



**Sarada Krishna
Homoeopathic Medical College
Kulasekharam, Kanniyakumari Dist., Tamil Nadu-629 161.**

INTERNAL AUDIT

Policy and Procedure

The purpose of the Internal audit policy is to set out the frame work within which Internal audit provides objective and independent assurance and advise the management accordingly.

It helps the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness, control and governance processes.

The aim of the Internal Audit Committee of SKHMC is to provide independent and objective reviews and assessments of activities, operations, financial systems and internal accounting controls of SKHMC.

The Internal Audit mechanism conducts independent reviews and appraisals of SKHMC procedures and operations. The reviews also help to ensure that SKHMC resources are used efficiently and effectively to achieve the stated objectives of the management.

Internal Audit Team of SKHMC is an in house mechanism in which the following persons shall be the members.

1. Chairman	Chairperson
2. Principal	Member
3. HoD / Senior Faculty	Member
4. HoD / Senior Faculty	Member
5. Co-ordinator IQAC	Member
6. Office Manager	Member
7. Office Superintendent	Member
8. Head Accountant	Member
9. Senior Accountant	Member

Internal Audit Process

The Audit process begins with the planning the audit. During this phase, the audit team will prepare the following.

1. Distribute Audit notification
2. Conduct pre-audit meeting
3. Prepare a detailed program
4. Select items to be audited.

As a pre audit measure all payments are made based on sanction by the competent authority duly observing the required procedures. Payments are made only after a thorough process of checking and counter checking at various levels viz. Section / Accountant / Head Accountant etc.,

Draft unaudited account statements are prepared at the end of every financial year as a prelude to the external audit made every year.

Principal
PRINCIPAL

Sarada Krishna Homoeopathic
Medical College, Kulasekharam

Chairman
K.V. Education Trust,
Cheruppaloor,
Kulasekharam-629 161
K.K. Dist. (T.N.)

