payments, Petty Cash Payments, Accounts & Reconciliations

Documents verified:

- 1 Fee Collection: Prospectus, Fee Structure, Student list, Hostellers list, Bill of supply, Caution Deposit & Mess Advance entries, Receipt Vouchers, Fee Defaulters List, Fee Receivables Report, etc.
- Remuneration System: Salary statement, Stipend statement, Honorarium statement, Office Order with leave, joining & separation details, Increment letters, Attendance Register, Acquittance Register, PF, ESI, TDS & Professional Tax deductions, Gratuity payable statement with supporting, etc.
- 3 Cheque Payments: Cheque, Cheque Payment Voucher, Supplier Bills with approvals, Supplier Ledger, Goods Receipt Note, Purchase Order, etc.
- 4 Petty Cash Vouchers: Petty Cash Payment Voucher, Supplier Bills with approvals, etc.
- 5 Bills & Vouchers: Bill of Supply, Receipt Vouchers, Journal Vouchers, Supplier Bills with approvals, Scholarship documents, WIP records, etc.
- 6 Accounts & Reconciliations: Trial Balance, Ledgers, Bank Reconciliation, Bank Statements, Inter-branch Reconciliation, Compliance Reports of PF, ESI, TDS and Professional Tax,

Internal Audit Comments:

- Remuneration System: Errors identified in LOP in few occasions, which were pointed out and rectified before Payroll finalisation.
- 2 Cheque Payments: Clerical error such as error in date, which was pointed out and resolved before cheque signature.
- 3 Petty Cash Vouchers: No mistake noticed
- 4 Bills & Vouchers: No mistakes noticed
- 5 Accounts & Reconciliations: Rectification required in few Account heads and sub accounts required to be created in some cases, which were pointed out and rectified.
- 6 Fee Collection: Fee Structure, Hosteler's list, etc. are provided to Internal Audit. No errors



Siny M. J.
Internal Audit Executive





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Internal Audit Executive



P. Rajee
Asst. Internal Auditor
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AMALA NAGAR P.O., THRISSUR-680 555



Aji Varghese P.
Asst. Internal Auditor

AMALA INSTITUTE OF MEDICAL SCIENCES

Amala Nagar, Thrissur, Kerala - 680 555

INTERNAL AUDIT DEPARTMENT

QUARTERLY INTERNAL AUDIT REPORT

Date: 06-Jul-23

Name of Division:

Amala College of Nursing

Period of Audit:

From: 01-Apr-23 To: 30-Jun-23

Scope of Audit:

Fee Collection, Remuneration System, Cheque Payments, Petty Cash Payments, Accounts & Reconciliations

Documents verified:

- 1 Fee Collection: Prospectus, Fee Structure, Student list, Hostellers list, Bill of supply, Caution Deposit & Mess Advance entries, Receipt Vouchers, Fee Defaulters List, Fee Receivables Report, etc.
- 2 Remuneration System: Salary statement, Stipend statement, Honorarium statement, Office Order with leave, joining & separation details, Increment letters, Attendance Register, Acquittance Register, PF, ESI, TDS & Professional Tax deductions, Gratuity payable statement with supporting, etc.
- 3 Cheque Payments: Cheque, Cheque Payment Voucher, Supplier Bills with approvals, Supplier Ledger, Goods Receipt Note, Purchase Order, etc.
- 4 Petty Cash Vouchers: Petty Cash Payment Voucher, Supplier Bills with approvals, etc.
- 5 Bills & Vouchers: Bill of Supply, Receipt Vouchers, Journal Vouchers, Supplier Bills with approvals, Scholarship documents, WIP records, etc.
- 6 Accounts & Reconciliations: Trial Balance, Ledgers, Bank Reconciliation, Bank Statements, Inter-branch Reconciliation, Compliance Reports of PF, ESI, TDS and Professional Tax, etc.

Internal Audit Comments:

- 1 Remuneration System: Errors in caution deposit, advance amount etc. in some cases, which were pointed out and rectified before payroll finalisation.
- 2 Cheque Payments: Clerical errors such as error in date, etc., pointed out and resolved before cheque signature.
- 3 Petty Cash Vouchers: Correction in narration, corrected the same & no other mistakes noticed.
- 4 Bills & Vouchers: Errors in accounted heads, missing of Priest's signature in invoice, etc. noted & corrected
- 5 Accounts & Reconciliations: Rectification required in few Account heads, which were pointed out and rectified.

Siny M.J

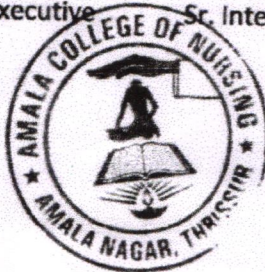
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