



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Valashno Devi University, Katra
Kakryal, Katra-182 320 (J&K)

No: SMVDU/S&P/23/1625-29

Dated: 24th Jan.'2024

Notification

Sub: Physical Verification of Stock for the Financial Year 2022-23 and report of any variation / non- serviceable Items / Equipment/ Furniture and Fixtures including Constitution of Committees for conducting physical verification thereof.

The new financial year has set in and the Physical Stock Verification exercise for the FY 2022-23 i.e., as on 31-03-2023 is yet to be conducted, therefore, with respect to the captioned subject and as approved by the Competent Authority, it is enjoined upon all Schools/Sections to constitute a three member committee comprising of their faculty/staff members, which should prepare the Physical verification report in the enclosed format. In case of academic Deans, they may entrust their office staff to prepare the said report.

This report within a period of 10 days from the date of issuance of this notification shall then be forwarded by the respective Dean/School/Section Head/In-charge Central Facilities to the Chairman of the Physical Verification Committee, who shall then visit the Office/School/Section and physically verify the report.

Sanction of the Competent Authority is also hereby granted to constitute the below mentioned committees to conduct Physical verification of the various Offices/Schools/Sections in the University for the FY 2022-23;

Sr. No.	Proposed Constitution of Physical Verification Committee	Concerned Schools / Department
1.	i. Dr. Ajay Koul, Associate Professor SoCSE – Chairman ii. Dr. Madhu Mangal Chaturvedi, AP, SoPC iii. Dr. Ankush Raina AP, SoME - Member Secretary	1. Network Centre 2. Training & Placement Cell 3. Medical Aid Centre 4. Department of Sports 5. Dean of Students Welfare including all Hostels 6. Directorate of Quality Assurance 7. FDC
2.	i. Dr. Raghvendra Kumar Mishra, Professor, SoME – Chairman ii. Dr. Pankaj Biswas, AP, SoP iii. Ar. Satyanshu Kumar AP, SoALD - Member Secretary	1. School of Biotechnology 2. School of Philosophy and Culture 3. School of Languages and Literature 4. School of Business 5. School of Economics 6. Office of Dean FoM 7. Office of Dean FoHSS
3.	i. Dr. Manoj Kuamr Gupta, Associate Professor, SoCSE – Chairman ii. Dr. Vikram Singh, AP, SoECE iii. Dr. Vaibhav Sapkal, AP, SoCE - Member Secretary	1. School of Mechanical Engineering 2. School of Physics 3. Central Workshop 4. School of Energy Management 5. School of Architecture & Landscape Design 6. School of Civil Engineering

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4.	i. Dr. Sharda Potukuchi, Associate Professor SoBT – Chairman ii. Dr. Amit Kumar Sinha, AP- SoECE iii. Dr. Divya Singh Jamwal, AP(Contractual) SoB - Member Secretary	1. School of Electronics and Comm. Engineering 2. School of Mathematics 3. School of Computer Science & Engineering 4. School of Electrical Engineering 5. Office of Dean FoE 6. Office of Dean FoS
5.	i. Dr. Amit Kant Pandit, Professor, SoECE –Chairman ii. Dr. Naveen Kr Gondhi, AP, SoCSE iii. Mr. Kamaldeep AP, SoEE - Member Secretary	1. Guest House 2. Gas Agency 3. Audio Video Projection Cell 4. Central Library 5. Engineering Wing including engineering stores 6. Telecommunication
6.	i. Dr. Ankush Anand, Professor, SoME –Chairman ii. Dr. Rashmi Taggar, AP, SoB iii. Mr. Gyanesh Singh AP(contractual), SoEE - Member Secretary	1. Vice-Chancellor Secretariat 2. Office of Registrar 3. Establishment Section 4. Academic Affairs 5. S&P Section 6. Research & Development Wing 7. Examination Wing 8. Finance Wing 9. Security Wing along with all security barracks
7.	i. Dr. Supran Sharma, Professor, SoB –Chairman ii. Dr. Yatheshth Anand, AP, SoME iii. Dr. Uday Singh Pathania AP(contractual), SoLL - Member Secretary	1. Transport Section 2. Central Dispatch 3. Central Facilities like Auditorium, Sanskriti Kaksh, Lecture Theatres A, B, C and D. 4. Legal Section 5. Publication & Media Cell
8.	i. Dr. Kumud Ranjan Jha, Professor, SoECE –Chairman ii. Dr. Jyoti, Professor, SoB iii. Dr. Raghvendra K Mishra, Professor, SoME iv. Dr. Mir Irfan Ul Haq, Assistant Professor, SoME- Member Secretary	All institutional projects sponsored by the Dept. of Higher Education, Govt. of J&K; 1. Release of Grant-in-Aid to Shri Mata Vaishno Devi University, Katra for Entrepreneurship Programme for Students of Jammu Division colleges, PI-Dr. Supran Sharma, RP-124 2. Setting up of high end Computing AI and Deep Learning Lab at SMVDU to be used by Jammu Div. Colleges students and SMVDU, PI-Dr. Baijnath Kaushik, RP-126 3. Trans-disciplinary research and Innovation Hub (for Jammu Division Colleges) at SMVDU, PI-Dr. Sharda Potukuchi, RP-127

Details in column 1 to 7 of the enclosed format shall be filled by the concerned School/Section and then the report duly signed and stamped shall be forwarded to the respective Chairman of the Physical Verification Committee, as tabulated above.

The Chairman shall then along with his committee members inspect the concerned School/Section/Central Facility/Offices and physically verify the details entered in the above report with equipments/furniture/ fixtures/items, etc., physically available in the Schools/Sections/ Central Facility/Offices, and fill the above report from Column 8 till 11/12, identifying shortages

and excess, if any and send the same to S&P wing within a period of 15 days from the date of receiving the report from the user School/Section/ Central Facility/Offices, etc.

It may please be noted that the unserviceable items/items to be written off, must be clearly identified and listed by the Physical verification team and forwarded to S&P along with the above report.

All Deans/School/Section Heads and In charge of Central Facilities are requested to cooperate with the respective Committees to ensure a smooth and effective physical stock verification exercise.

This issues with the approval of the Competent Authority.


Registrar

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Encl: Physical Stock Verification format for the FY 2022-2023.

Copy to:

1. All Deans/ Heads/Section Heads/PIs, for information and compliance
2. Finance Officer, for kind information.
3. All committee members....., for information and compliance.
4. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
5. Faculty I/c Website, for information and uploading on the University Website.
6. Office Order / Circular file.

Format for Physical Verification of Stock For the Year 2022-2023 | as on 31-03-2023|

[illegible]

Forwarded by Head of the School/Section:

Date:-

Physically Verified by Officers of the Physical Verification Committee:-

1. Name & Signatures

2. Name & Signatures 3. Name & Signatures

For Schools/Sections : Details to be filled from Column 1 to 7 as per the details available in their respective Stock Registers/physically available

For Physical verification Committee: To physically verify the details entered in the above report with equipments/furnitures/fixtures/items, etc., physically available in the Schools/Sections, and fill the above report from Column 8 till 11/12, identifying shortages and excess, if any.