



GOVT. DEGREE COLLEGE SURANKOTE, JK UT

NAAC ACCREDITED B++ GRADE

Affiliated to University of Jammu, Jammu
Recognised under section 2(f) & 12 (b) of UGC Act, 1956.

Dated: 15/11/22

GOVERNMENT COLLEGE OF SURANKOTE, POONCH

INTERNAL AUDIT REPORT (August 2022)



Part A: Brief Details of the Auditee & Audit

An internal audit was conducted by the orders of Principal wide order number GDC/SKT/22/688, dated 08/10/22.

Name & Address of the Auditee	Government College, Surankote
Name of the Office Bearer	Principal- Prof. Khadim Hussain
Name of Audit Team	Internal Audit Committee (Dr. Syed Ovais, Convenor, Dr. Mohammad Ashfaq, Prof. Khalleq Ahamd, Prof. Raiz Ahmad, Prof. Waseem ul Haq)
Period covered in the audit	Up To August - 2022

In this regard, a meeting on 10/10/2022 was held in the chamber of worthy principal in his presence. The meeting was attended by Dr. Syed Ovais (Convener, Internal Audit Committee), Prof.. Khaleeq Ahmad (Member) and Prof. Waseem ul Haq (member). Following points were discussed in the meeting:

- i. Physical verification of the assets/ stock in various departments.
- ii. To check the entries of stock in general as well as departmental stock registers.

Part B: Executive Summary

Objectives of Audit	<ol style="list-style-type: none">i. To evaluate the adequacy of assets that were purchased by the college and issued to various departments.ii. To check the entries in the general stock register as well as departmental stock register.iii. To check the assets physically.
Methodology of audit	Stock registers were evaluated, and departments were visited to check the assets.

Part C: Observations

A. General Stock Register

The general stock register is incomplete. The following observations were noted:

- i. Signatures of the receiving authorities/ departments are missing at some places.
- ii. Entries in the stock register are incomplete. Various items of different departments are not even mentioned in the stock register.
- iii. Specifications of electronic equipment like computers, laptops, printers etc. are missing.
- iv. Some of items issued from the stock register are not present at their locations as mentioned in the stock register.

B. Departmental Stock Register

None of the departments have maintained their own stock register.

C. Department wise observations:

Department of English:

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Computer Table	01	31	✓
02	Sofa set 5 seater	5 seater	33	✓
03	Sharp digital Colour copier	01	39	We could not find the color copier. However, we found Sharp AR6020-BW photostat machine. It appears that the said machine is in the establishment section of this college. However, it needs further verification.
04	LapTop	01	44	✓
05	Notice board	01	94	✓
06	Desktop	01	109	✓ (Specification missing in stock register)
07	Invertor double batteries	01	113	✓

08	Computer chair with arms	06	125	Not found
09	Revolving chair	01	129	✓
10	Wooden office table	01	137	✓
11	Peg table	01	136	✓
12	Steel Almirah	01	145	✓
13	Printer (pantum)	01	165	✓ (Model missing in stock register)
14	Open Rack	01	170	✓
15	Glass table	01	--	Not mentioned in stock register
16	Visitor	01	--	Not mentioned in stock register

Department of Mathematics

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Chair Non Rev.	01	58	✓
02	Notice Board	01	94	✓
03	Visitor Chair	01	125	✓
04	Steel Almirah	01	145	✓
05	Printer (pantum)	01	165	✓ (Model missing in stock register)
06	All in One i7	01	179	✓ (Specification missing in stock register)
07	Peg table	01	--	Not mentioned in stock register
08	Wooden office table	01	--	Not mentioned in stock register

Department of Arabic

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Notice Board	01	94	✓
02	Desktop Acer	01	109	✓ (Specification missing in stock register)
03	Visitor chair	03	125	✓

04	Computer chair with arms	01	125	✓
05	Wooden Computer table	02	136	✓
06	Steel Almirah	21	145	✓
07	HP Printer	01	165	✓ (Model number missing in stock register)

Department of Pol science

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Visitor chair	03	125	✓
02	Revolving chair	01	129	✓
03	Wooden office table	01	137	✓
04	Steel Almirah	01	145	✓
05	Steel rack	01	170	✓ (But the same is in Urdu department)
06	All in One Acer Desktop	01	178	✓ (Specification missing in stock register)
07	Computer table	01	--	Not mentioned in stock register
08	Sofa (old)	01 seater	--	Not mentioned in stock register
09	Notice board	01	--	Not mentioned in stock register

Department of Urdu

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Centre table wooden	01	31	✓
02	Computer table	02	31	✓
03	Plastic chair	01	32	Not Found
04	Printer	01	43	Not Found (Model number missing in Stock register)
05	Notice board	01	94	✓

06	Desk top	01	109	✓ (HP) (Specification missing in stock register)
07	Invertor double batteries	01	113	✓
08	Computer chair with arms	02	125	Not Found
09	Visitor chair	08	125	Four found only.
11	Revolving chair	01	129	✓
12	Wooden executive table	03	136	Not found
13	Steel Almirah	02	145	Only one found
14	Printer (pantum)	01	165	✓ (Model number missing in stock register)
15	Open Rack	01	170	Not found

Department of Sociology

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Centre table wooden	01	31	✓
02	Laptop	01	44	✓
03	Desk top	01	109	✓ (Specification missing in stock register)
04	Visitor Chair	04	125	Not found
05	Revolving chair	01	129	✓
06	Steel Almirah	01	145	✓
07	HP printer	01	165	✓ (Model number missing in stock register)
08	Open Rack	01	170	✓

NSS

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Photostat Machine Sharp (6020)	01	--	Not mentioned in stock register
02	Computer table	01	--	Not mentioned in stock register

03	Sofa 3 seater	02	--	Not mentioned in stock register
04	Inverter double battery	01	--	Not mentioned in stock register

Department of Geography

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Tea Table	01	31	✓
02	Sofa set 5 seater	5 seater	33	✓
03	Laptop	01	44	✓ (Specification missing in stock register)
04	DSLR Camera	01	104	✓ (Specification missing in stock register)
05	Visitor Chair	06	125	✓
06	Computer chair with Arms	23	125	Not found
07	Revolving chair	01	129	✓
08	Wooden office table	01	137	✓
09	Wooden Computer table	08	136	✓
10	Peg table	01	136	Not found
11	Conference table	06	137	✓
12	HP printer	01	165	✓ Not working (Model number missing in stock register)
13	Epson Printer A3	01	165	✓ (Model number missing in stock register)
14	Steel rack	01	170	✓
15	Desktop	02	178	✓ (Specification missing in stock register)
16	Stool	10	192	✓
17	Laptop Battery	01	199	✓
18	Invertor double battery with solar panel	01	--	Not mentioned in stock register
19	Steel rack	04	--	Not mentioned in stock register

20	Notice board	01	--	Not mentioned in stock register
21	Steel almirah	02	--	Not mentioned in stock register
22	Computer table	16	--	Not mentioned in stock register
23	Visitor chair	47	--	Not mentioned in stock register
24	Smart board	01	--	Not mentioned in stock register
25	Lecture stand	01	--	Not mentioned in stock register

Music

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Steel Almirah	01	145	Not Found
02	Laptop	01	190	✓ (Specification missing in stock register), With Dr. Mohammad Ashfaq

Department of Chemistry

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Plastic chair	02	32	✓
02	Notice board	01	94	✓
03	Desktop	01	109	✓(Specification missing in stock register)
04	Visitor Chair	12	125	Eleven found only
05	Computer char with arms	05	125	✓
06	Steel Almirah	01	145	✓
07	Open Rack	04	170	✓
08	Stool	21	192	✓
09	Steel almirah	01	--	Not mentioned in stock register
10	Plastic stool	03	--	Not mentioned in stock register

11	Wooden table	01	--	Not mentioned in stock register
12	Lecture stand	01	--	Not mentioned in stock register
13	Computer chair	03	--	Not mentioned in stock register

Department of Zoology

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Visitor chair	06+1	46	Two found only
02	Notice board	01	94	✓
03	Invertor double batteries	01	113	✓
04	Visitor Chair	06	125	✓
05	Computer char with arms	02	125	✓
06	Revolving chair	01	129	✓
07	Wooden office table	01	137	✓
08	Steel Almirah	02	145	✓
09	HP printer	01	165	✓
10	Open Rack	03	170	✓
11	All in One Acer (Desktop)	01	178	✓
12	Stool	21	192	✓
13	Plastic stool	16	--	Not mentioned in stock register
14	Stool with leather cover	15	--	Not mentioned in stock register
15	Desktop dell	01	--	Not mentioned in stock register
16	Computer table	05	--	Not mentioned in stock register
17	Steel almirah with glass lid	03	--	Not mentioned in stock register
18	Cybernet YX smart board	01	--	Not mentioned in stock register
19	Plastic chairs	02	--	Not mentioned in stock register

20	Lecture stand	01	--	Not mentioned in stock register
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Department of Botany

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Notice Board	01	94	✓
02	Computer char with arms	07	125	Not found
03	Steel Almirah	01	145	✓
04	Open Rack	03	170	✓
05	DeskTop	01	178	✓ (Not working) (Specification missing in stock register)
06	Stool	18	192	✓

Department of Physics

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Notice Board	01	94	✓
02	Invertor double batteries	01	113	✓
03	Visitor Chair	07	125	✓
04	Computer char with arms	11	125	✓
05	Revolving chair	01	129	✓
06	Wooden office table	01	137	✓
07	Wooden Computer table	03	136	✓
08	Steel Almirah	02	145	✓
09	HP printer	01	165	✓ (Model number missing in stock register)
10	Steel rack	04	170	✓
11	All in One Acer	01	178	✓ (Specification missing in stock register)
12	Stool	10	192	✓

13	Steel almirah	01	--	Not mentioned in stock register
14	Stool leather seat	02	--	Not mentioned in stock register
15	Plastic stool	18	--	Not mentioned in stock register
16	Computer table	02	--	Not mentioned in stock register
17	Table big	01	--	Not mentioned in stock register
18	Chairs	15	--	Not mentioned in stock register
19	Lecture stand	01	--	Not mentioned in stock register

Library

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Table	04	31	✓
02	Almirah five shelve with glass	02+02	34	✓
03	Bookcase	01	34	✓
04	03 shelve (small)	03	54	Not found
05	Almirah big	07	54	✓
06	Magazine stand	01	55	✓
07	Library table	10	56	09 found only
08	Steel book case	04	60	✓
09	Notice board	01	94	Not found
10	Computer	01	109	✓ (Specification missing in stock register)
11	Visitor Chair	55	125	✓
12	Executive visitor chair	19	126	✓
13	Revolving chair	01	129	✓
14	Conference table	08	137	Not found
15	Steel book case	05	144	✓
16	Steel book case 4 door	04	144	✓

17	Steel Almirah	12	145	✓
18	Steel Almirah	17	145	✓
19	Steel rack	01	146	✓
20	Open Rack	01	170	✓
21	Desktop (HP)	01	--	Not mentioned in stock register
22	Sharp photostat machine	01	--	(SHARP AR 6020 V, Black and White) Not mentioned in stock register

Department of Computer App.

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Wooden computer table	02	31	Not found
02	Computer table	02	31	One found only
03	Computer	14	43	✓ (Desktop I3). (Specification missing in stock register).
04	Computer char with arms	11	125	Not found
05	Steel Almirah	01	145	✓
06	Printer (pantum)	01	165	Not found
07	Stool	35	192	✓Thirty-three found.

Browsing Centre

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	All in One PC Acer	13	126	Seven found only. (Specification missing in stock register).
02	Desk top HP i5	04	178	Not found
03	All in One PC Dell	07	179	Five found only
04	Hot & cold AC	02	188	✓
05	Surveillance Hard disk	01	188	✓
06	Transformer	02	188	✓
07	Online UPS	01	188	✓

08	Layer 2 Access switch	01	188	✓
09	Wood tiles bases system modular workstation	10	201	✓

Department of Economic

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	DeskTop	01	178	✓ (Specification missing in stock register).
02	Almirah		--	Not mentioned in stock register
03	Revolving chair	01	--	Not mentioned in stock register
04	Sofa	04 seater	--	Not mentioned in stock register
05	Computer table	01	--	Not mentioned in stock register
06	Chair	03	--	Not mentioned in stock register

NCC Office

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Visitor chair	01	46	✓
02	computer table	01	56	✓
03	Steel Almirah	01	145	✓

Principal Chamber

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Wooden office table	01	31	✓
02	Sofa set (32 seater)	32-seater	33	Sofa sets having 20 seats found.

03	Almirah (in Kitchen)	01	34	✓
04	Gas Heater	01	35	Not found
05	Invertor (double battery)	01	40	✓
07	Refrigerator	01	42	✓ (Samsung)
08	Laptop (Jasbir Sir)	01	44	Not found. As per office, Laptop is still with Ex. Principal Prof. Jasbir Singh
09	Rev. Chair	01	129	✓
10	Computer table	01	56	✓
11	Computer	01	109	✓ (Specification missing in stock register).
12	Visitor chair	02	126	✓
13	Footrest	01	133	✓
14	AC Hot & cold	02	194	✓
15	Gas stove 2 burner	01	29	✓
16	Cylinder	01	29	✓
17	Mobile (Realme Narzo)	01	151	Not found. As per office, Laptop is still with Ex. Principal Prof. Jasbir Singh

Establishment section

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Executive chair (shoket Ali)	01	32	✓
02	Printer (Epson)	01	43	✓
03	Laptop	01	45	✓ (Specification missing in stock register).
04	Almirah	03	34	✓
05	File cabinet with 4 door	01	36	✓
06	Photostat machine	02	39	One found only (Sharp DX2000, color copier)
07	Invertor (double battery)	01	40	✓
08	Computer table	03	56	✓

09	Face Recognition Biometric machine	02	91	✓
10	Computer	01	109	✓ (Dell) (Specification missing in stock register).
11	Visitor chair	03	126	✓
12	Steel Almirah	01	145	✓

Staff Room

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Sofa set	02	33	✓ (Total 13-seater sofa sets found).
02	Sofa set	04	33	✓
03	Sofa set (2 seater)	01	33	✓
04	Visitor chair	01	126	✓

Account Sections

S no	Name of items	Qty	Main stock reg. page no	Remarks
01	Laptop	01	44	✓ (HP) (Specification missing in stock register).
02	Rev. Chair	01	46	✓
03	Office table	01	56	✓
04	Room heater	01	106	✓ (not working)
05	Computer	01	109	✓ (HP) (Specification missing in stock register).
06	Steel Almirah	01	145	✓
07	Printer (Pantum)	01	165	✓
08	Invertor	01	--	✓
09	Steel Almirah	02	--	✓
10	Visitor chair	03	--	Not mentioned in stock register

Conference Hall

S no	Name of items	Qty	Main stock reg. page no	Remarks
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01	Plastic chair	20	46	Not found
02	Visitor chair	99	46	Total 146 chairs were found
03	Visitor chair	21	126	-do-
04	Visitor chair	80	126	-do-
05	Wooden central table	02	141	✓
06	AC Hot & cold	03	194	✓ (Voltas)
07	Ahuja Mike system and speakers	--	--	Not mentioned in stock register
08	Electronic podium	01	--	Not mentioned in stock register
09	Tea payee	04	--	Not mentioned in stock register
10	Computer table	03	--	Not mentioned in stock register
11	Sofa	30 seaters	--	Not mentioned in stock register
12	Gym equipment	--	--	--

IQAC

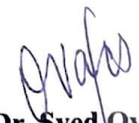
S no	Name of items	Qty	Main stock reg. page no	Remarks
01	LCD Hyundai	01	175	✓
02	Desk top Acer	01	178	✓ (Specification missing in stock register).
03	AC Hot & cold	01	194	✓
04	Notice Board	01	205	✓
05	Revolving chair	01	--	Not mentioned in stock register
06	Computer table	01	--	Not mentioned in stock register
07	Round conference table (big)	01	--	Not mentioned in stock register
08	Visitor chair	01	--	Not mentioned in stock register
09	Sharp Ar 6031 - photostat machine	01	--	Not mentioned in stock register

10	Steel almirah	01	--	Not mentioned in stock register
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D. Recommendations:

1. The General Stock register must be completed in all respects.
2. Departments must maintain their own stock registers (general as well as laboratory stock register) and entries of stock shall be made thereto.
3. There should be a proper storekeeper which will handle all the records regarding stock and assets.
4. There should be a gate pass register and the person handling it must issue a gate pass for the items going out and coming into college.
5. There must be a proper format of No objection certificate (NOC) which one must get signed before getting relieved from this institution. Storekeeper shall be one of the signatories of said NOC.
6. All teaching and non-teaching members must be directed not to take any equipment/ furniture etc. from any department to their own without prior permission of Principal.

Dated: 15/11/2022


Dr. Syed Ovais
 Convener Internal Audit Committee