

PROCEEDINGS OF THE PRINCIPAL, S Ch V P M R GOVERNMENT DEGREE COLLEGE,
GANAPAVARAM

PRESENT, Dr M SYAMBAB, M.Sc., Ph.D.,

Rc.No. A1 / ASV-2020-21

Dated: 26.04.2021

Sub: S Ch V P M R Government DEGREE College GANAPAVARAM- Annual Stock
Verification of the Library and laboratories Stocks of the College for the year
2020-21 - Appointment of committees for verification-orders-issued.

The members of the Teaching staff noted in the annexure are appointed as Stock
Verification Officers to check the Libraries and laboratories stock of the College
U.G.Courses , Year 2020-21.

The Conveners are requested to submit the consolidated verification reports in the
prescribed forms only in triplicate duly appending the prescribed certificates in person to the
Principal.

The Conveners noted in Col.3 of the annexure should submit the consolidated
reports keeping with them individual checking reports of their committee members.
Necessary certificate of verification in the respective Departmental Register has to be
recorded and signed by the Conveners and other members of committee with dates. The
verification report as appended has to be recorded in the concerned Registers and the
countersignatures of the Principal must be obtained as required under articles 140 APFC ie,
articles purchases should be verified with reference to the vouchers / entries made in the
Accession Registers and Stock Registers NMSR / SSR. If the maintenance of Stock
Register is not proper the fact should be reported. Verification between the book balance
and the stock entry with reference to the vouchers and the bills should be separately pointed
out. Missing in accounting i.e., addition, subtraction, duplicated entries should be carefully
noted. Vouchers numbers have to be noted against the entry. Loss of Stores / Sectional
Libraries if any should be properly reported duly fixing the responsibility. List of books to be
condemned / written off and to be repaired etc should be separately prepared for Government
and Non Government funds. Entries which were made during the year under reference
have to be checked with reference to the invoice and stock entry certificate.

The Conveners are requested to submit the separate list of articles - books to be
condemned with utmost care in the following forms together with the prescribed certificate
under Articles 140 of APFC Vol-1. The particulars should be shown in the form prescribed
separately in respect of articles / books purchased from (i) Government funds ii) Special fee
(P.D / A.C) and iii) U.G.C Grants. Certified that I have personally satisfied myself that each
item recommended to write off in the statement has become unserviceable in the ordinary
course through proper usage, by fair wear and tear.

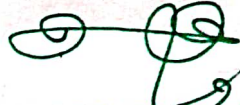
Separate lists should be made in respect of the Articles which should be repaired and can be put to further usage along with the list of articles which can be condemned and auctioned.

All the concerned are requested to keep ready Register etc., and render necessary co-operation to the verification authorities concerned, so that there may not be any complaints in this regard. The checking is to be made for the purchases up to 31.03.2021.

The Conveners and members are personally responsible for the verification of all the stock, assets and immovable properties of the college. Hence they are requested to bestow personal attention in the verification process and plug out the discrepancies if any.

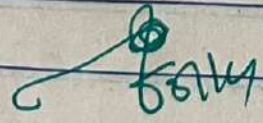
The consolidated verification report has to be submitted to the Principal on or before 30.04.2021.

S.NO	Name of the Department	Name of the Lecturer for Stock Verification
1	Physics	Dr V Sandhya
2	Chemistry	Dr V Sandhya
3	Botany	N L.Janaki
4	Zoology	N L.Janaki
5	Computers	Dr P Arvinda Swamy
6	Library	Dr P Arvinda Swamy

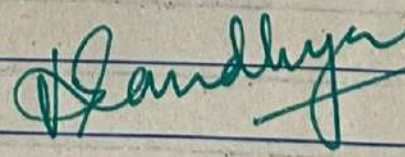

26/4/21
PRINCIPAL (F.A.O.)
S.CH.V.P.M.R. Govt. Degree College
Accredited "B" by NAAC
GANAPAVARAM (W.G.Dt.,)

Stock Verification Report 2020-2021

Verified the non consumable stock of physics Department All the articles are physically verified and found correct according to the Stock Register as on 31.8.2021

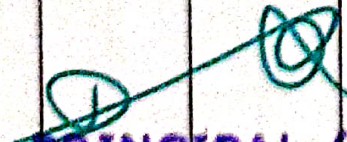


PRINCIPAL (F.A.C)
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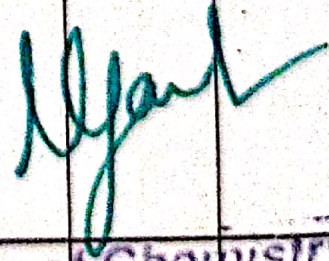
 31/08/2021

Signature of verification officer.

31 - 03 - 2021 : Verified the stocks of consumable articles of Department of Botany as per the Accession Register and Stock Register and found existing as per the Stock Register.


PRINCIPAL (F.A.C.)

S.CH.V.P.M.R. Govt. Degree College
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GANAPAVARAM (W.G.Dt.,)



Department of Chemistry
Sri Ch.V.P. Murthy Raju College
GANAPAVARAM (W.G.Dt.)

Annual Stock Verification Report 2020-2021

The consumable stock of the chemistry department verified in presence of the verifying officer.

and incharge of the department

N.L. Ganaki It was found good in accordance with accession of consumable register.

signature of Incharge

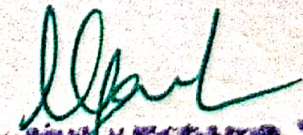
signature of the verifying officer


signature of Principal

GANAPAVARAM (W.G.Dt.,)

Stock Verification March 2020-2021

Verified the non-consumable stock register of Zoology Department. All the articles are physically verified and found correct according to the stock register as on 31.03.2021.


Person in Charge
Department of Zoology


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