

# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

*Affiliated to Bharathidasan University*

DST - CURIE Sponsored Institution  
IV Cycle of Accreditation



☎ 0435 – 2401391

✉ principal@gcwk.ac.in



## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT


### 6.4. Financial Management and Resource Mobilisation

#### 6.4.3. Internal and External audits

##### 6.4.3.1 Internal Audit

**Annual Checking Reports (Sample Copies)**



  
**PRINCIPAL**  
Government College for Women (Autonomous)  
KUMBAKONAM.

# CHECKING REPORTS

Government College for Women (Autonomous), Kumbakonam  
ANNEXURE - I

Annual Verification Report for the Year 2023-2024

1. Name of the Department  
whola college furniture details
2. Name of the Checking officer or officers  
1. Dr. R. VIDHYASREE (Phy. Edu)  
2. Dr. M. DHANALAKSHMI (Tamil)
3. Date of Checking  
16.04.2024
4. Name of the Officer or Officers in charge of the Library, Lab. Department etc.  
Dr. S. Rajarajeswari (Economics)
5. Names of Registers maintained in the Departments  
STOCK REGISTER - 1  
STOCK REGISTER - 2
6. Whether all the purchase made during the year 2023 to 2024 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement)  
yes
7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed)  
-
8. List of Books for Binding if any  
-
9. Whether action has been taken in the case of articles reported in the previous year as unserviceable. Details of action taken may be recorded. If not immediate report for auctioning the articles to be  
-
10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc.  
-
11. Signature of the Verifying officer and their assistants  
a. Vidhyasree  
16/4/24  
e.m. Dhanalakshmi  
16.4.24  
S. Rajarajeswari  
16.4.24
12. Signature of the Verifying officer who is in charge of Department
13. Special Remarks of the officer if any  
-

Countersigned

Lat. V. Srinivasan  
Principal  
16.4.2024

ANNEXURE - III  
STATEMENT OF DISCREPANCIES OF STOCKS

Name of the Institution

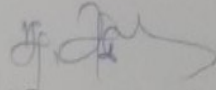
: Govt. College for Women (A), Kumbakonam

Store/Unit/Section

Date of Physical Verification

S. No	Stock Voile No.	Volume No. of Stock Reg. and Year	Name of the article and description	Price		Book Balance Qty	Actual Verifie d Qty	Discrepancies		
				Rate	Per			Excess	Value	Shortage
1	2	3	4	5	6	7	8	9	10	11

Verified  
Asst. Stock Verification Officers

Signature :   
Date : 15.04.2024  
Name & Designation of the  
Custodian of Stores

**CHECKING REPORTS**

Government College for Women (Autonomous), Kumbakonam  
ANNEXURE - 1

Annual Verification Report for the Year 2023-2024

1. Name of the Department
2. Name of the Checking officer or officers
3. Date of Checking
4. Name of the Officer or Officers in charge of the Library, Lab, Department etc.
5. Names of Registers maintained in the Department
6. Whether all the purchases made during the year 2019 to 2020 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement)
7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed)
8. List of Books for Binding if any
9. Whether action has been taken in the case of articles reported in the previous year as unserviceable (Details of action taken may be recorded. If not immediate report for auctioning the articles to be)
10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc.
11. Signature of the Verifying officer and their assistants
12. Signature of the Verifying officer who is in charge of Department
13. Special Remarks of the officer if any

Main storeroom  
1. P. Rajalakshmi  
2. A. Jayashree  
  
P. P. Rajalakshmi  
1. Stock Register - 1  
2. Stock Register - 2  
3. Stock Register - 3

1. P. Rajalakshmi  
2. A. Jayashree  
V. V. J. J.

Principal  
18-4-2024

Countersigned

ICES  
Store/Unit/Section

Actual Verified Qty	Discrepancies			Value
	Excess	Value	Shortage	
8	9	10	11	12

V. V. J. J.  
Designation of the  
in charge of Stores P. P. RAJALAKSHMI  
Dept of History

ANNEXURE - III  
STATEMENT OF DISCREPANCIES OF STOCKS

Name of the Institution

: Govt. College for Women (A), Kumbakonam

Store/Unit/Section

Date of Physical Verification :

S. No	Stock No.	Volume No. of Stock Reg. and Year	Name of the article and description	Price		Book Balance Qty	Actual Verified Qty	Discrepancies			
				Rate	Per			Excess	Value	Shortage	Value
1	2	3	4	5	6	7	8	9	10	11	12

Verified  
Asst. Stock Verification Officers

1. P. Revathi : *P. Revathi*  
2. A. Jeyachitra

Signature : *[Signature]*  
Date :  
Name & Designation of the  
Custodian of Stores

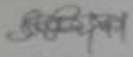
P. P. SIVATHA  
Dept of Hidy

CHECKING REPORTS

Government College for Women (Autonomous), Kumbakonam  
ANNEXURE - I

Annual Verification Report for the Year 2023-2024

1. Name of the Department : ECONOMICS (NSS)
2. Name of the Checking officer or officers : S. Raja Rajeswari
3. Date of Checking : 16-4-24
4. Name of the Officer or Officers incharge of the Library, Lab, Department etc. : M. Kala, H. Jayachitra, Sowmathy
5. Names of Registers maintained in the Departments : Stock Register (NSS)
6. Whether all the purchase made during the year 2019\_\_ to 2020 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement) : —
7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed) : —
8. List of Books for Binding if any : —
9. Whether action has been taken in the case of articles reported in the previous year as unserviceable Details of action taken may be recorded. If not immediate report for auctioning the articles to be : —
10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc. : —
11. Signature of the Verifying officer and their assistants : S. Rajarajeswari  
16-4-24
12. Signature of the Verifying officer who is in charge of Department (NSS) : 1. (A) SSV 16-4-2024  
2. A. Jayachitra 16-4-2024  
3. M. Kala 16-4-2024
13. Special Remarks of the officer if any :

  
Countersigned

Lot. V. B. L. S. R.  
Principal  
18-4-2024