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#### DISHA COLLEGE, RAIPUR

ehind NIT and Hotel Piccadilly, Raipur (C.G.) 492010

E-mail:
Web sit

Contact

E-mail: principal dishacollege Ø dishamail.com Web site: www.dcindia.in Centact No. : 0771-4349400, 96300-04411



#### **Academic and Administrative Audit**

#### **DISHA COLLEGE**

Disha Park, Building 1, First Floor, Ram Nagar-Kota Marg,

Behind Hotel Piccadilli, Raipur



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) 2023-24



Disha Park, Building 1, First Floor, Ram Nagar Kota Marg Behind NIT and Hotel Piccadilly, Raipur (C.G.) 492010 E-mail: principal dishacollege@dishamail.co Web site: www.dcindia.in



#### **Academic and Administrative Audit**

#### **About Academic and Administrative Audit**

The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.

#### Objectives of AAA: -

- Designing effective teaching and learning processes
- Evaluation of Course and Program Outcomes
- Developing student assessment
- Assuring quality education by implementation of co-curricular andextracurricular activities.

#### AAA Methodology: -

Institution has a committee to conduct and review activities at the department and institution.

#### Composition of AAA:

- 1. Principal
- 2. IQAC Coordinator
- 3. Representative from management
- 4. Representative from administration/Academics

Principal
Disha College, Ram Nagar
Kota Marg, Ralpur (C.G.)



Disha Park, Building 1, First Floor, Ram Nagar-Kota Marg. Behind NIT and Hote: Piccadilly, Raipur (C.G.) 492010

E-mail: principal dishacollege@dishamail.co Web ste: www.dcindia.in Contact No.: 0771-4349400, 96300-04411



# **Academic and Administrative Audit**

#### Audit Team Members details:-

Si. No.	Name	Designation	Qualification
1	Dr. A.K. Tiwari	Principal and Management representative	PhD.
2	Dr. Prafulla Vyas	Administrative representative	PhD
3	Dr. Vandana Sharma	Administrative representative	PhD
4	Dr. Saummya Tiwari	Academics representative	PhD
5	Dr. Kamaljeet Kour	Academics representative	PhD
6	Mrs. Seema Pathak	Academics representative	MCA, M.Phil.(CS)
7	Mrs. A.Pooja Narayan	IQAC Coordinator	MBA

Principal
Disha College, Ram Nagar
Kota Marg, Raipur (C.G.)



tha Park, Building 1, First Floor, Ram Nagar Kota Marg. hind NIT and Hotel Piccadilly, Raipur (C.G.) 492010 (Contact No.: 0771 434946)



#### **Academic and Administrative Audit**

Dept : Director/ Principal Auditee: Dr. A. K. Tiwari Date: 18/12/2023 Auditor: Dr. P. Vyas

S. No.	Check Points	Observation with evidence	OK/ NC
1.	How frequently management Review meeting conducted?	Half yearly	
2.	Has management has provided any new resources during last six months?	Yes, on-demand basis	
3.	To check how management ensures competence of personnel performing teaching staff & other works.	Yes, on the basis of a cademic, co-curricular of related work hosult.	
4.	To check the working environment for, noise, temperature & pollution.	The building Suik to the Requirements of an education	nev
5.	Does the management keep track of Student's Feedback & Guardian's feed back analysis & if so check the subsequent action?	institute and thus these factor doesn't affect. Yes, necessary action are taken.	
6.	Find the status of the nonperforming students and action taken by management?	The Counselling of such Students is done in consultation of concern Teaching staft.	
7.	Does the management keep the status of the corrective actions and its effectiveness?	Yes, by conducting extra Problem solving classes of the result thereafter	

Auditee's Sign

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Principal
Disha College, Ram Nagar
Kota Marg, Ralpur (C.G.)



# DISHA COLLEGE, RAIPUR Disha Park, Building 1, First Floor, Ram Nagar Kota Marg. Behind NIT and Hotel Piccadilly, Raipur (C.G.) 492010 Email: principal dishacollege@dishamail.com Web site: www.dcindia.in Contact No.: 0771-4349400, 96300-04411



#### **Academic and Administrative Audit**

Dept . : Director/ Principal Auditee: Dr. A. K. Tiwari

Date: 18/12/2023 Auditor: Dr. P. vyas

S. No.	Check Points	Observation with evidence	OK/ NC
8.	Does the management have provided the faculties as per university norm?	yes.	
9.	Has the training needs identified and if so check the training record & its effectiveness?	yes, the requiring staft is provided the braining etc. by professional speaker	
10.	Has management provided fire extinguishers & other safety devices at different places?	Yes	
11.	The status of NCs of last Internal/external audit. i. No. of NCs recorded.	The ISO anditor's advice is followed	
12.	Does the management keep the status of the corrective actions and its effectiveness?	yes.	
13.	Find the status of quality objective matrix and continual improvement.	Available	

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Principal Disha College, Ram Nagar Kota Marg, Raipur (C.G.)



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#### **Academic and Administrative Audit**

Dept. : Registrar/ Administrator Auditee: Mr. Prashant Botkawar

Date: 18/12/2023

Auditor: Dr. Vandana Sharma

S. No.	Check Points	Observation with evidence	OK/ NC
1.	Has the management has formed students association & if so check the names?	The University guidelines are adhered to	4
2.	Has teacher appointed for the first year students, to avoid ragging & other teething troubles?	Yes, Anti Ragging Committee formed.	e
3.	Does registrar maintain the teacher's Bio-Data for each faculty & if so it is updated after their fresh qualification?	Yes	<b>I</b>
4.	Check the faculty's career assessment/ appraisal report & action taken by management.	The faculty appraisal Report are proposed and necessary actions taken	
5.	To check the attendance record of the students & their performance report sent to their parents.	Attendance Second available and toporents where as needed.	2
6.	To check the eligibility of the students admitted this year. Does it follow the documented process?	Yes	
7.	Check the admission form of few students & the availability of their transfer & character certificates	Randomly Checked and found in order	
8.	Has the student's feedback taken and being analysed/ summarized?	Yes and letter	
9.	Is there any method of keeping identification & traceability the students and their present semester, branch & promotion status?	The details are available in the admission register and records.	
10.	To check the university results/ performance of the students & its analytical status.	The university results as labulated and analysed	

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Principal Disha College, Ram Nagar Kota Marg, Raipur (C.G.)



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#### **Academic and Administrative Audit**

Dept. : Science Stream Auditee : Dr. P. Vyas Date: 18/12/2023

Auditor: Mys. Seema Pathak

S.No.	Check Points	Observation with evidence	OK/ NC
1.	Does the HOD maintains the record of faculty's appraisal & if so has he identified their training need and actual training & assess the effectiveness of the training?	Maintained Centrally, Needs of training, effectiveness etc: are arranged by Dept, Head	
2.	Has the college calendar released with daily time table?	Programs/activities Calender - including the various examsch	edules ty
3.	To check the attendance of the students, its annual summary & subsequent action.	namily mid-term, Pre-universetc have released Attendance is taken on daily base Corrective action taken for stay antendees.	3
4.	Has the HOD a copy of university syllabus/ course followed in each semester and the education guidelines, for no. of theory & practical classes?	followed.	
5.	Is there any teaching plan and Dairy for any semester/ year and if so check the actual status against plan.	yes, & found generally matched.	
6.	Has the HOD released the fresh books & other annual requirements?	yes, it is being done as per the procedure.	
7.	Check the project distribution & its submission/ progress records.	Checked & found generally in order	
8.	Does the practical/ Lab works conducted as per university syllabus?	nes	-
9.	Has the student's feedback taken and being analysed/ summarized?	Yes for improvement and intensive correction are	
10.	Check the status of unit, midterm & other internal test and its subsequent analysis & action.	These tests are conducted and properly analysical	
11.	Is the annual university results summarized?	yes, for bringing about the betterment in the student	
12	Does HOD analyses the results of each semester/year?	especially the needy one	

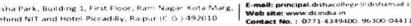
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Kota Marg, Ralpur (C.G.)



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#### DISHA COLLEGE, RAIPUR





## **Academic and Administrative Audit**

Dept. : Computer Science Stream

Auditee: Mrs. Seema Pathak

Date: 18/12/2023 Auditor: Dr. P. Vyas

Clause No.	Check Points	Observation with evidence	OK/ NC
1.	Does the HOD maintains the record of faculty's appraisal & if so has he identified their training need and actual training & assess the effectiveness of the training?	Maintained Centrally, Training needs are Certified by the Dept. Head.  Program/activities Calendar	
2.	Has the college calendar released with daily time table?	Program/activities Calendar including various examsched namely unit Test, mid-termet	ule
3.	To check the attendance of the students, its annual summary & subsequent action.	Attendance is taken ondaily	
4.	Has the HOD a copy of university syllabus/ course followed in each semester and the education guidelines, for no. of theory & practical classes?	University Syllabus is being followed.	
5.	Is there any teaching plan and Dairy for any semester/ year and if so check the actual status against plan.	Yes, it is found and matched.	
6.	Has the HOD released the fresh books & other annual requirements?	yes, it is being done aspos the procedure.	a.
7.	Check the project distribution & its submission/ progress records.	Checked and found heeson	
8.	Does the practical/ Lab works conducted as per university syllabus?	408	
9.	Has the student's feedback taken and being analyzed/ summarized?	Yes	
10.	Check the status of unit, midterm & other internal test and its subsequent analysis & action.	These lests are conducted Analysis is done for taking Propor action.	
11.	Is the annual university results summarized?	4-68	
12	Does HOD analyses the results of each semester/year?	Yes, for bringing about the betterment in the student especially the needy one.	

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# **Academic and Administrative Audit**

Dept.

: Management Stream

Auditee : Mrs. A. Pooja Narayan:

Date: 19/12/2023
Auditor: Dr. Saummya

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Clause No.	Check Points	Observation with evidence	OK/ NC
1.	Does the HOD maintains the record of faculty's appraisal & if so has he identified their training need and actual training & assess the effectiveness of the training?	It is maintained centrally, of towning needs are identified in consultation with dept. Head.	3
2.	Has the college calendar released with daily time table?	Annual Calendar is released	
3.	To check the attendance of the students, its annual summary & subsequent action.	Attendance is taken andaily basis with period wise. In Case of short atlendance, Correction are taken.	
4.	Has the HOD a copy of university syllabus/ course followed in each semester and the education guidelines, for no. of theory & practical classes?	Yes, being done as per the syllabus	
5.	Is there any teaching plan and Dairy for any semester/ year and if so check the actual status against plan.	yes and found matched.	
6.	Has the HOD released the fresh books & other annual requirements?	It is being clone as per the procedure.	
7.	Check the project distribution & its submission/ progress records.	Checked and found heason in Order.	asly
8.	Does the practical/ Lab works conducted as per university syllabus?	- Course	
9.	Has the student's feedback taken and being analysed/ summarized?	Yes .	
10.	Check the status of unit, midterm & other internal test and its subsequent analysis & action.	These tests are Conducted. Analysis done for taking proper action.	1 1
11.	Is the annual university results summarized?	yes, the annual results are summarized. Yes, for bringing about the better in the Students especially the new	neut
12	Does HOD analyses the results of each semester/year?	in the Students especially the new	dyone







# COLLEGE, RAIPUR Floor, Ram Nagar-Kota Marg. | E-mail: principal dishacollage of disharoid com-



#### **Academic and Administrative Audit**

: Education Stream

Auditee: Dr. Saummya Tiwari

Date: 19/12/2023 Auditor: A. Parg. Hornyan.

S.No.	Check Points	Observation with evidence	OK/ NC
1.	Does the HOD maintains the record of faculty's appraisal & if so has he identified their training need and actual training & assess the effectiveness of the training?	Maintained Centrally, Training needs are Certified by the Dept. Head. Program/activities Calendar	
2.	Has the college calendar released with daily time table?	including various exam- schedule namely unit test, mid term et are scheduled.	
3.	To check the attendance of the students, its annual summary & subsequent action.	Attendance is taken on daily	
4.	Has the HOD a copy of university syllabus/ course followed in each semester and the education guidelines, for no. of theory & practical classes?	University Syllabus is being followed.	
5.	Is there any teaching plan and Dairy for any semester/ year and if so check the actual status against plan.	Yes, it is found and matched.	
6.	Has the HOD released the fresh books & other annual requirements?	Yes, it is being done as Per the procedure.	
7.	Check the project distribution & its submission/ progress records.	Check and found reasonably	
8.	Does the practical/ Lab works conducted as per university syllabus?	Yes	
9.	Has the student's feedback taken and being analysed/ summarized?	Yes	
10.	Check the status of unit, midterm & other internal test and its subsequent analysis & action.	These tests are conducted: Analysis is done for taking Proper action.	1
11.	Is the annual university results summarized?	0.4.03	
12.	Does HOD analyses the results of each semester/year?	Yes, for bringing about the betterment in the student specially the needy one.	

Auditee's Sign

Principal

Disha College, Ram Nagar

Kota Marg, Ralpur (C.G.)





# Academic and Administrative Audit

Dept.

: Commerce Stream Auditee : Dr. Kamaljeet Kaur Date: 19/12/2023

Auditor: Mors · A · Pooja Narayan

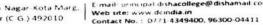
S.No.	Check Points	Observation with evidence	OK/ NC
1.	Does the HOD maintains the record of faculty's appraisal & if so has he identified their training need and actual training & assess the effectiveness of the training?	Maintained Centrally, Training needs are Certified by the Dept. Head.  Program/activities Calendar including various exam Schedu	0.
2.	Has the college calendar released with daily time table?	including various exam schedu namely unit fest, mid-term et are schedule.	ill C
3.	To check the attendance of the students, its annual summary & subsequent action.	Attendance is taken on daily basis	
4.	Has the HOD a copy of university syllabus/ course followed in each semester and the education guidelines, for no. of theory & practical classes?	university syllabus is being followed.	
5.	Is there any teaching plan and Dairy for any semester/ year and if so check the actual status against plan.	Yes, it is found and matched.	
6.	Has the HOD released the fresh books & other annual requirements?	Yes, it is being done as per the Procedure.	
7.	Check the project distribution & its submission/ progress records.	Checked and found reason	ably
8.	Does the practical/ Lab works conducted as per university syllabus?	Yes	
9.	Has the student's feedback taken and being analyzed/ summarized?	Yel	
10.	Check the status of unit, midterm & other internal test and its subsequent analysis & action.	These tests are conducted. Analysis is done for taking Proper action.	
11.	Is the annual university results summarized?	IN THE A. I. S. SCHOOL	
12	Does HOD analyses the results of each semester/year?	Yes, for bringing about the betterment in the student especially the needy one.	

Auditee's Sign

Disha College, Ram Nagar

Kota Marg, Raipur (C.







## **Academic and Administrative Audit**

Dept. : Purchase & Store

Auditee: Mr. Ashish Sahu/ Mr. Vijay Chandra

Date: 19/12/2023 Auditor: Dr. P. vyas

Check Points	Observation with evidence	OK/ NC
To check the purchase indent & its follow up actions of; i. enquiry, ii. quotation review, iii. purchase order &	Record maintained monthly and in order.	
To check the approved supplier list for the material approved.	List maintained	
Has any new supplier registered since last audit, if so its evaluation & registration done?	No .	
Has the old supplier evaluated annually & action taken?	Yes	
Store receipt record i. Incoming Goods Register.	Maintained	: ex
Does store get the material inspected/ approved by the user/ indenter?	Yes	
Does store maintain identification & trace ability of the storage goods.	728	
Verification of store item. Status of shelf life items & its review system.	muified, as being done on a regular basis.	
	To check the purchase indent & its follow up actions of; i. enquiry, ii. quotation review, iii. purchase order & iv. material receipt record  To check the approved supplier list for the material approved.  Has any new supplier registered since last audit, if so its evaluation & registration done?  Has the old supplier evaluated annually & action taken?  Store receipt record i. Incoming Goods Register.  Does store get the material inspected/ approved by the user/ indenter?  Does store maintain identification & trace ability of the storage goods.	To check the purchase indent & its follow up actions of; i. enquiry, ii. quotation review, iii. purchase order & iv. material receipt record  To check the approved supplier list for the material approved.  Has any new supplier registered since last audit, if so its evaluation & registration done?  Has the old supplier evaluated annually & action taken?  Store receipt record i. Incoming Goods Register.  Does store get the material inspected/approved by the user/ indenter?  Does store maintain identification & trace ability of the storage goods.

Auditee's Sign

Disha College, Ram Nagar



Disha Park, Building 1, First Floor, Ram Nagar Kota Marg, Behind NIT and Hotel Piccadilly, Raipur (C.G.) 492010

E-mail: urmcipal dishacollege@dishamail.co Web site: www.dcindla.in Contact No.: 0771-4349400, 96300-04411



## **Academic and Administrative Audit**

Dept. : Library

Auditee: Mr. Vijay Chandra/ Mrs. Lovely Gupta

Date: 19/12/2023 Auditor: Dr. P. Vyas

S.No	Check Points	Observation with evidence	OK/ NC
1.	Check the requisition of Books, by the respective departmental HOD.	Checked	•
2.	To check the following; i. Enquiry & quotation ii. Purchase Order against the departmental requirements. iii. Actual status of requisition.	It is maintained	
3.	Does the instruction & rules of library displayed and understood by students?	Yes, Properly displayed	
4.	Does the librarian have the master list of reference books, if so the location of books mentioned in the list?	Yes, available in library	8
5.	To check the issue status of a few Books.	Checked	
6.	Has the librarian keep track of the books, to be returned within due date & if so, what action being taken?	yes, fine is imposed	,
7.	Has any book lost since last audit, if so what action taken?	yes, the lost book were replaced by a new one or Cost was recovered.	

Auditee's Sign

Principal
Disha College, Ram Nagar
Kota Marg, Raipur (C.G.)



Disha Park, Building 1, First Floor, Ram Nagar-K**ota Marg.** Behind NIT and Hotel Piccadilly, Raipur (C. G.) **492010** 

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## **Academic and Administrative Audit**

Deptt. : Maintenance of Infrastructure

Auditee: Mr. Yogendra Sao, Mr. Nokhram, Mr. Krishna Rao

Date: 19/12/2023

Auditor: Dr. P. Vyas

S. No.	Check Points	Observation with evidence	OK/ NC
1.	Does the fire extinguisher provided at key fire prone areas?	Yes	
	To check the working environment in the institute.	Good	
2.	Does the preventive maintenance of the major equipments defined & if so check the preventive maintenance status?	yes, the Jusponlible person taken clue Case of equipment	
3.	Is the downtime of the equipments recorded & if so what corrective action taken, to avoid reoccurrences?	Yes, Proper Case is taken to avoid he - occurrence	
4.	Has target set for the consumption of spares for the year? To check the actual status.	No such equipments are Sequired. These are Provided as and when needed.	
5.	Has measuring & monitoring instruments identified and if so check its calibration status & next due date of calibration?	Such equipments are Calibrated twice in a year.	
6.	Does the master instruments identified & calibrated from the external agency?	Not Sequired	•
7.	Check the record of internal calibration & its work instruction.	nd vailable	

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Auditee's Sign

Princip

Principal
Disha College, Ram Nagar

Auditor's Sign

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#### **Academic and Administrative Audit**

Dept. : Sports & Cultural Activities

Auditee: Mrs. Aniali Bhaskar

Date: 19/12/2023

Auditor: Dr. Vandana Sharma

S.No.	Check Points	Observation with evidence	
3.110.	CHECK I OMES	and states that a first states and a first state of the first state of	NC
	To find out no. of students participated in	Students involved in .	
1.	sports activity;		
••	A) Indoor games	Various activities	
33	7ty maoor games	Section of the sectio	
	B) Outdoor games		
	C) Inter-college activities	9	
	D) University level activities		
	Has any student participated above inter-	Sporks teacher has been	
2.	state/ national activities?	hired to train students in	
	State/ Hational activities:	mired to Train students in	
	Has any management employed trainer	Various sports.	
3.	for development of any sport?	Yes, sports teme have been	
J.	Tot development of any oport.	Denisded the day land down	
1	Has management provided any sports	Yes, sports items have been provided for indoor/outdoor	
4.	items during the year?	games.	-
	items daming the year.	games. Yes, as per the requirements	
W621	Had the purchase indent raised for the	yes	
5.	year?	YES	
	year.		
	To check the sports register & availability	Found okay	
6.	of the sports utilities.	, d	
	or the species and the	*	
7.	Has any cultural events organized in the		
	year, since last audit?	Vol	
	a) Solo Singing	Yes	
	a, solo singing		
	b) Dance competition	Yes	
	2) 22		
	c) Mimicry show		
	Has any academic events organized:	1/00	
8.	a) Seminars	Yes	
	b) Debate competition	Yes	
	A second		2
	c) Slogan writing	Yes	
	on and one of the control of the con		
	d) Model Show etc.	_ /	
9.	Has any annual function organized &	No ·	
9.	prize being distributed to encourage the	NO	
	prize being distributed to choodings the		

Auditee's Sign





## VBM&COMPANY

H.O.; Ganga Maiyya Colony, Behind Stadium Ward No-11, Balod (C.G.) 491226 B.O.: Shop No. 211, 2nd Floor, Lalganga Business Park, Pachpedi Naka, Raipur (C.G.) 492001 Off.: 0771-4076111, Mob.: 9827192111 E mail: vbmco2014@gmail.com

Ref. No	\$350	
		Date

#### INDEPENDENT AUDITOR'S REPORT

TO Management of Disha College

Report on the Financial Statements

#### Opinion

We have examined the Balance Sheet of Disha College, Raipur(CG) as at 31st March'2024 And the Income & Expenditure Account for the year ended on that date which is in our Opinion and to the best of our information and according to the explanations given to us, The financial Statements give the information required in the manner so required give a true and fair view in conformity With the accounting principles generally accepted in India:

- (a) in the case of the balance sheet, of the state of affairs of the above named College as at 31stMarch, 2024 and
- (b) in the case of the income and expenditure account, of the surplus of its accounting year ending on 31st March, 2024.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position, financial performance of the College in accordance with the general accepted Accounting Standards. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statement that gives a true and fair view and is free from materialmisstatement whether due to fraud or error.

#### **Auditor's Responsibility**

our responsibility is. to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the standards on Auditing issued by the institute of Chartered Accountants of India. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures

in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers

Principal
Disha Cotlege, Ram Negar
Kota Marg, Ratpur (C.G.)



## VBM&COMPANY

H.O.: Ganga Maiyya Colony, Behind Stadium Ward No-11, Balod (C.G.) 491226 B.O.: Shop No. 211, 2nd Floor, Lalganga Business Park, Pachpedi Naka, Raipur (C.G.) 492001 Ott.: 0771-4076111, Mob.: 9827192111 E-mail: vbmco2014@gmail.com

Ret No.....

Date .....

internal controlrelevant to the company's preparation and fair presentation of the financial statements in order to design audit procedures

that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal

control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of theaccounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

#### Report on Other Legal and Regulatory Requirements

- 1. We report that:
- (a) We have obtained all the information and explanations which to the best of our knowledge and brief were necessary for the purpose of our audit;
- (b) In our opinion proper books of account as required by law have been kept by the College so far as appears from our examination of those books;
- (c)the Balance sheet, income & Expenditure Account dealt with by this Report are in agreement with the books of account.

Place: Raipur Date:20.09.2024 For V B M & COMPANY Chartered Accountants (Firm Regn No.: 015128C)

(SHATAK KUMAR VERMA)
PARTNER

015128C

Acco

Membership No: 410942

Principal
Disha College, Ram Nagar
Kota Marg, Relpur (C.G.)