



TRINITY COLLEGE FOR WOMEN NAMAKKAL

NAAC –SSR CYCLE-I

6.4 Financial Management and Resource Mobilization

6.4.1 Mobilization of Funds and Financial Audit

Internal Audit 2021-2022

INTERNAL AUDIT

2021-2022

TRINITY COLLEGE FOR WOMEN, NAMAKKAL – 637 002

STOCK VERIFICATION REPORT

For the Academic year 2021-2022

Name of the Department: PRINCIPAL CHAMBER, OFFICE ROOM, FURNITURE
STOCK VERIFICATION IN SCIENCE BLOCK

Date of Stock Verification: 05.07.2022

Conducted by: Mrs. V. INDIRAKUMARI & Dr. S. ANIDHA


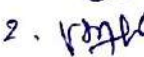
Assisted by: G. Mahesh


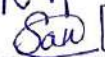
Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	
2.	Furniture	DETAILS ATTACHED WITH THIS
4.	Instruments	
5	Tools	
6.	Consumables	
7	Others	OFFICE, PRINCIPAL SIR ROOM, AO SIR ROOM, CHAIRMAN SIR ROOM, RECEPTION DETAILS ATTACHED WITH THIS


General observation:

- Whether all machinery and equipment/books numbered are in working conditions: Yes/No. ☒
- Whether Department register (Equipments & machinery) tally with the Master Register available in the dept. : Yes/No. ☒
If not, list discrepancies as annexure.
- Whether any items have become scrap/unserviceable/missing? : Yes/No. ☒

If yes, please furnish details in the format attached

1.  [Dr. S. Anidha]
2.  [V. Indirakumari]
Signature (s) of deputed staffs

 (CN Thangamari) (CU)
 [Dr. N. Saritha] (PG)
Head of the concerned Department
Head & Assistant Professor,
Dept. of Chemistry,
Trinity College for Women
Namakkal.


Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

TRINITY COLLEGE FOR WOMEN, NAMAKKAL – 637 002

ARTS BLOCK FURNITURE VERIFICATION REPORT

For the Academic year 2021-2022.

Name of the Department: ARTS BLOCK & AUDITORIUM

Date of Stock Verification: 04.07.2022

Conducted by: R. BANUPRIYA, G. KANNAGI

Assisted by: JAYA

Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	----
2.	Furniture	DETAILS ATTACHED WITH THIS
4.	Instruments	-----
5.	Tools	-----
6.	Consumables	-----
7.	Others	AUDITORIUM FURNITURE DETAILS ATTACHED WITH THIS

General observation:

1. Whether all machinery and equipment/books numbered are in working conditions:
✓ Yes/No.

2. Whether Department register (Equipments & machinery) tally with the Master Register available in the dept. : ✓ Yes/No.
If not, list discrepancies as annexure.

3. Whether any items have become scrap/unserviceable/missing? : Yes/No. ✓

If yes, please furnish details in the format attached

Signature (s) of deputed staffs

① R. Banupriya

② G. Kannagi

Head of the concerned Department

Dr.K.S. DHIVYA, M.A., M.Phil., PGDMT., DCA, Ph.D.,
Assistant Professor and Head (PG)
Department of English
Trinity College for Women
Namakkal.

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

TRINITY COLLEGE FOR WOMEN, NAMAKKAL - 637 002

STOCK VERIFICATION REPORT

For the Academic year 2021-2022

Name of the Department: Library

Date of Stock Verification: 06-07-22

Conducted by: Faculty members of Physics & Maths

Assisted by: Mrs. P. Sathya, Assistant Librarian

Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	-
2.	Furniture	-
4.	Instruments	-
5	Tools	-
6.	Consumables	-
7	Others / Books	verified

General observation:

1. Whether all machinery and equipment/books numbered are in working conditions: ☒ Yes/No.

2. Whether Department register (Equipments & machinery) tally with the Master Register available in the dept. : ☒ Yes/No.
If not, list discrepancies as annexure.

3. Whether any items have become scrap/unserviceable/missing? : ☒ Yes/No.

If yes, please furnish details in the format attached

Signature (s) of deputed staffs

1. S. Janki
2. V. Lakshmi
3. P. Radhika
4. K. Sany
5. R. Sany

Head of the concerned Department

R. M. Sathya
P. Sathya
06/07/22

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

STOCK VERIFICATION REPORT

For the Academic year 2021-2022

Name of the Department: Physics

Date of Stock Verification: 2.7.2022

Conducted by: Department of Commerce

Assisted by: Department of Physics

Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	not applicable
2.	Furniture	not applicable
3.	Instruments	available
4.	Tools	not applicable
5.	Consumables	not applicable
6.	Others	not applicable

General observation:

- Whether all machinery and equipment/books numbered are in working conditions:
Yes/No.
- Whether Department register (Equipments & machinery) tally with the Master Register available in the dept. :
If not, list discrepancies as annexure. ✓
Yes/No.
- Whether any items have become scrap/unserviceable/missing? : ✓
Yes/No.

If yes, please furnish details in the format attached

- G. S. S.
- M. S. S.
- G. S. S.
- L. S. S.

Signature (s) of deputed staff

Head of the concerned Department

- M. S. S.
- S. S. S.


Principal,

Trinity College for Women (Arts & Science),
Namakkal - 637 002.

TRINITY COLLEGE FOR WOMEN, NAMAKKAL - 637 002

STOCK VERIFICATION REPORT

For the Academic year 2021-2022

Name of the Department: Chemistry

Date of Stock Verification: 1/7/2022

Conducted by: Comp. Science Department

Assisted by: Chemistry Lab Assistants.

[Signature]
4/7/22
Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	NIL
2.	Furniture	NIL
4.	Instruments	NIL
5	Tools	NIL
6.	Consumables	NIL
7	Others	—

General observation:

- Whether all machinery and equipment/books numbered are in working conditions:
☒ Yes/No.
- Whether Department register (Equipments & machinery) tally with the Master Register available in the dept. : ☒ Yes/No. *If not, list discrepancies as annexure.*
- Whether any items have become scrap/unserviceable/missing? : ☒ Yes/No.

If yes, please furnish details in the format attached

Signature (s) of deputed staffs/Head of the concerned Department

- [Signature]* 4/7/22
- [Signature]* 4/7/22
- [Signature]* 4/7/22
- [Signature]* 4/7/22

[Signature]
Head & Assistant Professor
Dept. of Chemistry
Trinity College for Women
Namakkal.

TRINITY COLLEGE FOR WOMEN, NAMAKKAL – 637 002

STOCK VERIFICATION REPORT

For the Academic year 2021-2022

Name of the Department: Computer Science

Date of Stock Verification: 04.07.2022

Conducted by: R.Rupa AP in N & D
K.Punitha AP in CDF

Assisted by: D.Prabha & V.Gayathri

Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	--
2.	Furniture	--
4.	Instruments	--
5	Tools	--
6.	Consumables	--
7	Others	--

General observation:

1. Whether all machinery and equipment/books numbered are in working conditions:
✓
Yes/No.

2. Whether Department registers (Equipment's & machinery)
Tally with the Master Register available in the dept. : ✓ Yes/No.
If not, list discrepancies as annexure.

3. Whether any items have become
Scrap/unserviceable/missing? ✓ Yes/No.

If yes, please furnish details in the format attached

1. R. Rupa (N&D)
2. K. Punitha (CDF)

Signature (s) of deputed staffs

1. V. Gayathri

2. D. Prabha

Head of the concerned Department


Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

(P.T.O)

TRINITY COLLEGE FOR WOMEN, NAMAKKAL - 637 002

STOCK VERIFICATION REPORT

For the Academic year 2021-2022

Name of the Department: Nutrition and Dietetics.

Date of Stock Verification: 13.07.2022

Conducted by: Dr. B. vishnupriya, S. Hemalatha.

Assisted by: Dr. A. Latha.

Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	Yes.
2.	Furniture	Yes.
4.	Instruments	Yes.
5.	Tools	Yes.
6.	Consumables	Yes.
7.	Others	Yes.

General observation:

- Whether all machinery and equipment/books numbered are in working conditions:
Yes/No.
- Whether Department register (Equipments & machinery) tally with the Master Register available in the dept. : Yes/No.
If not, list discrepancies as annexure.
- Whether any items have become scrap/unserviceable/missing? : Yes/No.

If yes, please furnish details in the format attached

[Signature]
Signature (s) of deputed staffs

[Signature]
Head of the concerned Department

[Signature]
Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

STOCK VERIFICATION REPORT

For the Academic year 2021-2022

Name of the Department: C.D.F

Date of Stock Verification: 12.07.2022, 13.07.2022

Conducted by: S. Jayamathi, Mr. A. Latha

Assisted by: R.A. Anitha

Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	Yes
2.	Furniture	Yes
3.	Instruments	Yes
4.	Tools	Yes
5.	Consumables	Yes
6.	Others	Yes

Attached
Document

General observation:

- Whether all machinery and equipment/books numbered are in working conditions:
Yes/No.
- Whether Department register (Equipments & machinery) tally with the Master Register available in the dept. : Yes/No.
If not, list discrepancies as annexure.
- Whether any items have become scrap/unserviceable/missing? : Yes/No.

If yes, please furnish details in the format attached

Signature (s) of deputed staffs Head of the concerned Department

S. Jayamathi
A. Latha

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

S. Jayamathi
A. Latha
R. Anitha

STOCK VERIFICATION REPORT

For the Academic year 2021-22

Name of the Department: Physical Education

Date of Stock Verification: 23.8.2022

Conducted by: Department of Library.

Assisted by: Dr M. Selvi. Mrs. P. Sathya.

Sl.No.	Description	Findings of the Officer and Remarks*
1.	Equipment & Machinery	✓
2.	Furniture	✓
3.	Instruments	✓
4.	Tools	✓
5.	Consumables	✓
6.	Others	✓

General observation:

- Whether all machinery and equipment/books numbered are in working conditions:
Yes/No. ✓
- Whether Department register (Equipments & machinery) tally with the Master Register available in the dept. : Yes/No. ✓
If not, list discrepancies as annexure.
- Whether any items have become scrap/unserviceable/missing? : Yes/No. ✓

If yes, please furnish details in the format attached

Signature (s) of deputied staffs Head of the concerned Department

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.