



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

No: SMVDU/S&P/22/805-812

Dated: 02, Nov.'2022

Notification

Sub: Physical Verification of Stock for the Financial Year 2021-2022 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 2021-2022 i.e., as on 31-03-2022 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 2021-2022;

Sr. No.	Proposed Constitution of Physical Verification Committee	Concerned Schools / Department
1.	i. Dr. Manoj Kumar Gupta, Associate Professor SoCSE – Chairman ii. Dr. Surender Singh, AP, SoM iii. Dr. Mudasir Ahmad Mir AP(contractual), SoP - 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, Associate Professor, SoME –Chairman ii. Dr. Pankaj Biswas, AP, SoP iii. Dr. Sunil Kumar AP(contractual), SoM - 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. Sharada M. Potukuchi, Associate Professor, SoBT –Chairman ii. Dr. Vijay Kumar Sharma, AP, SoECE iii. Mr. Nitin Bisht AP(contractual), SoM - 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. Supran Sharma, Associate Professor SoB & Dean FoM – Chairman ii. Dr. Amit Kumar Sinha, AP-SoME iii. Dr. Balbir Kumar Pandey, AP(contractual), SoCE - 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

18/11/22
02/11/22


5.	i. Dr. Kumud Ranjan Jha, Associate Professor, SoECE - Chairman ii. Dr. Vijay Kumar Sharma, AP, SoECE 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, Associate 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. Sushil Kumar Mehta, Associate 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

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.

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 2/11/22

Encl: Physical Stock Verification format for the FY 2021-2022.

Copy to:

1. All Deans/ Heads/Section Heads, 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.