



JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(AUTONOMOUS)
Teynampet, Chennai-600 018



ANNUAL STOCK VERIFICATION
(CIRCULAR WITH SAMPLE REPORT)

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(AUTONOMOUS), CHENNAI - 600 018.

23/3/16
12:30

18/4/16
3:20

Sub: ANNUAL VERIFICATION OF STOCK - LABORATORIES - 2015-2016 -
INTERNAL VERIFICATION.

Date: 23.03.2016

It is proposed to have the stock in the Laboratories verified internally by a few members of staff of the College.

The following staff members are requested to carry out a thorough verification of stock of the laboratories noted against each as per the instructions given hereunder and submit a report on or before 5th April 2016.

S.No.	Name of the members who are assigned duty of verification of stock	Department	Laboratories in the Department
1.	Dr. Dilshad Begum	Zoology	Physics
2.	Ms. Kalpana Chandravadhani	Zoology	Physics
	Mrs. Shaik Azeem Taj	P.B. & P.B.	Physics
	Mrs. Ramya	Biochemistry	Physics
3.	Mrs. Azeem Ayesha Siddiqua	Psychology	Chemistry
	Dr. Mythili	Psychology	Chemistry
4.	Mrs. Saira Khatheer	Physics	Chemistry
	Dr. Razia Sultana	Physics	Chemistry
5.	Mrs. Nayeemunnisa	Chemistry	Botany
	Mrs. Hemalatha	Chemistry	Botany
6.	Mrs. Shakila Banu	Home Science	Zoology
	Mrs. Shafia Banu	Home Science	Zoology
7.	Mrs. Jawahar Nisha	Mathematics	Zoology
	Mrs. Rubina	Mathematics	Zoology
8.	Dr. Amtuz Zehra	Zoology	Biochemistry
	Dr. R. Lucky	Zoology	Biochemistry
9.	Dr. Rizwana Begum	Biochemistry	H.Sc. Biochemistry
	Mrs. Tasleem Tabassum	Biochemistry	Physiology
10.	Mrs. Thenmozhi,	P.B. & P.B.	CD Microbiology
	Mrs. Saritha	P.B. & P.B.	H.Sc. Cookery I.M.&H.
11.	Mrs. Mohammed Nisha	Home Science	Management, I.D.
	Mrs. Avanti Prabhakar	Home Science	M.Sc. (HDFS & T & C)
12.	Mrs. Meherunissa	Psychology	Psychology
	Mrs. Ayesha Arif Zinna	Psychology	Physical Education
13.	Mrs. Sahira	Home Science	Computers of all
	Mrs. Carmel Punitha	Biochemistry	Departments

The stock verification staff members are requested to see whether the following registers are maintained regularly and written up:

1. Stock Registers for Consumables and Non-consumables
2. Issue Registers showing the day-to-day issues of chemical and other items.

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Sub: CERTIFICATE OF VERIFICATION OF STOCK - 2015- 2016

Certified that the stock of Non-Consumables Vol-IV Electricity & Magnetism
Laboratory of the Physics Department was verified

by the following members of the stock and issue Registers and the stock was found
correct according to the balance shown in the stock Registers concerned. Details of
shortages, losses or damages found are indicated below:

Name of the Stock Verifiers: Dr. S. Dilshad Begum.

Details of shortages, losses or damages found:

S.No.	Page No.	Details of the article	No. of Items Condemned	Reason of condemning
1.	3	Ammeter milliammeter	2 no's. 2 no's.	Damaged damaged damaged
2.	105	Table Galvano- meter	5 no's.	
3.	109.	voltmeter	1 No.	damaged.

B. Dilshad Begum
Signature of stock verifiers staff

Ayushabone 4/4/16
Head of the Department

**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(AUTONOMOUS), CHENNAI - 600 018.**

Sub: **ANNUAL VERIFICATION OF STOCK - LABORATORIES - 2016-2017 -**
INTERNAL VERIFICATION.

Date: 24.03.2017

It is proposed to have the Internal Stock Verification in the Laboratories verified by the following staff members:

They are requested to carry out a thorough verification of stock of the laboratories noted against each as per the instructions given hereunder and submit a report on or before 3rd April 2017.

S.No.	Name of the members who are assigned duty of verification of stock	Department	Laboratories in the Department
1.	Mrs. Shobana J. Mrs. Ramya R.	Chemistry	Physics
2.	Mrs. Anjum A. Mrs. Carmel Punitha S.	Bio-Chemistry	Physics
3.	Mrs. Maragatham R.S. Mrs. Azeem Ayesha Siddiqua	Bio-Chemistry	Chemistry
4.	Mrs. Shobana R.M. Mrs. Azceezunnisha P.S.	Psychology	Chemistry
5.	Dr. (Ms.) Noorjahan C.M. Mrs. Fauzia Ahmed	Home Science	Chemistry
6.	Mrs. Sajida Sultana Ms. Sameena Banu	Maths	Botany
7.	Mrs. Zamara A. Dr. (Mrs.) Akilandeswari P.E.	Zoology	Zoology
8.	Mrs. Mumtaz K. Mrs. Tasneem Kauser	Home Science	Biochemistry
9.	Mrs. Shaik Azeem Taj Mrs. Jabeena Begum P	Home Science	H.Sc. Biochemistry - Physiology
10.	Mrs. Hameeda Begum N. Mrs. Fathima Azher	Botany	CD Microbiology -
11.	Mrs. A. Sajitha Qadir Dr. (Mrs.) I. Sadhiya Banu	Maths	H.Sc. Cookery I.M.&H. Management, I.D.
12.	Mrs. Parveen M. Dr. (Mrs.) A. Ghousia Nisha	Maths	M.Sc. (HDFS & T & C)
13.	Mrs. Sahira S. Mrs. Kavitha Sebastian	Home Science	Psychology
		Psychology	Physical Education
			Computer of all Departments.

The above staff members, in-charge of stock verification are requested to see whether the following registers are maintained regularly and written up:

1. Stock Registers for Consumables and Non-consumables
2. Issue Registers showing the day-to-day issues of chemical and other items.

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**JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN, /F.N.
AUTONOMOUS CHENNAI 600 018.**

Sub: CERTIFICATE OF VERIFICATION OF STOCK - 2016 - 2017

Certified that the stock of Non-Consumable
Laboratory of the Zoology Department was verified
by the following members of the stock and issue Registers and the stock was found
correct according to the balance shown in the stock Registers concerned. Details of
shortages, losses or damages found are indicated below:

Name of the Stock Verifiers: S.M. Sameena Banu

Details of shortages, losses or damages found:

S.No.	Page No.	Details of the article	No. of Items Condemned	Reason of condemning
13.	217	pH meter (Elico)	1	Rusted, can not be repaired & used
14.	220	Projector (DHP)	1	
15.	219	Photoelectric Calorimeter	1	
16.	243	Stabilizer	1	
17.	255	Single pan Balance	1	
18.	75	Enamel trays	48 + 24	

Signature of stock verifiers staff

S.M. Sameena Banu
03/4/17

Head of the Department

V. Annashe

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+ PRINCIPAL. 23/6/17
PRINCIPAL
Justice Basheer Ahmed Sayeed
College for Women
Teynampet, Chennai-600 018

VR/

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(AUTONOMOUS), CHENNAI - 600 018.

Date: 22.03.2018

Subj: ANNUAL VERIFICATION OF STOCK - LABORATORIES - 2017-2018 - INTERNAL VERIFICATION (STOCK AUDIT).

It is proposed to have the Internal Stock Verification in the Laboratories from 4th to 6th April 2018. The Staff members, in-charge of stock verification are requested to carry out a thorough verification of stock of the laboratories and follow the instructions given hereunder.

- (i) To check entry and maintenance of Stock Registers for consumables and Non-consumables and attest the same.
- (ii) To check Issue Registers showing the day to day issues of chemical and other items and same to be attested by the staff in-charge.
- (iii) A list of condemned items if any for the year 2017-2018, should be submitted separately under UGC/Management and undersigned by the inspecting staff.
- (iv) A report has to be submitted on or before 9th April 2018 to Superintendent (Forenoon)

S.No.	Name of the members who are assigned duty of verification of stock	Department	Laboratories in the Department
1.	Mrs. Shobana J. <i>[Signature]</i> Mrs. Ramya R.	Chemistry Bio-Chemistry	Physics <i>[Signature]</i>
2.	Mrs. Anjum A. Mrs. Carmel Punitha S.	Bio-Chemistry Bio-Chemistry	Physics <i>[Signature]</i>
3.	Mrs. Maragatham R.S. Mrs. Azeem Ayesha Siddiqua	Psychology Psychology	Chemistry <i>[Signature]</i>
4.	Mrs. Shobana R.M. Mrs. Azeezunnisha P.S.	Home Science Maths	Chemistry <i>[Signature]</i>
5.	Dr. (Ms.) Noorjahan C.M. Mrs. Fouzia Ahmed	Zoology Zoology	Botany <i>[Signature]</i>
6.	Mrs. Sajida Sultana <i>[Signature]</i> Dr. Ms. Sameena Banu <i>[Signature]</i>	Home Science Chemistry	Zoology <i>[Signature]</i>
7.	Mrs. Zamara A. Dr. (Mrs.) Akilandeswari P.E.	Physics Physics	Zoology <i>[Signature]</i>
8.	Mrs. Mumtaz K. Mrs. Tasneem Kauser	Home Science Home Science	Biochemistry <i>[Signature]</i>
9.	Mrs. Shaik Azeem Taj Mrs. Jabeena Begum P	Botany Botany	H.Sc. Biochemistry Physiology CD Microbiology <i>[Signature]</i>
10.	Mrs. <i>R. RAZIYA SULTANA</i> Mrs. Fathima Azher <i>[Signature]</i>	<i>PHYSICS</i> Maths	H.Sc. Cookery I.M.&H. Management. I.D. M.Sc. (HDFS & T & C) <i>[Signature]</i>
11.	Mrs. A. Sajitha Qadir Dr. (Mrs.) I. Sadhiya Banu	Home Science Chemistry	Psychology <i>[Signature]</i>
12.	Mrs. Parveen M. Dr. (Mrs.) A. Ghousia Nisha	Zoology Zoology	Physical Education <i>[Signature]</i>
13.	Mrs. Sahira S. Mrs. Kavitha Sebastian	Home Science Psychology	Computer of all Departments. <i>[Signature]</i>

PRINCIPAL

Sub: CERTIFICATE OF VERIFICATION OF STOCK - 2011- 2018

Certified that the stock of Stock Register Volume IB
Laboratory of the Biochemistry Department was verified
by the following members of the stock and issue Registers and the stock was found
correct according to the balance shown in the stock Registers concerned. Details of
shortages, losses or damages found are indicated below:

Name of the Stock Verifiers:

Dr. Tasneem Kausar
Dept. of Home Science

Details of shortages, losses or damages found:

S.No.	Page No.	Details of the article	No. of Items Condemned	Reason of condemning
11.	IB- 109	Measuring cylinder 10ml	2 nos.	Broken
12.	IB- 111	Measuring cylinder 100ml	1 nos.	Broken
13.	IB- 112	measuring cylinder 25ml	1 nos.	Broken
14.	IB- 115	measuring cylinder 250ml	5 nos.	Broken
15.	IB- 149	pipette 10ml	4 nos.	Broken
16.	IB- 151	pipette 1ml	10 nos.	Broken
17.	IB- 171	pipette 2ml	10 nos.	Broken
18.	IB- 193	Standard Flask 100ml	5 nos.	Broken
19.	IB- 195	" " 250ml	1 nos.	Broken
20.	IB- 199	" " 1000ml	4 nos.	Broken

Tasneem Kausar

Signature of stock verifiers staff

Jayashan

Head of the Department

SLS
PRINCIPAL.
PRINCIPAL

Justice Basheer Ahmed Sayeed
College for Women (Autonomous).
Teyampet, Chennai - 600 018

VR/

Date: 20 Mar. 2019

Sub: ANNUAL VERIFICATION OF STOCK - LABORATORIES - 2018-2019 - INTERNAL VERIFICATION (STOCK AUDIT).

It is proposed to have the Internal Stock Verification in the Laboratories from 25th to 28th March 2019. The staff members in-charge of stock verification are requested to carry out a thorough verification of stock of the laboratories and follow the instructions given hereunder:

- To check entry and maintenance of Stock Registers for Consumables and Non-consumables and attest the same.
- To check Issue Registers showing the day to day issues of chemical and other items and same to be attested by the staff in-charge.
- A list of condemned items if any for the year 2018-2019 should be submitted separately under UGC/ Management and undersigned by the inspecting staff.
- A report has to be submitted on or before 2nd April 2019 to Superintendent (FN).

S. No.	Laboratories of Departments to be checked	Name of the members who are assigned duty of verification of stock	Department	Signature
1.	Physics	Mrs. S. Meherunissa	Psychology	S. Meherunissa
		Mrs. Kavitha Sebastian	Psychology	Kavitha
2.	Physics	Dr. B. Dilshad Begum	Zoology	B. Dilshad Begum
		Ms. R. Kalpana Chandravadhani	Zoology	R. Kalpana
3.	Chemistry	Mrs. M.I. Jawahar Nisha	Mathematics	M. I. Jawahar Nisha
		Ms. R. Sasi	Psychology	R. Sasi
4.	Chemistry	Dr. Shaik Azeem Taj	PB&PB	Dr. Shaik Azeem Taj
		Mrs. B. Fathima	Mathematics	B. Fathima
5.	PB&PB	Mrs. K. Hariffa	Home Science	K. Hariffa
		Dr. Saira Khatheer	Physics	Saira Khatheer
6.	Zoology	Mrs. A. Tasleem Tabassum	Biochemistry	A. Tasleem Tabassum
		Dr. I. Sadhiya Banu	Chemistry	I. Sadhiya Banu
7.	Zoology	Mrs. H. Shakila Banu	Home Science	H. Shakila Banu
		Dr. S.M. Nayeemunisa	Chemistry	S.M. Nayeemunisa
8.	Biochemistry	Dr. A. Zamara	Physics	A. Zamara
		Dr. R. Raziya Sultana	Physics	R. Raziya Sultana
9.	Home Science Biochemistry Physiology CND Microbiology	Mrs. G.A. Asif Jamal	PB&PB	G.A. Asif Jamal
		Dr. B. Saritha	PB&PB	B. Saritha
10.	Home Science Cookery & FSM I.D.D. M.Sc.(HDFS&T&C)	Mrs. R.S. Maragatham	Psychology	R.S. Maragatham
		Mrs. Ayesha Arif Zinna	Psychology	Ayesha Arif Zinna
11.	Psychology	Dr. S. Carmel Punitha	Biochemistry	S. Carmel Punitha
		Mrs. R. Ramya	Biochemistry	R. Ramya
12.	Physical Education	Mrs. P. Mohamed Nisha	Home Science	P. Mohamed Nisha
		Dr. Avanti Prabhakar	Home Science	Dr. Avanti Prabhakar
13.	Computers of all Departments	Dr. R. Lucky	Zoology	R. Lucky
		Mrs. S. Sahira	Home Science	S. Sahira

21/3/19
22/3/19

(Dr. (Mrs.) SHANAZ AHAMED)
PRINCIPAL

Sub: CERTIFICATE OF VERIFICATION OF STOCK - 2018 - 2019.

Certified that the stock of Plant Biology and Non-consumable
Laboratory of the Plant Biotechnology Department was verified by the
following members of the stock and issue Registers and the stock was found
correct according to the balance shown in the stock Registers concerned. Details
of shortages, losses or damages found are indicated below:

Name of the Stock Verifiers: K. HARIFFA (HOME SCIENCE)

Name & Dept

Details of Shortages, losses or damages found:

S No	Page No.	Details of the article	No. of Items Condemned	Reason of Condemning
1	12	Pointer eye piece	02	Broken
2	14	TA apparatus	10	Broken
3	15	Ganong's potometer	20	Broken
4	17	Respiroscope (Peterson)	09	Broken
5	18	Farmers potometer	10	Broken
6	19	Manometer - Root pressure	10	Broken
7	20	Photosynthetic apparatus	15	Broken
8	22	Mohr's apparatus	01	Broken
9	24	Mohr's app. (potometer)	02	Broken
10	25	Normal Ganong's Respirometer	09	Broken
11	23	Thermometers	06	Rusted
12	26	Pelletier Koffler's Respiration apparatus	1 NO	Rusted
13	27	App. for inverting fermentation	06 Nos	Rusted
14	28	Osmotic pressure apparatus (Pfeffer's)	09 Nos	Rusted
15	29	Pfeffer's Apparatus (Evolution of CO ₂ from plants)	09 Nos	Broken
16	30	Demonstrator flask	01	Broken
17	43	Wurzburg's apparatus (osmotic)	01	Rusted

Hariffa-K
22/3/19
Signature of stock verifiers staff

A. A. Shahani B.A. 28/3/19
A. A. SHAHANI B.A.
Head of the Department

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PRINCIPAL

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JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (Autonomous)
CHENNAI – 600 018

Date: 17 Mar. 2020

Sub: ANNUAL VERIFICATION OF STOCK – LABORATORIES – 2019-2020 – INTERNAL VERIFICATION (STOCK AUDIT).

It is proposed to have the Internal Stock Verification in the Laboratories from 26th to 30th March 2020. The staff members in-charge of stock verification in the departments assigned to them are requested to carry out a thorough verification of stock of the laboratories and follow the instructions given hereunder:

- (i) To check entry and maintenance of Stock Registers for Consumables and Non-consumables and attest the same.
- (ii) To check Issue Registers showing the day to day issues of chemical and other items and same to be attested by the staff in-charge.
- (iii) A list of condemned items if any for the year 2019-2020 should be submitted separately under UGC/ Management and undersigned by the inspecting staff.
- (iv) A report has to be submitted on or before 2nd April 2020 to Superintendent (FN).

S. No.	Laboratories of Departments to be checked	Name of the members who are assigned duty of verification of stock	Department	Signature
1.	Physics	Mrs. S. Meherunissa	Psychology	
		Mrs. Kavitha Sebastian	Psychology	
2.	Physics	Mrs. H. Shafia Banu	Home Science	
		Ms. R. Kalpana Chandravadhani	Zoology	
3.	Chemistry	Mrs. M.I. Jawahar Nisha	Mathematics	
		Mrs. Fauzia Ahmed	Zoology	
4.	Chemistry	Dr. Shaik Azeem Taj	PB&PB	
		Mrs. B. Fathima	Mathematics	
5.	PB&PB	Mrs. K. Hariffa	Home Science	
		Dr. Saira Khatheer	Physics	
6.	Zoology	Mrs. A. Tasleem Tabassum	Biochemistry	
		Dr. I. Sadhiya Banu	Chemistry	
7.	Zoology	Mrs. H. Shakila Banu	Home Science	
		Dr. S.M. Nayeemunisa	Chemistry	
8.	Biochemistry	Dr. A. Zamara	Physics	
		Dr. R. Raziya Sultana	Physics	
9.	Home Science Biochemistry Physiology CND Microbiology	Mrs. G.A. Asif Jamal	PB&PB	
		Ms. R. Sasi	Psychology	
10.	Home Science Cookery & FSM I.D.D. M.Sc.(HDFS&T&C)	Mrs. R.S. Maragatham	Psychology	
		Mrs. Ayesha Arif Zinna	Psychology	
11.	Psychology	Dr. S. Carmel Punitha	Biochemistry	
		Mrs. R. Ramya	Biochemistry	
12.	Physical Education	Mrs. P. Mohamed Nisha	Home Science	
		Dr. Avanti Prabhakar	Home Science	
13.	Computers of all Departments	Dr. B. Saritha	PB&PB	
		Mrs. S. Sahira	Home Science	

(Dr. (Mrs.) SHANAZ AHMED)
PRINCIPAL

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN (AUTONOMOUS)
CHENNAI - 600 018. (FORENOON SESSION)

Sub: CERTIFICATE OF VERIFICATION OF STOCK - 20/9 - 2020

Certified that the stock of Stock Book - CPE - UGC Volume I of
Laboratory of the Biochemistry Department was verified by the
following members of the stock and issue Registers and the stock was found
correct according to the balance shown in the stock Registers concerned. Details
of shortages, losses or damages found are indicated below:

Name of the Stock Verifiers: Dr. A. ZAMARA

Details of Shortages, losses or damages found:

S.No	Page No.	Details of the article	No. of Items Condemned	Reason of Condemning
			NIL	

8/10/20
Signature of stock verifiers staff

9/10/20
Head of the Department

Sub
PRINCIPAL.