



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

Kakryal, Katra-182 320 (J&K)

No: SMVDU/S&P/2024/ 1293-98

Dated: 26, Sept.'2024

Notification

Sub: Physical Verification of Stock for the Financial Year 2023-24 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 2023-24 i.e., as on 31-03-2024 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 2023-24;

Sr. No.	Proposed Constitution of Physical Verification Committee	Concerned Schools / Department
1.	i. Dr. Sushil Kumar Mehta, Associate Professor SoB – Chairman ii. Dr. Madhu Mangal Chaturvedi, AP, SoPC iii. Dr. Purnima Hazra, AP, SoECE iv. 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. Raghendra 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
4.	i. Dr. Sharda Potukuchi, Associate Professor SoBT – Chairman ii. Dr. Amit Kumar Sinha, AP-SoME 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

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Sr. No.	Proposed Constitution of Physical Verification Committee	Concerned Schools / Department
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. Rashi 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. Bajjnath Kaushik, RP-126. 3. Trans-disciplinary research and Innovation Hub (for Jammu Division Colleges) at SMVDU, PI-Dr. Sharda Potukuchi, RP-127. 4. “To restraint or regulate the reproductive health issues of human from J&K Centre for Research”, under CAR Scheme sponsored by ICMR, PI-Dr. Rakesh Kumar, AP-SoBT, RP-106.

Details in column 1 to 7 of the enclosed format shall be filled by the concerned School/Section/PI or Project Staff, and then the report duly signed and stamped by the Head/Dean/PI, 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, and Principal Investigators, 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 2023-24.

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. AR 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 2023-2024] as on 31-03-2024]

FACULTY OF :-		OFFICE/SCHOOL/ SECTION :-							YEAR:- 2023-2024			
		Sr.No.	Description of the Item / Equipment/Furniture & Fixtures	Date of Purchase [if available]	Value [if available]	Company from whom purchased [if available]	Opening Balance as on 1st April 2023	Qty / No. added during the year	Qty / No. Physically available as on 31st March 2024		Excesses / Shortages	Details of unserviceable items
Serviceable	Un-serviceable								Total			
1	2	3	4	5	6	7	8	9	10	11	12	13

Report Prepared By School/Section/Project Committee Signatures :-

Forwarded by Dean/Head of the School/Section/PI:

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.