



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

क्रमांक/R-07/2026/04/ 40

दिनांक: 02/04/2026


// परिपत्र //

वित्तीय वर्ष 2025-2026 (अप्रैल 2025 से मार्च 2026) की आंतरिक लेखा परीक्षा दिनांक 06 अप्रैल 2026 से प्रारंभ होकर जून 2026 तक संपन्न की जानी है तथा लेखा परीक्षा रिपोर्ट तैयार की जानी है।

अतः संस्थान के समस्त विभागाध्यक्षों/अनुभाग प्रमुखों से अनुरोध है कि वित्तीय वर्ष 2025-2026 की आंतरिक लेखा परीक्षा हेतु संबंधित विभागों के अभिलेख, सूची अनुसार, पूर्व से तैयार रखें, ताकि लेखा परीक्षा का कार्य समयबद्ध रूप से पूर्ण किया जा सके।

उक्त निर्देशों का पालन सुनिश्चित किया जाए।

संलग्न: अभिलेखों की सूची


02/04/26
कुलसचिव

प्रतिलिपि :—

1. समस्त विभागाध्यक्ष — उचित कार्यवाही हेतु प्रेषित।
2. समस्त अनुभाग प्रमुख — उचित कार्यवाही हेतु प्रेषित।
3. निज सहायक, कुलसचिव — सूचनार्थ प्रेषित।
4. निज सहायक, निदेशक महोदय — सूचनार्थ प्रेषित।

Tentative List of Records

S.No.	Name of Item
1	Stock inventory records
2	List of defective machine / machines not in use
3	Penalty cases pending, if any
4	List of obsolete items
5	List of Assets/Equipments not put in use after procurement
6	Fixed Asstes Register with PV Report
7	Capital expenditure proposals moved but pending sanction
8	Vouchers for payments
9	Civil and Electrical work maintainance records alongwith indents etc.
10	Vehicle Log Book with maint. Records
11	Machine logbooks
12	Procurement of materials file relating to all maint. Units
13	List of defective materials
14	List of scrap materials
15	Auction file for disposal/sale of materials

This is not an exhaustive list, Audit may call for other records based on activities of the unit during audit actual date of visit to concerned department will be intimated



Annual Internal Audit Plan of MANIT,Bhopal

Internal Audit developed as an audit service to management to ensure that each unit of the MANIT,Bhopal follow the policies ,procedures and instructions laid down by the organization and Government ,record are maintained accurately and properly.

Scope of work

- 1.Checking of Leave account of staff/ Stock Registers of Consumables & Non- Consumables, Project Registers, Performance of various projects executed vis-a-vis expenditure incurred there against etc. Log book of machinery etc.**
 - 2.Verification of payment vouchers on test check basis relating to establishment and other expenses of the Institute with respect to accuracy ,compliance with laid down procedures authorization and approval standard.**
 - 3.Verification of payment vouchers on test check basis in relating to Capital Expenditure of Institute with respect to authorization,approval,accuracy,compliance with laid down procedure**
 - 4.Compliance to various Tax aspects of the payments Viz. Compliance to TDS provisions, compliance to GST and income Tax provisions.**
 - 5.Compliance of purchase Rules for different expenditure .**
 - 6.Compliance to others standard operatio procedure laid down by the Institute with respect to payment ,receipts,advances,loans etc.**
 - 7.Physical verification of assets.**
 - 8.Vetting test check of the contract /MOU by construction Division and by other departments other than academic MOUs Vetting.**
 - 9.Preparation of annual report on the major observations.**
- Other Audit areas as per requirement of audit ,not covered above.**

Name of departments-

S.N.	Name of department	Period	Working days required
1.	Mechanical Engineering	Annually	2
2.	Computer Science and Engineering	Annually	2
3.	Electrical Engineering	Annually	2
4.	Chemistry	Annually	2
5.	Humanities & Social Science	Annually	2
6.	Mathematics	Annually	2
7.	Physics	Annually	2
8.	Bio.Science	Annually	2
9.	Civil Engineering	Annually	2
10.	Chemical Engineering	Annually	2
11.	Electronics & Communication	Annually	2
12.	Energy Center	Annually	2
13.	MSME	Annually	2
14.	EE Building Section	Annually	2
15.	Training and placement.	Annually	2
16.	Games & Sports Section	Annually	2
17.	E.E.Electrical &Electrical maintenance	Annually	4
18.	Library	Annually	2
19.	Arch.&Planning	Annually	2
20.	HOD Management	Annually	2
21	Maintenance Units (Civil, & Sanitation)	Annually	5
	Administration Section units execution as per Internal Audit manual		
1.	Establishment Section	Annually	

• Other Audit areas as per requirement of audit ,not covered above .

Name of department

S.N.	Name of department	Period	Working days required
1.	Mechanical Engineering	Annually	2
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3.	Electrical Engineering	Annually	2
4.	Chemistry	Annually	2
5.	Humanities & Social Science	Annually	2
6.	Mathematics	Annually	2
7.	Physics	Annually	2
8.	Bio.Science	Annually	2
9.	Civil Engineering	Annually	2
10.	Chemical Engineering	Annually	2
11.	Electronics & Communication	Annually	2
12.	Energy Center	Annually	2
13.	MSME	Annually	2
14.	EE Building Section	Annually	2
15.	Training and placement.	Annually	2
16.	Games & Sports Section	Annually	2
17.	E.E.Electrical &Electrical maintenance	Annually	4
18.	Library	Annually	2
19.	Arch.&Planning	Annually	2
20.	HOD Management	Annually	2
21	Maintenance Units (Civil, & Sanitation)	Annually	5
	Administration Section units execution as per Internal Audit manual		

1.	Establishment Section	Annually	12
2.	Stores and Purchase section	Annually	
3.	Account Section Account,Supplier Payment ,Transport,Academics Fee receipt,Security,Hospital,Guest Houses etc. ,Horticulture,Day care center ,DG sets ,Water Supply ,AC repair, vehicle maintenance section,etc	Annually	
			Total-59 days

Any other units/department/work with the approval of the Director.

Submitted for kind approval.

Registrar

MD
18/13

MD
17/3/26
Internal auditor I/II " 17/13

Director