



GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

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NAAC 3RD CYCLE ACCREDITATION

INTERNAL AUDIT

PROCEEDINGS OF THE PRINCIPAL GOVT. COLLEGE, KASARAGOD.

Govt. College, Kasaragod- Stock and Stores –Annual Stock Verification 2018-19 - General Convener, Conveners and Members of various committee - Appointed - orders issued.

ORDER No. A3/426/2019 dated 06.03.2019

Read: Article 158 of K.F.C. Volume 1.

ORDER

As per Article 158 Kerala Financial Code (K.F.C.) Volume I, physical verification of stock & stores should be conducted annually. Accordingly, the following incumbents are appointed for the physical verification of stock items as detailed below. They should complete the work on or before **20.03.2019** and submit the reports to the General Convener. The General Convener in turn will consolidate the reports and submit to the undersigned with his recommendation.

Each committee should conduct physical verification of each and every individual item and record the position. The stock verification certificate should be recorded in each Stock Register under the attestation of the Principal and a copy of the certificate should be furnished along with the reports. Items if any, proposed to 'write off' should be made in K.F.C. Form No. 21 in quadruplicate.

In the case of books, list of books missing, list of books to be returned by the staff, by the students, list of books to be bound, to be written off (unserviceable books) etc., should be submitted separately. Proper certificate should also be furnished in every case. Copies of list and certificate should be forwarded to the undersigned for further action.

Stores should always be verified in the presence of Officer responsible for the custody of the articles or of a responsible person deputed by him / her to watch the verification.

The Officers appointed for stock verification should physically verify the stocks of the concerned Department with the stock inventory maintained in the Department and forward the report to the undersigned before **20.03.2019**.



Name and Signature of the Principal
Dr. Ananthapadmanabha A.I

PRINCIPAL.



6-3-19.

GOVT. COLLEGE, KASARAGOD

DETAILS OF COMMITTEES CONSTITUTED FOR THE ANNUAL STOCK VERIFICATION (2018-19)

General Convenor : Dr. Aravind Krishnan. K. , Principal.

1	Arabic	Dr. Deepthy. R. Chandran. (Asst. Professor in English), Convener
		Smt. Divya. V. (Asst. Professor in Malayalam), Member
2	Botany	Dr. Mini. P.V. (Asst. Professor in Zoology), Convener
		Smt. Keerthi Mohan. A. (Asst. Professor in Chemistry), Member
		Dr. Vinayak. M. V. (Asst. Professor in Chemistry) Member
3	Chemistry	Sri Sreedhara. N. (Asst. Professor in Kannada), Convener
		Dr. A. N .Manoharan (Asst. Professor in Geology), Member
		Sri Jubeesh. M. K. (Asst. Professor in Physics), Member
		Dr. Soumya. G. S. (Asst. Professor in Geology), Member
4	Commerce	Sri Vijayan. K. (Assistant Professor in History) Convener
		Sri Sameer Mecheri (Asst. Professor in English- FDP), Member
5	Computer Centre	Sri Balakrishna. B. M. (Asst. Professor of Kannada), Convener
		Dr. Ashalatha C.K. (Asst. Prof. of Kannada), Member
		Sri Satheesh Kumar. K. V. (Asst. Professor in Chemistry) Member
6	Computer Science	Dr. Jijo P.U. (Asst. Professor of Physics) Convener
		Smt. Sumi Vijayan. (Asst. Prof. In Commerce) Member
		Dr. Veena. M. S. (Asst. Professor in English), Member
7	Economics	Smt. Sujatha. S. (Asst. Prof. In Kannada) Convener
		Smt. Deepa. K. N. (Asst. Prof. in History, FDP) Member
8	English	Dr. Ananthapadmanabha. A. L. (Asst. Professor in Geology) Convener
		Smt. Deepa. K. , (Asst. Prof. inHistory), Member
9	Geology	Dr. Muhammed A (Asst. Professor in Arabic) Convener
		Sri Abdul Jaleel (Asst. Professor in Zoology) Member
		Smt. Parvathy. K. (Asst. Professor in Chemistry) Member
10	Hindi and Sanskrit	Dr. Thomas George. (Asst. Professor in Zoology) Convener
		Dr. Abhilash Solomon. (Asst. Professor in Phy. Edn.), Member
11	History & Political Science	Smt. Rejuna. C. A. (Asst. Professor in Economics), Convener
		Smt. Vedavathi. S. (Asst. Professor in Kannada) Member
12	Kannada	Dr. Hari Kurup. K. K. (Asst. Professor of Economics), Convener
		Sri Unnikrishnan. P. (Asst. Professor in Malayalam), Member
13	Malayalam	Dr. Vinayan. T. (Asst. Professor in History) Convener
		Dr. Prasanth. P. (Asst. Professor in Mathematics) Member
14	Mathematics	Dr. Chinnakara. M. (Asst. Professor in Kannada) Convener
		Sri Sreedhara. P. (Asst. Professor in Chemistry) Member
15	Physics	Dr. Pushpaleela. P. (Asst. Professor in Physics) Member



Name and Signature of the Principal
Dr. Ananthapadmanabha.A.L

PRINCIPAL
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		Sri Ajeesh. K.V. (Asst. Professor in Chemistry) Member
		Sri Biju. P. (Asst. Professor in Botany) Member
16	Physical Education	Dr. V. S. Anilkumar. (Asst. Professor in Botany) Convener
		Dr. Shibu . K. (Asst. Professor in Malayalam, FDP) Member
		Dr. Mubeena. T. (Asst. Professor in Mathematics) Member
17	Statistics	Sri Mohammed Ali . K. (Asst. Professor in Kannada) Convener
		Smt. Ayishath Fasma T. P. (Asst. Professor in Mathematics) Member
18	Zoology	Sri Sumesh. K. S. (Asst. Professor in Physics) Convener
		Smt. Dhanusha. K. K. (Asst. Professor in Chemistry) Member
		Smt. Neena. M. V. (Asst. Professor in English) Member
19	Audio Visual & Furniture	Dr. Radhakrishna. N. Bellur. (Asst. Professor in Kannada) Convener
		Sri Gopinathan Nair. A. (Asst. Professor in Geology) Member
		Ms. Jesna. K. A. (Asst. Professor in Commerce) Member
		Sri Rajesh. R. (Asst. Professor in Commerce) Member
		Dr. Simji. P. (Asst. Professor in Physics) Member
		Dr. Shifna. (Asst. Professor in Mathematics) Member
		Sri Riju. S. Kumar. (Asst. Professor in Mathematics) Member
		Sri Anoop. S. (Asst. Professor in Geology) Member
20	Stationery etc.	Sri. Abdul Razak. P. (Asst. Professor of Arabic) Convener
		Ms. Libin Muslih (Asst. Professor in English) Member
		Dr.Mohamed. V. M. (Asst.Professor in Arabic) Convener
		Sri Raju. M. C , (Asst. Professor in Physical Education) Member
		Sri Anoopkumar. M. Asst.Professor in Economics) Member
		Dr. Abdu Rahimankutty (Asst.Professor in Arabic) Member
		Sri Ismayil. P. (Asst.Professor in Economics) Member
		Sri Richu Mathew. (Asst.Professor in English) Member
		Sri Suhail. P. (Asst.Professor in Arabic) Member
		Smt. Sangeetha Issac. (Asst.Professor in English) Member
		Smt. Nija. R. (Asst.Professor in English) Member
		Smt. Lekshmi. P. S. (Asst.Professor in English) Member
		Smt. Anju. M. B. (Asst.Professor in English) Member
		Ms. Jessamine David Raj. (Asst.Professor in English) Member
21	Library	Smt. Maimoonath Beevi. Y. P. (Asst.Professor in Botany) Member



6.3.19.

Name and Signature of the Principal
Dr. Ananthapadmanabha A.L

PRINCIPAL
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KASARAGOD

A3

~~6/6/19~~

Submitted.

~~6/6/19~~

I am hereby submitting the Report of the Annual Stock Verification For the Year 2018-19 of Computer Centre, General Computer lab. Necessary steps may be taken regarding this.

KASARAGOD
02.04.2019

Yours Sincerely
~~Ananthapadmanabha~~
DR. BALAKRISHNA
BM.



Name and Signature of the Principal
Dr. Ananthapadmanabha A.L.

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

ANNUAL STOCK VERIFICATION FOR THE YEAR 2018-19

Certified that inventory of COMPUTER CENTRE (GENERAL COMPUTER LAB)
Maintained in the Government College Kasaragod as per Article 168 of the
KFC Vol.I have been verified up to 31.03.2019

FORM

- 1.Sl.No : 1-18
- 2.Name of articles : ELECTRONIC EQUIPMENTS
IN GENERAL COMPUTER LAB
COMPUTER CENTRE
- 3.Book value and replacement :
- 4.No. of articles : 166
- 5.Date of purchase :
- 6.Stock Register : Page No.
- 7.Remarks :

* DETAILS ENCLOSED




Name and Signature of the Principal
Dr. Ananthapadmanabha.A.L

PRINCIPAL
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KASARAGOD

Certificate of articles to be written off

Certified that I have personally verified myself that each item, recommended to be written off in my report, dated 02.04.2019 have been unserviceable in the ordinary course through proper usage or by wear and tear.

Place KASARAGOD
Date 02.04.2019
*DETAILS ENCLOSED

CONVENER

[Signature]
DR. BALAKRISHNA
B.M.

PRINCIPAL



[Signature]

Name and Signature of the Principal
Dr. Ananthapadmanabha A.L.

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

K.F.C. Form No : 21
(See Chapter 7 , Article 10 , Note 22)

Report of the Survey of Stores which have been unserviceable during 2018-2019

Sl. N	No. or Qty	Description of articles	Value of the books		Assessed value. Its reference to the condition of the articles and the existing market	Date of receipt	Remarks by the subordinate in charge explaining the course of the articles becoming unserviceable	Remarks or Orders of the competent authority
			Rate	Amount				
					NIL			

Certified that I have personally satisfied myself that each item of articles, recommended to be written off in the list submitted has become unserviceable in the ordinary course through proper usage or by fair, wear and tear.

Place : KASARAGOD

Date : 02/04/2019



Name and Signature of the Principal
Dr. Ananthapadmanabha A.L



Signature, Name and Designation

DR. BALAKRISHNAN

Asst Professor

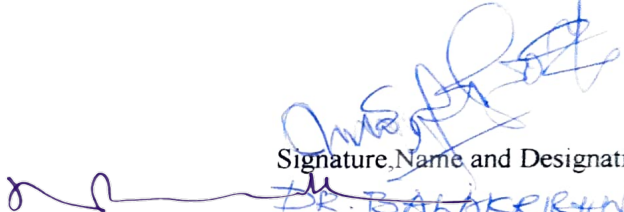
GOVT .COLLEGE KASARAGOD

DETAILS OF ELECTRONIC EQUIPMENTS AVAILABLE IN THE DEPARTMENT OF
[To be returned to the General Convenor ,Annual Stock Verification Committee]

Sl.No	Name of the item with specification	No. & Date of Voucher	Whether UGC/ STATE fund	Total No available	Whether working condition or not	Remarks
1	DETAILS ENCLOSED					

Place : KASARAGOD
Date : 02/04/2019



Signature, Name and Designation

DR. BALAKRISHNA B.M
Asst Professor of Kann
 Name and Signature of the Principal
Dr. Ananthapadmanabha.A.L

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GOVERNMENT COLLEGE KASARAGOD

DETAILS OF ELECTRONIC EQUIPMENTS AVAILABLE IN THE GENERAL COMPUTER LAB 2018-2019

Sl. NO	NAME OF THE EQUIPMENT	MAKE / BRAND	QTY	DATE OF PURCHASE	QTY NO AVAILABLE	WORKING CONDITION OR NOT
1	GEOSOLAR W. CHAIR		25			WORKING
2	KEYBOARD		20			WORKING
3	CPU		12			WORKING
4	CPU		13			NOT WORKING
5	MOUSE		16			WORKING
6	PRINTER		1			WORKING
7	MONITOR		1			NOT WORKING
8	KEYBOARD		2			NOT WORKING
9	MOUSE		4			NOT WORKING
10	SPEAKERS		12			WORKING
11	REVOLVING CHAIR(G9,RB26,PC1)		36			WORKING
12	WIRELESS LECTURE AMPLIFIER		1			WORKING
13	SMART BOARD		1			WORKING
14	NET BOOK CHARGER		1			CHARGER NOT WORKING
15	PRINTER		2			NOT WORKING
16	UPS		3			NOT WORKING
17	UPS BATTERY(SMALL)		11			WORKING
18	UPS BATTERY(SMALL)		1			NOT WORKING

Place: K

Date: 02-04-2019



Name and Signature of the Principal
Dr. Ananthapadmanabha A.L.

Name and Designation

PRINCIPAL
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DR. BAL

GOVERNMENT COLLEGE KASARAGOD

DETAILS OF THE ASSETS PRESENTLY AVAILABLE IN THE COMPUTER LAB ROOM

S.No	NAME OF THE ASSET	DATE OF PURCHASE	STATUS	REMARKS
1	MONITOR, ACER W 19LM		WORKING	
2	KEYBOARD		WORKING	
3	CPU		WORKING	
4	CPU		NOT WORKING	
5	MOUSE		WORKING	
6	PRINTER		WORKING	
7	MONITOR		NOT WORKING	
8	KEYBOARD		NOT WORKING	
9	MOUSE		NOT WORKING	
10	SPEAKERS		WORKING	
11	REVOLVING CHAIR(G9,RB26,PC1)		WORKING	
12	WIRELESS LECTURE AMPLIFIER		WORKING	
13	SMART BOARD		WORKING	
14	NET BOOK CHARGER		CHARGER NOT WORKING	
15	PRINTER		NOT WORKING	
16	UPS		NOT WORKING	
17	UPS BATTERY(SMALL)		WORKING	
18	UPS BATTERY(SMALL)		NOT WORKING	



Place: KASARAGOD

Date: 02/04/2019

Name and Signature of the Principal

Dr. Ananthapadmanabha A.L.

Name and Designation

DR. BALAKRISHNA B.M.
PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

ANNUAL STOCK VERIFICATION FOR THE YEAR 2018-19

Certified that inventory of Malayalam Department
Maintained in the Government College Kasaragod as per Article 168 of the
KFC Vol.I have been verified up to 2018-19

FORM

- 1.Sl.No : 1 .
- 2.Name of articles : Steel Table with wooden top
- 3.Book value and replacement : 5393
- 4.No. of articles : 1 .
- 5.Date of purchase : 19/3/2013
- 6.Stock Register : Page No. 1
- 7.Remarks : Unserviceable condition.



Name and Signature of the Principal
Dr. Ananthapadmanabha A.L

PRINCIPAL
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19/3/19
Dr. T. VINAYAN
ASSISTANT PROFESSOR
Department of History
Govt. College, Kasaragod
VINAYANAGAR P.O. 874 103

Certificate of articles to be written off

Certified that I have personally verified myself that each item, recommended to be written off in my report, dated _____, have been unserviceable in the ordinary course through proper usage or by wear and tear

Place Kasaragod
Date 19/3/19





PRINCIPAL
Name and Signature of the Principal
Dr. Ananthapadmanabha.A.L

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD


CONVENTOR
DR. VINAYAN
ASSISTANT PROFESSOR
Department of History
Gov. College, Kasaragod
VINAYAN 03-05-19

GOVT .COLLEGE KASARAGOD

DETAILS OF ELECTRONIC EQUIPMENTS AVAILABLE IN THE DEPARTMENT OF MALAYALAM
[To be returned to the General Convenor ,Annual Stock Verification Committee]

Sl.No	Name of the item with specification	No. & Date of Voucher	Whether UGC/ STATE fund	Total No available	Whether working condition or not	Remarks
1.	Desktop computer	not available	State Fund	2	1 working & 1 damaged	1 Desktop not working
2.	Laser Printer	not available	State Fund	2	2 working.	
3.	Laptop computer	not available	State Fund	2	2 working	
4.	Public Address System	EBS/827/10/17	State Fund	4	4 working.	
5.	MIC ADM	not available	State Fund	2	2 working.	
6.	wireless microphone	TBIS/4116/5933	State	1	1 working.	
7.	LCD Projector	not available	State Fund	2	2 working.	

Place : Kasaragod
Date : 19/3/17



[Signature] Signature, Name and Designation
Dr. T. VINAYAN
ASSISTANT PROFESSOR
Department of History
Govt. College, Kasaragod
KASARAGOD. P. O. 671 123

Name and Signature of the Principal
Dr. Ananthapadmanabha A. I.

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

K.F.C. Form No : 21
(See Chapter 7 , Article 10 , Note 22)

Report of the Survey of Stores which have been unserviceable during 2018-2019

Sl. N	No. or Qty	Description of articles	Value of the books		Assessed value. Its reference to the condition of the articles and the existing market	Date of receipt	Remarks by the subordinate in charge explaining the course of the articles becoming unserviceable	Remarks or Orders of the competent authority
			Rate	Amount				
1	1.	Steel Table with wooden top	—	—	5393/-	19/3/2013	Damaged	Unserviceable

Certified that I have personally satisfied myself that each item of articles, recommended to be written off, in the list submitted has become unserviceable in the ordinary course through proper usage or by fair, wear and tear.

Place : Kasaragod
Date : 19/3/2019



Name and Signature of the Principal
Dr. Ananthapadmanabha A.L.

Signature, Name and Designation

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

Dr. T. VINAYAK
ASSISTANT PRINCIPAL
Department of History
Govt. College, Kasaragod
VIDYANAGAR P.O. 671 123