

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation



☎ 0435 – 2401391

✉ principal@gcw.ac.in



CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.4. Financial Management and Resource Mobilisation

6.4.3. Internal and External audits

6.4.3.1 Internal Audit

Annual Checking Reports (Sample Copies)




PRINCIPAL
Government College for Women (Autonomous)
KUMBAKONAM.

CHECKING REPORTS

Government College for Women (Autonomous), Kumbakonam
ANNEXURE - I

Annual Verification Report for the Year 2018-2019

1. Name of the Department : **Physics**
2. Name of the Checking officer or officers : **1. Dr. A.V. Kavitha 2. Dr. D. Sounady
3. Dr. V. Ravi 4. Dr. R. Balasubramanian**
3. Date of Checking : **29.03.19**
4. Name of the Officer or Officers incharge of the Library, Lab. Department etc. : **1. Dr. R. Radha 2. Dr. T. Thilagawathi
3. Dr. S. Renuka**
5. Names of Registers maintained in the Departments : **CR, NCRI, NCR II, AVE, UGC and Library**
6. Whether all the purchase made during the year 2018 to 19 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement) : **Yes**
7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed) : **yes, list has been promised to be submitted on 02.04.19**
8. List of Books for Binding if any : **NIL**
9. Whether action has been taken in the case of articles reported in the previous year as unserviceable Details of action taken may be recorded. If not immediate report for actioning the articles to be : **- NO -**
10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc. : **Good maintenance in all registers.**
11. Signature of the Verifying officer and their assistants : **1. A.V. Kuthy 29/3/19 2. S. Renuka 29/3/19
3. R. Radha 29/3/19 4. R. Balasubramanian 29.03.2019
5. D. Sounady 29/3/19**
12. Signature of the Verifying officer who is incharge of Department : **3. R. V. Renuka 29/3/19
NIL**
13. Special Remarks of the officer if any :

Countersigned

1. **[Signature]** 29/3/19

2.

[Signature]
Principal 25-04-19

ANNEXURE - III
STATEMENT OF DISCREPANCIES OF STOCKS

Name of the Institution : Govt. College for Women (Auto), Kumbakonam

Store/Unit/Section

Date of Physical Verification :

Sno	Stock Volio No.	Volume No. of Stock Reg. and Year	Name of the article and description	Price		Book Balance Qty	Acutals Verified Qty	Discrepancies			
				Rate	Per			Excess	Value	Shortage	Value
1	2	3	4	5	6	7	8	9	10	11	12
			NIL								

Verified
Asst. Stock Verification Officers

1. A.V. Kerty
29/3/19
2. [Signature]
29/3/19
3. [Signature]
4. R. Sathy
29/3/19

Signature : [Signature]
Date : 29/3/19
Name & Designation of the
Custodian of Stores

**GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)
KUMBAKONAM**


DEPARTMENT OF PHYSICS

CONDEMNATION LIST 2018-2019

S. No.	NAME OF THE ARTICLES	No. treated as un-servicable	Page No. in the stock register	Date of Purchase	Cost	Total Rs.
1	Deflection magnetometer	1	NCR-111	18.2.78	68.00	68.00
2	Soldering rod	2	NCR-70	12.3.86	48.00	96.00
3	Soldering gun	2	NCR-220	26.6.97	140.00	280.00
4	Hilberts magnetic standard	1	NCR-117	31.12.81	781.20	781.20
5	Power unit for valve expt	2	NCR-50	3.2.87	570.00	1140.00
6	5Y3 GT valve on board	5	NCR-360	18.12.84	84.40	422.00
7	Thyratron on board	4	NCR-364	30.11.84	150.00	600.00
8	Haffman's screw clips	12	NCR-160		10.50/doz	10.50
		17	NCR-160		0.75	12.75
9	Physiscal balance	4	NCR-174	23.1.64	84.00	336.00
10	Spherometer	10	NCR-190	22.11.68	7.15	71.50
		13			7.15	92.95
11	Spectrometer	1	NCR-276	17.2.71	492.00	492.00
12	Stop clock	4	NCR-207		67.00	268.00
13	Bernanger's balance	4	NCR-144	5.9.67	57.00	228.00
		4		25.11.72	65.00	260.00
		4		3.11.73	100.00	400.00
		1		22.11.78	410.00	410.00
14	Fortun's barometer	1	NCR-157	23.10.67	700.00	700.00
15	Porus pot (spare for daniel cell)	8	C-38	28.11.68	1.25	10.00
16	Mercury vapour lamp	11	C-43	14.9.67	80.00	880.00
17	Measuring cylinder 100ml	1	C-2	31.8.67	2.40	2.40
18	Transistor characteristic apparatus	1	NCR I	17.3.98	1490.00	1490.00
		2		5.2.82	1038.00	2076.00
19	Triode characteristic apparatus	2	NCR I	5.3.82	1166.00	2332.00
20	Kohlrausch bridge	1	NCR I	21.3.68	380.00	380.00
		1		1.9.82	715.00	715.00
21	Solenoid conductor	1	NCR I	20.2.81	334.9	334.90
22	Slit alone for sodium vapour lamp	1	NCR II	24.2.81	67.50	67.50
23	Fly wheel	1	NCR II	13.3.81	197.50	197.50
		1		17.12.81	450.00	450.00

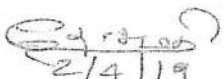
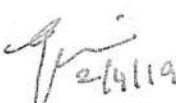
24	Pulley single	12	NCR II	23.9.65	3.00	36.00
		24	NCR II	2.11.73	8.40	201.60
		5	NCR II	21.9.67	13.50	67.50
					Total	15909.30

Certified that the above consumable and non-consumable articles have been become obsolete and unserviceable due to wear and tears, and they may be recommended for condemnation


H.O.D of Physics

ms. Siphunbaid
Principal

checking officers

1. A.V. Kuthy
2/4/19
2. 
2/4/19
3. 
2/4/19
4. R. Babu
2/4/19

CHECKING REPORTS

Government College for Women (Autonomous), Kumbakonam
ANNEXURE - I

Annual Verification Report for the Year 2019-2020

1. Name of the Department : **PHYSICAL EDUCATION**
2. Name of the Checking officer or officers : **Dr. S. Ashokan - Dept. of Tamil**
3. Date of Checking : **30.11.2021**
4. Name of the Officer or Officers incharge of the Library, Lab, Department etc. : **Dr. R. VIDHYA SREE**
5. Names of Registers maintained in the Departments : **Consumable, non consumable Registers, Wornout Articles & Condemnation Register**
6. Whether all the purchase made during the year 2019__ to 2020 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement) : **Yes**
7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed) : **Yes (Attached)**
8. List of Books for Binding if any : **-**
9. Whether action has been taken in the case of articles reported in the previous year as unserviceable Details of action taken may be recorded. If not immediate report for auctioning the articles to be : **-**
10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc. : **-**
11. Signature of the Verifying officer and their assistants : **[Signature]**
12. Signature of the Verifying officer who is in charge of Department : **[Signature]**
13. Special Remarks of the officer if any

1. S. Ashokan 30/11/21
2. [Signature] 30/11/21
3. [Signature]
Countersigned 30/11/21

[Signature]
30/11/21
PRINCIPAL
Government College for Women (Autonomous)
KUMBAKONAM.

STATEMENT

Name of the Institution : Govt. College for Women (Autonomous)

Date of Physical Verification : 30.11.2024

Sno	Stock Volio No.	Volume No. of Stock Reg. and Year	Name of the article and descri
1	2	3	4

Verified
Asst. Stock Verification Officers



Handwritten notes in the bottom right corner, including the date 30.11.2024 and the name of the institution.

ANNEXURE - III
STATEMENT OF DISCREPANCIES OF STOCKS

Name of the Institution : Govt. College for Women (Auto), Kumbakonam

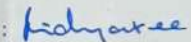
Store/Unit/Section

Date of Physical Verification : 30.11.2021

Sno	Stock Volio No.	Volume No. of Stock Reg. and Year	Name of the article and description	Price		Book Balance Qty	Acutals Verified Qty	Discrepancies			
				Rate	Per			Excess	Value	Shortage	Value
1	2	3	4	5	6	7	8	9	10	11	12
NIL											

Verified
Asst. Stock Verification Officers



Signature : 
Date : 30.11.2021
Name & Designation of the **Dr. R. VIDHYA SREE**
Custodian of Stores **DEPT. OF. Phy. Edu**

வருகைய பதிவேடு

மதுபடி

Following Articles Used and worn out.

S.No	Particulars	Stock Page No	No. of Articles Worn out	Date of Purchase	Cost of each	Total Cost	Rs	P
1.	1 Badminton Feather	C.R. 8	1 Box	27-8-2018	840	840	-	00
			3.	06-2-2019	770	2,310	-	00
	Volley Ball	14	5	20-9-2016	560	2800	-	00
	Ball Badminton Ball	21	10	20-9-16	98	980	-	0
4.	Basket Ball	18	2	29-5-2006	298	596	-	00
	Tennis Ball	25	3	16-5-1996	30	90	-	00
	Football	26	5	20-9-2016	650	3250	-	00
			5	11-12-2017	537.60	2688	-	00
7.	T.T. Ball	30	10	20-9-2016	89	890	-	00
8.	மணல் சிவ்வடை தட்டி	N.C. 27	1	12-9-1997	497.75	497.75	-	00
						14,941.75		

(Rupees Fourteen thousand Nine Hundred and Forty one Only).

The above said articles are to be Condemned and worn out and Recommended by the checking Officer for write off

Checking Officer

1. *[Signature]*

2.

[Signature]
Director of Physical Education

Annexure-II

Govt. College For Women (A) Kumbakonam.

List of Articles to be condemned for the following year
2019-2020

S. NO	Name of the Articles	Reg. P. No.	No of. Articles	Date of Purchase	Cost of each	Total Cost
1.	Foot pump	Con. Reg 24	1	11-7-2017	684	684.00
2.	Badminton Rocket.	N.C. 3	3	29-01-2011	350	1050.00
3.	Hammer Throw	N.C. 17	1	30-04-2003	525	525.00
4.	Take off Board	N.C. 22	1	26-5-1999	650	650.00
5.	Stop Watch	N.C. 27	1	19-2-1983	750	750.00
6.	Bamboo	N.C. 30	30	25-9-1996	25	750.00
7.	T.T. Board	N.C. 33	1	29.23.4.2007	13,495	13495.00
8.	Table Tennis Bat	N.C. 40	5	30/4/2002	120	600.00
						18,504.00

(Rupees Eighteen thousand Five Hundred and Four only.)

The above list of Articles is recommended for
Condemnation.

Kidyatee
Physical Director,

Checking Officers

1. 

2.

CHECKING REPORTS

Government College for Women (Autonomous), Kumbakonam
ANNEXURE - I

Annual Verification Report for the Year ~~2019-2020~~ 2020-2021

- 1. Name of the Department : COMMERCE
- 2. Name of the Checking officer or officers : 1. Dr. R. VIDHYA SREE
2. Dr. I. KALAIARASI
- 3. Date of Checking : 30.11.2021
- 4. Name of the Officer or Officers incharge of the Library, Lab, Department etc. : Dr. M. MAHESWARI (Library)
Mrs. S. USHA (Furniture)
- 5. Names of Registers maintained in the Departments : 1. Library Register
2. Furniture Register
- 6. Whether all the purchase made during the year 2020 to 2021 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement) : yes
- 7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed) : yes (Attached)
- 8. List of Books for Binding if any : -
- 9. Whether action has been taken in the case of articles reported in the previous year as unserviceable Details of action taken may be recorded. If not immediate report for actioning the articles to be : -
- 10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc. : -
- 11. Signature of the Verifying officer and their assistants : 1. Kalyanee
2. I. Kalaiarasi
- 12. Signature of the Verifying officer who is incharge of Department : (Dr. R. Vidya Sree) 30/11/2021
- 13. Special Remarks of the officer if any

1. S. Anil 30/11/21
2. [Signature] 30/11/21
3. [Signature] 30/11/21

V. CS
30/11/21
Principal
PRINCIPAL
Government College for Women (Autonomous)
KUMBAKONAM.

ANNEXURE - III
STATEMENT OF DISCREPANCIES OF STOCKS

Name of the Institution : Govt. College for Women (Auto), Kumbakonam

Store/Unit/Section

Date of Physical Verification : 20.11.2021

Sno	Stock Volio No.	Volume No. of Stock Reg. and Year	Name of the article and description	Price		Book Balance Qty	Acutals Verified Qty	Discrepancies			
				Rate	Per			Excess	Value	Shortage	Value
1	2	3	4	5	6	7	8	9	10	11	12
			NIL								

Verified
Asst Stock Verification Officers
1. Kalyan
2. S. Kalaiselvi

Signature: *R. Revathy*
Date: 30.11.2021.
Name & Designation of the *R. Revathy*
Principal: (Asst. Prof. of Commerce)

Annexure - II

2020-2021

1.	Modern Commercial Knowledge	Stafford	21732	238.80
2.	Modern Commercial Knowledge	Stafford	21733	238.80
3.	Modern Commercial Knowledge	Stafford	21734	238.80
4.	Company Law	Oliver	21735	238.80
5.	Company Law	Oliver	21736	238.80
6.	Company Law	Oliver	21737	238.80
7.	Fundamentals of Marketing	Stanton	21738	238.80
8.	Management	Koontz and Others	21739	196.90
9.	Commercial Law Made Simple	John Parris	21740	20.00
10.	Marketing	Mehta	21741	40.50
11.	Solutions to Problems in Advanced Accounts Volume I	Shukla, Grewal	21742	27.00
12.	Solutions to Problems in Advanced Accounts Volume I	Shukla, Grewal	21743	27.00
13.	Solutions to Problems in Advanced Accounts Volume II	Shukla, Grewal	21744	27.00
14.	Solutions to Problems in Advanced Accounts Volume II	Shukla, Grewal	21745	27.00
15.	Secretarial Practical and Office Management	Shukla & Gulshaw	21746	25.00
16.	Secretarial Practical and Office Management	Shukla & Gulshaw	21747	25.00
17.	Secretarial Practical and Office Management	Shukla & Gulshaw	21748	25.00
18.	Secretarial Practical and Office Management	Shukla & Gulshaw	21749	25.00
19.	Secretarial Practical and Office Management	Shukla & Gulshaw	21750	25.00
20.	Text book of Marketing Management	Sripati Ranganatha	21751	80.00
21.	Text book of Marketing Management	Sripati Ranganatha	21752	80.00
22.	Text Book of Banking	Radhaswamy & Vasudevan	21753	42.00
23.	Text Book of Banking	Radhaswamy & Vasudevan	21754	42.00
24.	Text Book of Banking	Radhaswamy & Vasudevan	21755	42.00
25.	Text Book of Banking	Radhaswamy & Vasudevan	21756	42.00
26.	Management Accounting Financial Management & Holding Company Accounts	Nagarathnam	21757	40.00
27.	Management Accounting Financial Management & Holding Company	Nagarathnam	21758	40.00

	<i>Accounts</i>			
28.	<i>Management Accounting Financial Management & Holding Company Accounts</i>	<i>Nagarathnam</i>	21759	40.00
29.	<i>Guide to Mercantile Law</i>	<i>Tandon</i>	21760	24.00
30.	<i>Guide to Mercantile Law</i>	<i>Tandon</i>	21761	24.00
31.	<i>Guide to Mercantile Law</i>	<i>Tandon</i>	21762	24.00
32.	<i>Principles of Company Law</i>	<i>Shukla & Gulshaw</i>	21763	35.00
33.	<i>Principles of Company Law</i>	<i>Shukla & Gulshaw</i>	21764	35.00
34.	<i>Quantitative Techniques</i>	<i>Ramaswami</i>	21765	20.00
35.	<i>Quantitative Techniques</i>	<i>Ramaswami</i>	21766	20.00
36.	<i>Elements and Organisation of Commerce</i>	<i>Verma</i>	21767	32.50
37.	<i>Elements and Organisation of Commerce</i>	<i>Verma</i>	21768	32.50
38.	<i>Practical Auditing</i>	<i>Tandon</i>	21769	37.50
39.	<i>Practical Auditing</i>	<i>Tandon</i>	21770	37.50
40.	<i>Practical Auditing</i>	<i>Tandon</i>	21771	37.50
41.	<i>Practical Auditing</i>	<i>Tandon</i>	21772	37.50
42.	<i>Practical Auditing</i>	<i>Tandon</i>	21773	37.50
43.	<i>Banking Law and Practice</i>	<i>Gulshaw & Kapoor</i>	21774	12.50
44.	<i>Banking Law and Practice</i>	<i>Gulshaw & Kapoor</i>	21775	12.50
45.	<i>Banking Law and Practice</i>	<i>Gulshaw & Kapoor</i>	21776	12.50
46.	<i>Mannual of Office Management & Correspondence</i>	<i>Tandon</i>	21777	21.00
47.	<i>Mannual of Office Management & Correspondence</i>	<i>Tandon</i>	21778	21.00
48.	<i>Mannual of Office Management & Correspondence</i>	<i>Tandon</i>	21779	21.00
49.	<i>Banking Theory and Systems</i>	<i>Pannikkar</i>	21780	30.00
50.	<i>Banking Theory and Systems</i>	<i>Pannikkar</i>	21781	30.00
51.	<i>Banking Theory and Systems</i>	<i>Pannikkar</i>	21782	30.00
52.	<i>Office Organisation and Management</i>	<i>Shukla, Gulshaw</i>	21783	12.50
53.	<i>Office Organisation and Management</i>	<i>Shukla, Gulshaw</i>	21784	12.50
54.	<i>Office Organisation and Management</i>	<i>Shukla, Gulshaw</i>	21785	12.50
55.	<i>Office Organisation and Management</i>	<i>Shukla, Gulshaw</i>	21786	12.50
56.	<i>Office Organisation and Management</i>	<i>Shukla, Gulshaw</i>	21787	12.50
57.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21788	40.00
58.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21789	40.00
59.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21790	40.00

60.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21791	40.00
61.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21792	40.00
62.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21793	40.00
63.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21794	40.00
64.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21795	40.00
65.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21796	40.00
66.	<i>Elements of Mercantile Law</i>	<i>Kapoor</i>	21797	40.00
67.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21798	40.00
68.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21799	40.00
69.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21800	40.00
70.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21801	40.00
71.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21802	40.00
72.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21803	40.00
73.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21804	40.00
74.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21805	40.00
75.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21806	40.00
76.	<i>Law and Practice of Income Tax</i>	<i>Dinkar & Pagare</i>	21807	40.00
77.	<i>Modern Banking</i>	<i>Sundaram & Sundaram</i>	21808	22.50
78.	<i>Fundamentals of Business Organisation and Management</i>	<i>Bhushan</i>	21809	37.50
79.	<i>Fundamentals of Business Organisation and Management</i>	<i>Bhushan</i>	21810	37.50
80.	<i>Fundamentals of Business Organisation and Management</i>	<i>Bhushan</i>	21811	37.50
81.	<i>Fundamentals of Business Organisation and Management</i>	<i>Bhushan</i>	21812	37.50
82.	<i>Fundamentals of Business Organisation and Management</i>	<i>Bhushan</i>	21813	37.50
83.	<i>Essential of Business communication</i>	<i>Rajendra Pal Korlahalli</i>	22258	37.50
84.	<i>Essential of Business communication</i>	<i>Rajendra Pal Korlahalli</i>	22259	37.50
85.	<i>Advanced Accountancy Volume – I</i>	<i>Gupta, Radhaswamy</i>	22260	32.00
86.	<i>Advanced Accountancy Volume – I</i>	<i>Gupta, Radhaswamy</i>	22261	32.00
87.	<i>Advanced Accountancy Volume – I</i>	<i>Gupta, Radhaswamy</i>	22262	32.00
88.	<i>Advanced Accountancy Volume – I</i>	<i>Gupta, Radhaswamy</i>	22263	32.00
89.	<i>Advanced Accountancy Volume II, III and IV</i>	<i>Gupta, Radhaswamy</i>	22264	29.00
90.	<i>Advanced Accountancy Volume II, III and IV</i>	<i>Gupta, Radhaswamy</i>	22265	29.00
91.	<i>Advanced Accountancy Volume II, III and IV</i>	<i>Gupta, Radhaswamy</i>	22266	29.00
92.	<i>Advanced Accountancy Volume II, III and IV</i>	<i>Gupta, Radhaswamy</i>	22267	29.00

93.	Banking Law and Practice	Varsheney	22268	25.00
94.	Banking Law and Practice	Varsheney	22269	25.00
95.	Banking Law and Practice	Varsheney	22270	25.00
96.	Banking Law and Practice	Varsheney	22271	25.00
97.	Economic Analysis	Sankaran	22272	50.00
98.	Economic Analysis	Sankaran	22273	50.00
99.	Economic Analysis	Sankaran	22274	50.00
100.	Statistics	Shukla and Gulshaw	22275	36.00
101.	Statistics	Shukla and Gulshaw	22276	36.00
102.	Principles of Management Accounting	Manmohan & Goyal	22277	50.00
				4998.5

Rupees. Four Thousand Nine Hundreden Ninty Eight and fifty Paise Only.

The above said books are to be
Condemned and work out and Recommended by the
Checking officer.

Checking Officer:

1. L. dyakar

2. J. K. Saini

R. K. Saini
in Hand

CHECKING REPORTS

Government College for Women (Autonomous), Kumbakonam
ANNEXURE - I

Annual Verification Report for the Year 2021-2022

1. Name of the Department : Maths
2. Name of the Checking officer or officers : 1. Dr. P. SENTHILKUMARI
2. Dr. P. Chellammal
3. Date of Checking : 14.6.22
4. Name of the Officer or Officers incharge of the Library, Lab. Department etc. : Dr. S. RAJKUMARI
5. Names of Registers maintained in the Departments : 1. Library Register
2. Furniture Register
3. Stock Register
6. Whether all the purchase made during the year 2021 to 2022 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement) : YES
7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed) : -
8. List of Books for Binding if any : -
9. Whether action has been taken in the case of articles reported in the previous year as unserviceable. Details of action taken may be recorded. If not immediate report for auctioning the articles to be : -
10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc. : -
11. Signature of the Verifying officer and their assistants : 1. H. ...
2. ...
12. Signature of the Verifying officer who is in charge of Department : S. Rajkumari
14/6/2022
13. Special Remarks of the officer if any :
1. S. ... 14/6/22
2. ... 14/6/22
3. ... 14/6/22

Countersigned

P. S. ...
Principal 22/6/22

ANNEXURE - III
STATEMENT OF DISCREPANCIES OF STOCKS

Name of the Institution : Govt. College for Women (Auto), Kumbakonam

Store/Unit/Section

Date of Physical Verification :

Sno	Stock Volio No.	Volume No. of Stock Reg. and Year	Name of the article and description	Price		Book Balance Qty	Acutals Verified Qty	Discrepancies			
				Rate	Per			Excess	Value	Shortage	Value
1	2	3	4	5	6	7	8	9	10	11	12

Verified
Asst. Stock Verification Officers

1. *[Signature]* 14.6.22
2. *[Signature]* 14.6.22

Signature : *[Signature]*
Date : 14/6/2022
Name & Designation of the Custodian of Stores : Dr. S. RAJKUMARI
A.O. D of Maths

Government College for Women (Autonomous) Kumbakonam

ANNEXURE - I

Annual Verification Report for the Year 2022-2023

1. Name of the Department
2. Name of the Checking officer or officers
3. Date of Checking
4. Name of the Officer or Officers incharge of the Library, Lab. Department etc.
5. Names of Registers maintained in the Departments
6. Whether all the purchase made during the year 2022 to 2023 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement)
7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed)
8. List of Books for Binding if any
9. Whether action has been taken in the case of articles reported in the previous year as unserviceable Details of action taken may be recorded. If not immediate report for auctioning the articles to be
10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc
11. Signature of the Verifying officer and their assistants
12. Signature of the Verifying officer who is in charge of Department
13. Special Remarks of the officer if any




Chemistry


1. Dr. F. Kurus Malai Selvi
2. Dr. S. Sundareswari
3. S. Sheela

Dr. C. Jayanthi



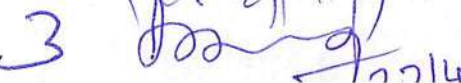
COSIP, CR, CRTI NCR, ACIDTAR
 Inorganic Vol I, II, III org.
 Vol. IV UGC-NCR, NCR, Accession
 Library Register 4

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1.  31/3/23
2.  31/3/23
3.  31/3/23

 31/3/23

Countersigned

1.  27/4/23
2.  27/04/23
3.  27/4/23

31/5/2023
 PRINCIPAL
 Government College for Women (Autonomous)
 KUMBAKONAM

ANNEXURE - III
STATEMENT OF DISCREPANCIES OF STOCKS

Name of the Institution
Store/Unit/Section

: Govt. College for Women (Auto), Kumbakonam

Date of Physical Verification : 31/3/23

S. No	Stock Voile No.	Volume No. of Stock Reg. and Year	Name of the article and description	Price		Book Balance Qty	Actual Verified Qty	Discrepancies				
				Rate	Per			Excess	Value	Shortage	Value	
1	2	3	4	5	6	7	8	9	10	11	12	
			Nil									

Verified

Asst. Stock Verification Officers

1. *[Signature]*
31/3/23

2. *[Signature]*
31/3/23

3. *[Signature]*
31/3/23

Signature :

Date :

Name & Designation of the
Custodian of Stores

[Signature]
31/3/23
Dr. C. Jayantari
Asst Professor, Dept of Chemistry
Govt. College for Women, Kumbakonam