

NOTICE

The following committees are hereby constituted for the Annual Audit of the Departmental Accounts and Annual Stock Verification of Department Libraries, Laboratories, Computer Institutes, other infrastructure etc. The committees are requested to audit the above in consultation with the H.O.Ds concerned and submit the report to the Principal on or before 30.03.2020.

Section	Team
1. Department Accounts :	Ms. Berly Sebastian Ms. Liza Alex Mr. Aby T. Alias
2. Departments: Physics/Chemistry/Zoology/Languages :	Ms. Preetha Mathew Ms. Aleyamma George Mr. Vipin K. Varghese Ms. Ligi Varughese
3. Departments: Commerce/BBA/English/MSc Physics :	Mr. Thomas Baby Ms. Preethy Saira Philip Ms. Archana Kartha Dr. Anit Elizabeth
4. " Economics/Physical Education/NCC/NSS :	Ms. Bini Maria Elias Mr. Wilson C. Thomas Ms. Princy Susan Koshy Ms. Priya V.K.
5. Library/Chapel/Women's Cell :	Dr. Joy Thomas Ms. Namitha George Dr. Priya A. Dr. John K. Babu
6. Computer Institutes/Electrical Items / Other Infrastructure :	Dr. Joji M. Philip Dr. Kuriakose V. Kocheril Lt. Renish Joseph Ms. Emily M. George Mr. Ashish G. Mathew

Dr. Shyla Abraham
Principal

STOCK REGISTER

Name National Cadet Corps

Date	Received from or Issued to	Inv. No or Issue	Rate		Receipts	Issues	Balance	R
			Rs	Ps				
20/12/09	office chair ✓ Executive Table Executive chair G.I chair ✓ G.I Table ✓ Desk ✓ Bench ✓ Fan Table set. Bucket Table cloth Rack Steel Almirah Mirror with steel frame ✓ Intercom Tug Mug Lemon Squeezer Steel spoon Steel glass Weighing Machine	Submited to old stock inventory in Dec 2013					1 1 1 34 1 1 1 2 2 2 6 1 1 1 1 1 1 1 1 1 48 1	De + 26 25 15 6 5 Gr R Gr Gr De
13/8/10	plate	40	1480				40	
17/9/10	knife	3	115					
	wundi	1	400				1	
	Aluminium (Dag)	1	575				1	
	Chattukam	1	40				1	
			2619					
13/8/10	Gas stove lighter	1 1					1 1	Four items

STOCK REGISTER

2

Name

Date	Received from or Issued to	Inv. No. or Issue	Rate		Receipts	Issues	Balance
			Rs	Pcs			
5/11/10	Sony DSC-W380	- 1					1
	Digital camera						1
	Battery charger	1	8500	—			1
	cord - —	1					1
	(output)						1
	Hand Book	1					1
	CD (demo)	1					1
13/1/11	pouch (cover)	1					1
	Microchip	1	390				1
	Chip Adaptor	1	30				1

(Handed over to principal on 07/02/2011)

Physically verified and found correct per this register.

Dr. Mini Joseph
Prof. Aleyamma George

12/02/14 Physiotherapy

HCL computer
ups
Samsung printer
Trophy

2014

From College.

Donated by Roy M

1 (large)
1 (medium)
3 (small)

Physically verified and found correct as per this register

Dr. Joy Thomas
Ms. Preethi Saira Pullo

James
12/2/2014

STOCK REGISTER

4

Name

Date	Received from or Issued to	Inv. No. or Issue	Rate		Receipts	Issues	Balance	Remarks
			Rs	Ps				

Physically verified and
register (2019 - 2020)

found correct as per

Bini Maria Elias

~~Bini Maria~~

Wilson C Thomas

~~Wilson~~

Priya Suman Kishy

~~Priya~~

Priya v.k

~~Priya~~

05.04

KURIAKOSE GREGORIOS COLLEGE

PAMPADY, KOTTAYAM

General Library

Stock Verification Report 2019-2020

(As on 31/03/2020)

From,

Dr. Joy Thomas

Assistant Professor (Dept. of History)

Library Stock Verification Committee Convener

K G College, Pampady

To,

The principal

K G College

Pampady

Madam,

The following is the report of stock verification carried out by the stock verification committee appointed by the Principal for the period of 2019-2020, as on 31/03/2020.

TOTAL NUMBER OF BOOKS As on 31/03/2020

SUBJECTWISE

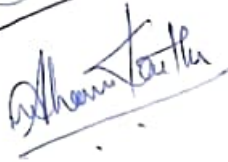
Sl.No	Subject	Number
1	Reference	856
2	Malayalam	3673
3	English	3248
4	Hindi	235
5	Mathematics	254
6	Physics	713
7	Chemistry	498
8	Zoology	177
9	Biology	458
10	Botany	149
11	Dentistry	21
12	Commerce	1916
13	Economics	1004
14	Political Science	218
15	History	193
16	Physical Education	43
17	Computer	167
18	Entry into service scheme	468
19	Psychology	75
20	Philosophy	11
21	Education	31
22	Social Science	33
23	Christianity	82
24	Hinduism	22
25	Islam	6
26	Buddhism	33
27	UGC Minor Project	880
28	Competitive Exams	19
	Total	15483

Final stock verification has been conducted by NSS Programme officers and certified the same.

1. Prof. Aby T Alias



2. Prof. Archana kartha



We the Auditing committee comprised of the following members have verified the same and found correct.

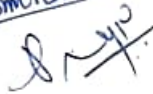
1. Prof. Wilson C Thomas



2. Prof. Bini Maria Elias





3. Prof. Princy Susan Koshy

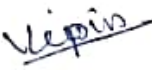



Stock Verification Report 2019 - '20

As per the instruction of the Principal, the stock verification of the Department of Physics was conducted. The books in the library were physically verified with the stock register and 6 books were found missing. We have also verified UGC Stock Register and Stock Register of Laboratory Equipments. As per the verification, information, explanation and clarifications it is found correct according to the stock register.

Prof. Preetha Mathew 

Prof. Aleyamma George 

Dr. Vipin K. Varughese 

Prof. Ligi Varughese 



Stock verification report

As per the instruction of the Principal, the stock verification of the department of Zoology was conducted. The books in the library were physically verified with the stock register and it was found that 11 books were missing during the year. We have also verified Stock Register of apparatus, Stock register of perishable items, stock register of furniture, and Stock register of chemicals. As per the verification, information, explanation and clarifications it is found correct according to the stock register

Prof. Preetha Mathew


1/6/20

Prof. Aleyamma George



Dr. Vipin K Varughese



Prof. Ligi Varghese








Stock Verification Report-Department of English

As per the instruction of the Principal, the stock verification of the Department of English was conducted. We have verified Common stock register and it is found correct .

Prof. Preetha Mathew  1/6/20

Prof. Aleyamma George 

Dr. Vipin K Varughese 


Prof. Ligi Varghese 





Stock verification report(19-20)

As per the instruction of the Principal, the stock verification of the department of Chemistry was conducted. The books in the library were physically verified with the stock register and it was found correct .We have also verified Apparatus Register, Furniture register and chemical register . As per the verification, information, explanation and clarifications it is found correct according to the stock register

Prof. Preetha Mathew  1/6/20

Prof. Aleyamma George 

Dr. Vipin K Varughese 

Prof. Ligi Varghese 



AUDIT REPORT

Verified the accounts with the accompanying vouchers and pass book and found them correct.

Name and Signature of Auditors

1. Prof. Berly Sebastian 
2/6/2020
2. Prof. Liza Alex 
2/6/20
3. Prof. Aby T Alias 
2/6/2020

Countersigned by



Principal

K.G. College, Pampady

General Library

Stock Verification Report as on 31/03/2020

Total number of books as on 31/03/2020 - 17462 Books

Total number of books as on 31/03/2019 - 17337 Books

From 31/03/2019 to 31/03/2020 newly arrived books

$$17462-17337 = 125 \text{ Books}$$

Upto 31/03/2020 total number of damaged books - 1188 Books

Upto 31/03/2020 total number of withdrawal books - 523 Books

Upto 31/03/2020 total number of lost books - 255 Books

(Lost in 2011-12 and informed DD KTY)

Missed accession numbers - 13 Number

Unused books - $1188+523+255+13=1979$

Total number of useful books - $17462-1979=15483$ Books

Dr. Prady A. A, Dept of Hindi



Prady

TOTAL NUMBER OF BOOKS As on 31/03/2020

SUBJECTWISE

Sl.No	Subject	Number
1	Reference	856
2	Malayalam	3672
3	English	3248
4	Hindi	235
5	Mathematics	254
6	Physics	713
7	Chemistry	498
8	Zoology	177
9	Biology	458
10	Botany	149
11	Dentistry	21
12	Commerce	1917
13	Economics	1004
14	Political Science	218
15	History	193
16	Physical Education	43
17	Computer	167
18	Entry into service scheme	468
19	Psychology	75
20	Philosophy	11
21	Education	31
22	Social Science	33
23	Christianity	82
24	Hinduism	22
25	Islam	6
26	Buddhism	33
27	UGC Minor Project	880
28	Competitive Exams	19
	Total	15483


Stock verification committee members (2019-2020)

1. Dr. Joy Thomas (Assistant Prof. Dep. of *History*) 
2. Ms. Namitha George (Assistant Prof. Dep. Of Languages (English)) *Namitha*
3. Dr. Priya A (Assistant Prof. Dep. Of Languages (Hindi)) *Priya*
4. Dr. John K Babu (Lecture of BBA Department) 

Librarian- Smt. Shifani M A



Principal –Dr. Shyla Abraham



DR. SHYLA ABRAHAM
Principal In-charge
Kuriakose Gregorios College
Pampady Kottayam 686 502



From

The Auditing team for Chapel, Women's Cell & Library

K.G.College, Pampady

16/05/2020

To

The Principal

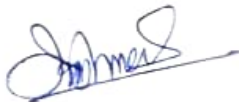
K.G.College, Pampady

Respected Madam

We hereby submitting the Audit Report for the Chapel, Library and Women's Cell. *for the year 2019-20.*

Thank you

Prof. Dr. Joy Thomas



Prof. Namitha George



Prof. Dr. Priya A.



Prof. Dr. John Babu



AUDIT REPORT OF OTHER INFRASTRUCTURE 2018 - 2019

LIBRARY AUDITORIUM (SEMINAR HALL)

SL.NO	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Plastic Chair(Pale Brown-91,Blue-1)			
2	Desk	20		20
3	Table	1		1
4	Computer+UPS(No UPS)	1		1
5	Podium	0		0
6	Podium	1		1
7	Ornamental Curtain	1		1
8	A/C (LG)	1		1
9	Ceiling Fan	1		1
10	Ahuja(Small Speakers)	9		9
11	LCD Projector with Long Chord	2		2
12	Special Lamp Fittings	1		1
13	Special Lamp Fittings-CFL	2		2
14	Special Lamp Fittings-CFL	12		12
15	Front Desk	1		1
16	Portable Podium with Mike Stand	1		1
17	Computer Table	1		1

AUDITORIUM LAUNCH AREA

SL.NO	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Plastic Chair Offwhite	0		0
2	Red Chair with Steel Pipe	7		7
3	Desk	0		0
4	Broom	1		1
5	Tube Set	4		4
6	Waste Basket	1		1
7	Damaged Office Chair(Steel&Wood)	3		3
8	Damaged Billing Machine	0		0
9	Damaged Wooden Stand	0		0
10	Floor Mat	0		0
11	Table (Stair)	1		1
12	Sign Board	0		0

ADMINISTRATIVE BLOCK

BMM HALL 1

SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Plasti Chair (2 with Armrest 25without)			
2	Wooden Rack	27		28
3	Podium			0
4	Conference Chair			1
5	Cushion Chair(Purple)	50		50
6	Round Table	6		6
7	Desk	1		1
8	Window Curtain	3		4
9	Ceiling Fan	10		10
10	Tube Set	6		6
11	A/C(Voltas)	8		8
12	Mike -Ahuja	2		2
13	Speaker (Box Type)psX 300	1		1
14	Speaker Stand	1		1
15	White Board	1		1
16	Photo(BMM)	1		1
17	Projector-LCD	1		1
18	Speaker Ahuja PSX600	1		0
19	Plastic Flower Vase	1		1

BMM HALL II

SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Plastic Chair(Pale Brown)(58 with AR)	12		58
2	Podium			1
3	White Board	0		1
4	Tube Set	7		7
5	Ceiling Fan	6		6
6	Oval Conference Table	1		1
7	Window Curtain	8		8
8	Projector-LCD	0		1
9	Wooden Stool	1		1
10	Desk (Wooden 1, Steel 1)	2		2
11	Photostat Machine	1		1
12	Table (Wooden 1, Steel 1)	2		2
13	Computer	1		1
14	Almirah Steel	4		3
15	Steel Rack	1		1
16	Executive Chair	3		3
17	Camera	2		2
18	Waste Bin	3		

SMART CLASS ROOM

SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Ceiling Fan	6		6
2	Tube Set	6		6
3	Cream Colour Curtain	15		10
4	Steel Rack	0		0
5	Projector-LCD(EPSON SO2)	1		1
6	Computer Set	1		1
7	UPS	1		1
8	Smart Link Cable	1		1
9	Smart White Board	1		1
10	Blue Curtain	0		0
11	Cushion Chair	0		0
12	Computer Table	1		1
13	Wall Sign Board	0		0
14	Wooden White Stool	0		0
15	Plastic Chair(Pale Brown)with AR 25	40		58
16	Wooden Desk	4		3
17	Steel Desk	0		0
18	Lecture Stand	1		
19	Wooden Stand	1		
20	X5 Collaboration Touch Screen	1		
21	Name Board	1		

SECOND LAUNCH AREA (JOINING ROOM)

SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Tube Set	2		2
2	Name Board	4		4
3	Desk	1		

PRIMARY LAUNCH AREA(JOINING ROOM)

SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Tube Set (1 Working) (1 Damaged)	2		2
2	Bulb	0		1

M.E. KURIAKOSE MEDIA CENTRE

SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Plastic Chairs	328		341
2	Wooden Chairs	8		8
3	Table	1		1
4	Fixed Table	1		1
5	Podium	1		1
6	Flower Stand	1		1
7	Mike	0		3
8	Amplifier	1		1
9	Fan	9		9
10	A/C	12		12
11	A/C Switch Board	12		12
12	Speakers	6		6
13	Ceiling Light	34		34
14	Flower Vase	2		2
15	Switch Board	10		4
16	Curtain Piece	70		83
17	Golden Board	1		1
18	Blue Board	1		1
19	Wooden Stool	1		1
20	Photo(M.E. KURIAKOSE)	1		1
21	System Ahuja T2A 4000	0		1
22	System Ahuja SSB 60E	0		1
23	Desk	1		7
24	Mixer Ahuja PMX1032fX	1		
25	Camera	1		
26	Projector	1		
SPACE OUTSIDE(Backside)MEDIA CENTRE				
SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Wash Basin	2		2
2	LED Bulbs	1		3
3	Buckets	1		2
4	Mugs	2		2
5	Desk	2		

TERRACE

SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Wash Basin	4		4
2	Damaged Chairs	213		71
3	Desk	17		17
4	Tube	9		1
5	Wooden Shelf	1		0
6	Waste Basket	1		1
7				
8	Steel Desk	0		1
9	Plastic Chair	5		9
10	Fan (Working - 17)	17		17

STORE

SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Steel Almirah	9		10
2	Steel Office Table with Wooden (1 small 1 big)	2		2
3	Plastic Chair	2		2
4	Ceiling Fan	2		2
5	Tube Set	4		4
6	Coffee Wending Machine	0		0
7	Ahuja (Small Speaker)	2		2
8	Loud Speaker (Colambi)	1		1
9	Broom	1		1
10	Mineral Water Disbuser (Top)	1		1
11	Mineral Water Disbuser (Bottom)	1		1
12	Mop Cleaner	1		1
13	Samsung Monitor	2		1
14	CPU Sony 1 + HCL 1	2		1
15	Typewriter (Godrej)	1		1
16	Photostat Machine (Sharp AR-5320N)	3		1
17	Automatic Voltage Stabiliser (Supra)	1		1
18	UPS	4		2
19	Speaker Stand	2		1
20	Aluminium Ladder	1		0
21	Samsung Printer UGCXI Plan	1		1
22	Christmas Tree	1		1
23	Purifier	1		1

OTHER INFRASTRUCTURES			
SL.NO.	ITEMS	DURING THE YEAR	Location
1	Water Cooler	1	Near Economics Department
2	Glass Notice Board (Aluminium)	1	Open Stage
3	Glass Notice Board (Aluminium)	1	Front of Economics Department
4	Glass Notice Board	1	In front of Commerce Department
5	Glass Notice Board (Small)	1	Research Center
6	Water Cooler	1	Near Commerce Department
7	Notice Board without glass(Aluminium)	1	In Front of Commerce Department
8	Water Cooler	1	Near Physics Lab
9	4 in 1 metal seater	2	Near Physics Department
10	Glass Notice Board(Aluminium)Large	2	Near Physics Department
11	Glass Notice Board (Small)		Near Physics Department
12	Water Cooler	1	Near Physical Education Department
13	Wall Mirror	0	Near Physical Education Department
14	Glass Notice Board(Aluminium)Large	2	Near Yohannan Ramban Computer Center
15	Glass Notice Board(Aluminium)Small	1	Near Yohannan Ramban Computer Center
16	Glass Notice Board(Small)	2	Near Zoology Lab and Language Department
17	Water Cooler Other Area	4	

AUDITORIUM-TITUS VARKEY HALL				
SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Lecture Stand	1		1
2	Fiber Chair	0		0
3	Ceiling Fan	5		5
4	Tube Set	9		9
5	CFL Stage 3+ Bathroom 2	5		5
6	Table	2		2
7	1 Speaker with 2 Stands	2		2
8	Spot Light	1		1
9	Wooden Chairs	8		8
10	Wooden Desks	2		2

12	Computer Table	0		0
13	White Plastic Chair	5		5
14	Mike Stand	1		1

SIDE ROOM LEFT				
SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Fiber Chair	2		2
2	CFL	1		1

SIDE ROOM RIGHT(Front)				
SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Wooden Alamarah	1		1
2	Fiber Chair	2		2
3	Music Club Stand	2		2
4	Wooden Door	2		2
5	Speaker(Small-1,Big-1)	1		1
6	Microphone Stand	1		1
7	Wooden Window Panal	3		3
8	Wooden Stool	1		1
9	Tube Set	1		1
10	Victory Stand	0		0
11	Height Setter	0		0
SIDE ROOM RIGHT (Back)				
SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Alamarah Steel	1		1
2	Wooden Container(long)	0		0

GROUND FLOOR				
SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Fiber Chair			
2		614		614
3	Armed Chair (fiber)	71		71
4	Wooden Desk	95		100
5	Wooden Bench	2		2
6	Ceiling Fan	32		32
7	Wall Fan	2		2
8	Tube Set	8		8
9	Tube Stand	0		0
10	Speaker with Stand	2		2
11	Speaker with Stand (Wall Fixed)	5		5
12	Speaker Stand Steel	0		0
13	Sink and Tap	1		1
14	Spot Light	2		2
15	Camera	3		3
16	Plastic Chair	1		1
17	Victory Stand	0		0
18	Photos	3		3
19	Clock	1		1
20	Gate Old Detached1 set	2		2
21	Portable Wash Basin Set 1 unit	4		4
22	Water Cooler Voltas	1		1
23	Steel Alamarah (Sound System)	1		1
24	Speaker Box Small	1		1
25	Speaker Box Small Ahuja	1		1
26	Plastic Chair	579		422

OUTSIDE				
SL.NO.	ITEMS	TOTAL DURING THE YEAR	ADDITIONS DURING THE YEAR	PREVIOUS YEAR
1	Tap	7		7
2	Camera	2		2

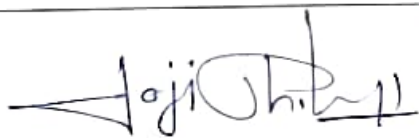
AUDIT REPORT 2018-2019
LIST OF ITEMS IN COMPUTER LAB

SL.NO	ITEMS		
1	Computer		
2	UPS	15+	(2 damaged)
3	UPS (Big)	3+	(5 damaged)
4	Battery		1
5	CPU		12
6	Speaker	16+	(1 damaged)
7	Printer		2 pairs
			1 damaged
8	Computer table		17
9	Long wooden table		1
10	Plastic Chair		38
11	Fiber Chair		24
12	Fan		8
13	Tube		20
14	White board		2
15	Modem		1
16	Projector		1

LIST OF ELECTRICAL APPLIANCES & OTHER INFRASTRUCTURE

SL.NO.	ITEMS		
1	Security Camera at college	45	
2	Security Camera at hostel	5	
3	LED Display Board	1	
4	Generator	1+1	(hostel)

Dr. Joji M. Philip



Lt. Renish Joseph



Ms. Emily M. George



Mr. Ashish G. Mathew

