



Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Stock Verification Report

Academic Year : 2020-21

The stock verification committee was appointed for the verification of stock of all departments of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous). The Committee under the leadership of Principal Dr. Mahadev Gavhane visited to various departments. The Chairperson and other members were –

1.	Prof. Sadashiv Shinde (Vice-Principal)	Chairman
2.	Dr. Kanchanprabha Maske	Member
3.	Dr. Abhijit Yadav	Member
4.	Dr. Dayanand Raje	Member
5.	Dr. Kalimoddin Momin	Member
6.	Dr. Vijay Dalvi	Member
7.	Dr. Vyankat Dhumal	Member
8.	Mr. Vishwanath Panchal	Member
9.	Mr. Prashant Joshi	Member
10.	Dr. Ravindra Aade	Member
11.	Mr. Suryakant Maske	Member
12.	Mr. Vasant Gund	Member

Objectives of the Committee :

The objectives of physical stock verification are –

- 1) To verify the accuracy of stock records maintained by the respective department.
- 2) To disclose the possibility of fraud, theft or loss or deterioration.
- 3) To reveal the weakness of the system, if any.
- 4) To ascertain whether the stock is in safe custody or not.
- 5) To suggest the precautionary measures for proper maintenance of record.

Visits to the departments :

The committee visited to various departments during 20.09.2021 to 25.09.2021

Departments visited during the stock verification were Marathi, Hindi, Sanskrit, Pali, English, Geography, Political Science, Public Administration, History, Sociology, Economics, MCJ, Music, Commerce, Physics and Electronics, Chemistry and

Analytical Chemistry, Mathematics, Botany, Microbiology, Zoology and Fishery Science, Information Technology, Computer Science, Biotechnology, NCC (Boys), Sports, NSS, CEP, IQAC, Cultural, Placement Cell, Library, Avishkar, Debate and Elocution, General Electrical and Office.

Summary of Procedure :

The committee performed the following procedure during the stock verification.

1. In general, verification of all items is made by the random sampling method.
2. In library, verification of books and journals by the random sampling method.
3. In laboratory, acids, alcohols, items costing above Rs. 10,000/- were physically verified.

Specific Observations of the Committee :

1. **Zoology Department** : Due to untrained person appointed for keeping the stock register the record was not as per the norms. It is suggested that the trained person should be appointed as early as possible for proper maintenance of the record
2. **History department** : A computer system was found in the department, which was not taken on the stock register. This computer was transferred from Computer Science Department
3. **Sanskrit Department** : The Damaged Printer and UPS battery as per stock were found during the visit. This item should be write-off by the prior permission of the authority.
4. **Pali Department** : The damaged piece of camera as per the stock register was found in the department during the visit of the committee. This item should be write-off by the prior permission of the authority.

General Observations and Suggestions of the Committee :

1. College shall adopt the central purchase process.
2. The training programme shall be arranged for the newly appointed staff members, who maintained stock register and accession register.
3. The damaged items and chemicals were found in all science departments, which should be discarded.

Date: 03/10/2021


(Prof. S.N. Shinde)

Chairman, Stock Verification Committee

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Stock Verification Schedule

Sr. No.	Name of the Department	Date	Time	Sign	Sr. No.	Name of the Department	Date	Time	Sign
1	Pol.Sci., PUA,	20-09-2021	11.00 am		17	IQAC		11.00 am	
2	Sociology, Economics, History		12.00 noon		18	Physics		11.30 am	
3	MCJ		01.00 pm		19	Chemistry	22-09-2021	12.30 pm	
4	Libray, VLC		03.00 pm		20	Zoology		03.00 pm	
5	Guest House, Auditorium		03.30 pm		21	Microbiology		04.00 pm	
6	General Furniture, Electrical	23-09-2021	04.30 pm		22	Botany,MCVC		11.00 am	
7	Canteen		05.00 pm		23	NCC Studies (Girls,Boys)		12.00 noon	
8	Mathematics		05.30 pm		24	Ladies Room, Cultural		12.30 pm	
9	IT		11.00 am		25	Girls Hostel, Clinic		01.00 pm	
10	B.Voc / Computer Sci.		11.30 am		26	Jr. Office		03.00 pm	
11	Geography	21-09-2021	12.30 pm		27	Examination		04.00 pm	
12	Office		01.00 pm		28	CEP		11.00 am	
13	Main Store		03.00 pm		29	Commerce		12.00 noon	
14	Sports		03.30 pm		30	English, Lang. Lab	24-09-2021	01.00 pm	
15	Placement Cell		04.00 pm		31	Music		01.30 pm	
16	NSS		04.30 pm		32	Biotechnology	25-09-2021	11.00 am	


PRINCIPAL
 Rajarshi Shahu Mahavidyalaya, Latur
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