



AUDIT POLICY

INTERNAL & EXTERNAL AUDIT POLICY

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (Internal and External).

This policy explains the rules for all financial audits at Avanthi Institute of Pharmaceutical Sciences to establish accuracy and genuineness of every transaction.

Procedure: The Institute performs audit in two ways:

i) **Internal audit**

ii) **External audit** for smooth conduction of finances.


Different accounts such as salary, library, Research and Development and equipment procurement are audited at regular interval. All rectifications are done immediately upon observations without any delay.

Functioning of Internal and External audit:

Internal Audit: It is carried out by internal auditors from professional chartered firms. Internal audit checks all transactions and the compliance level across the hierarchy and accuracy and authentication in terms of accounting and commercial laws of financial transactions. Usually the Institute conducts its Internal Audit on a half yearly basis for the period of April to Sept. and Oct. to March.

External Audit: External Audit also carried out by the by professional chartered firms. Statutory audit is done once a year on regular basis after completion of financial year. The external auditors review the status of procedural and transactional compliance in all financial transactions of the Institute.




PRINCIPAL
AVANTHI INSTITUTE OF
PHARMACEUTICAL SCIENCES
Gunthapally (V), Abdullapurmet (M),
R.R. Dist. Telangana.



AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



General Policy:

- Institute will have in place periodic internal and external audits. Institute will have a full-time internal auditor and also annually appoint external auditors for the external audit of its annual accounts.
- The financial statements for the Institute will be independently audited by a qualified auditor in compliance with the accounting standards of India.
- The internal audit team will thoroughly check all day to day transactions initiated under various departments Purchase, Stores, Cash, Bank, Billing, Maintenance, Capital Works etc.
- Periodical reports will be submitted by the internal audit to the management for corrective steps/ measures required, if any.
- Annual stock verification will be carried out in stores and the internal audit team works as the extended arm of the Finance and Accounts Department.
- Every Department will propose the departmental budget which will be checked by the Finance committee and will be finally placed to GB for approval.
- Budget amount by the Departments and the allocated amount for the Departments will be checked by the auditors.
- Apart from this all financial transactions including statutory compliances and filing of such returns in time are all verified and certified.
- The report by the audit team will be corrected immediately by the finance committee and precautionary steps will be taken to avoid any errors in the future, thereby adhering to standard accounting practices.



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