

Date: 19.06.2023
Circular No: 142/2022 – 2023

SRM ARTS AND SCIENCE COLLEGE

CIRCULAR

All the Staff members are hereby informed that the Annual (2022 - 2023) Stock Verification Committee of the various departments have been formed and the list is enclosed with the circular. The members of the respective committee are requested to physically verify the Stock in the department mentioned against their names and submit the report to the Principal in the prescribed form in duplicate (after filling in all the columns in the form) on or before 30.06.2023

The Convenors of concerned Department Stock Verification Committee are informed to collect the Master Stock Register in the college office.

All the HODs are informed to submit the explanation regarding the verification committee report to the Principal without fail. They can avail summer vacation only after they submit the explanation report.

They are informed to prepare the report with the provision of the following columns: Opening Balance, Issues / Receipts, Closing Balance.

Encl: List of Members of the Stock Verification Committee (in duplicate) for the signature of the member.

To all the H.O.Ds
Copy to the file.


19/6/23
PRINCIPAL
PRINCIPAL
SRM ARTS AND SCIENCE COLLEGE
SRM Nagar, Kattankulathur
Chengalpattu Dist - 603 203

SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR – 603 203

ANNUAL STOCK VERIFICATION REPORT (2022 – 2023)

DEPARTMENT OF _____

1. Name of the Head of the Department :
2. List of the following Items
 - (a) Equipments (as per the entries in the stock Register physically available) : Yes / No
 - (b) Machines “ :
 - (c) Glass wares/Chemicals/High media “ :
 - (d) Electrical Goods “ :
 - (e) Electronic Equipment “ :
 - (f) Books “ :
 - (g) Stationary “ :
 - (h) Furniture “ :
3. Any other item :
4. Were all the Items listed above entered in the Stock Register? :
5. Were all the Items physically verified :

6. Number of items missing if any, :

. Is there any damaged item that cannot
be used :

8. If so, suggestions for maintaining or
Updating equipment :

9. Date of Stock verification :

CERTIFICATE

I / We hereby certify that all the items (Equipment / Machinery / Glass Wares / Books / Furniture / Electrical Goods / Electronic Equipment / Stationery) were physically verified by me / us.

Date:

Signature of the members of the
Annual Stock Verification Committee

1. CONVENOR :
(Name and Signature)

2. MEMBER :
(Name and Signature)

3. MEMBER :
(Name and Signature)

4. MEMBER :
(Name and Signature)

S.No	Department	Co-ordinators	Signature
1	Computer Science & Technology	1. Mr. P. Ramesh (Maths) – Convenor 2. Dr. A. Seethai (ECS) – Member 3. Dr. S. Ilakkia (B/T) – Member 4. Ms. K. Ramya Meenakshi (Com) – Member 5. Dr. P. Sujith (M/B) – Member 6. Ms. I. Epciba (V/C) - Member	
2	Biotechnology	1. Dr. V. Shoba (CS) - Convenor 1. Mr. D. Gritto (C/S) - Member 2. Dr. G. Durai Muthu Mani (B/C) – Member 3. Dr. T. Vijay Amirtharaj (Tamil) – Member 4. Mr. S. Sarath Kumar (Com) – Member	
3	Electronic Science	1. Dr. V. S. Padmavathy (CAT) - Convenor 2. Dr. A. Aruna (ECS) – Member 3. Mrs. D. Mahalakshmi (Maths) – Member 4. Mrs. D. Manimegalai (MBA) – Member	
4	Microbiology	1. Mr. M. Srinivasan (V/C) - Convenor 2. Dr. K. Janagarraj (Eng) - Member 3. Mrs. R. Mythily (C/S) – Member 4. Mrs. N. Annalakshmi (CAT) - Member 5. Mr. R. Srinivasan (Com) - Member	

5	Biochemistry & Chemistry	<ol style="list-style-type: none"> 1. Dr. J. Munusamy (Tamil) – Convenor 2. Mr. T. Prabakar (C/S) - Member 3. Mr. A. Hari Prasad (V/C) - Member 4. Dr. A. Kalidoss (M/B) - Member 5. Dr. S. Muthukumar (B/T) - Member 	
7	Visual Communication	<ol style="list-style-type: none"> 1. Mr. P. Loganathan (CAT) - Convenor 2. Mr. G. Inbasakaran (C/S) - Member 3. Mrs. A.S. Sukanya (Eng) – Member 4. Dr. D. Bhuvaneshwari (C/S) - Member 5. Mrs. C. Saranya Devi - Member 6. Dr. P. Lenin Kumar (Tamil) - Member 	
8	Sports	<ol style="list-style-type: none"> 1. Mr. S. Selvakumar (C/S) - Convenor 2. Mrs. K. Nandhini (C/S) - Member 	
9	Furniture	<ol style="list-style-type: none"> 1. Dr. N.V. Ramachandran (MBA) – Convenor 2. Dr. V. Balakumar (V/C) – Member 3. Mr. D. Selvam (M/B) – Member 4. Mr. M. Samidurai (B/C) - Member 5. Mr. S. Muthukumaran (ECS) - Member 6. Mr. S. Prabakaran (M/B) - Member 7. Mr. R. Munusamy (Lib) – Member 8. Mr. A. Ramesh Kumar (C/S) – Member 9. Mr. B. Gowtham (Tech. Inst-V/C) - Member 	

10	Library	<ol style="list-style-type: none">1. Mr. T. Ashok (ECS) – Convenor2. Dr. R. Sujatha (B/T) – Member3. Dr. M. Yuvaraj (M/B) - Member4. Mrs. M. Saraniya (CAT) – Member5. Mrs. K. Balasree (C/S) - Member6. Mrs. N. Divya Priya (Com) – Member7. Dr. P. Mohan (Maths) - Member8. Mr. P. Vishal (Com) – Member9. Ms. J. Nandhini (Eng) - Member	
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