



Internal Quality Assurance Cell (IQAC)

Academic Audit Report (AAR) 2014-2015

Overview

Maulana Azad National Urdu University has adopted the seven criteria of NAAC for its internal Academic Audit. Internal Quality Assurance Cell (IQAC) carries out the internal Academic Audit of MANUU and prepares the report thereof. The members and coordinators from the Departments and Centres assist IQAC carry out the academic audit.

The Academic Audit of all the Department of Studies, Colleges, Directorates and Centres is conducted on all the seven criteria of NAAC mentioned in the Annual Quality Assurance Report. The Academic Audit for 2014-2015 was done during the preparation for the second cycle of NAAC accreditation of MANUU in 2016. The evaluative report from the Departments, Colleges, Directorates, Centres etc. was sought through hard copies and then the Annual Quality Assurance Report was prepared which was submitted to NAAC through post on 17th March 2016.

Status and Areas of Excellence

The status of the University and the areas where it excelled academically during 1st July 2014 to 30th June 2015 were as follows:

University offered 62 programmes in campus/regular mode of education, which included 15 new programmes offered this year.

CBCS system was introduced in campus based UG programmes.

New departments, namely, Botany, Chemistry, Economics, History, Physics, Political Science, Sociology, and Zoology were established.

Teaching had been conducted for 188 days during the academic year.

Out of 1716 students who appeared in the 2015 examinations, 1440 students passed the examination, making pass percentage 83.91.

One hundred and thirty five faculty members of the University benefitted from the refresher courses, orientation and other training programmes conducted by the UGC Academic Staff College of the University.

The Library added 2039 text and reference books of the value of Rs. 15,91,123/- to its learning resources.

A computer lab and a browsing centre had been added.

For the maintenance of the ICT, infrastructure and equipment, Rs 124 lakhs had been spent.

The provision for coaching for Civil Services, NET coaching, Remedial coaching etc. was available for the students.

About 48.74 lakhs of financial support to 522 students was provided during the period of report.

The University observed “Swachh Bharath – Swasth Bharat” a Clean India Campaign at its campus as part of a drive launched by the Central Government to mark the birth anniversary of Mahatma Gandhi on 2nd October, 2014.

Areas for Concern

Some of the areas of concern of the University were:

The University did not have enough major or minor research projects.

No information pertaining to the publication in any Scopus-indexed journal was available.

Number of publications in research journals, and the number of books published by faculty had been very little.

Number of research scholars receiving JRF was meagre.

Students' participation in sports at national/international level, or in NSS/NCC event was nil, let alone winning of any award.

Actions to be taken

The University must promote research culture. Teachers are required to publish their research in quality international and peer-reviewed journals.

The teachers are required to get research projects for the University from government and industry.

The University must offer a course for proficiency in Urdu for the teaching and non-teaching staff who wish to improve their Urdu

SC/ST Cell and Cell for Persons with Disabilities must be strengthened.

The quality assurance measures must be introduced in DDE (its regional, sub-regional and study centres).

The students must be encouraged to participate in seminars, conferences and workshops.

The University must encourage Departments for applying for recognition and research funding from international and national agencies.

The students must be encouraged to participate in sports and cultural events.

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Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU

Action Taken Report on AAR-2014-2015

The following measures had been taken by the University subsequently:

1) Constitution of Central Research Committee (31st March 2016)

<http://manuu.ac.in/Circular/Central%20Research%20Committee.pdf>

2) Launching of Certificate Course in Urdu for non-Urdu knowing teaching and non-teaching employees (5th Feb 2016)

<http://manuu.ac.in/Circular/Certificate%20Course%20in%20Urdu.pdf>

3) Constitution of Standing Committee for SC and ST Cell (31st March 2106)

<http://manuu.ac.in/Circular/Standing%20Committee%20for%20SC%20ST-2016.pdf>

4) Committee for Cell for Persons with Disabilities (31st March 2016)

<http://manuu.ac.in/Circular/Cell%20for%20Persons%20with%20Disabiliteis-2016.pdf>

5) Constitution of the Committee for Quality Assurance Measures and Functioning of Study Centres of MANUU (10th June 2016)

http://manuu.ac.in/Circular/Quality%20Assurance%20Measures_2016.pdf

6) Student Union Advisory Board (16th Feb 2016)

<http://manuu.ac.in/Circular/Students%20Union%20Advisory%20Body.pdf>

7) Establishment of Equal Opportunity Cell (16th Feb 2016)

<http://manuu.ac.in/Circular/Coordinator%20for%20Equal%20Opportunity%20Cell.pdf>

8) Constitution of the Committee to frame the Course Structure, Examination pattern for CBCS (17th may 2016)

<http://manuu.ac.in/Circular/Academic-COE.pdf>

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University Established by an Act of Parliament in 1998)
(Accredited A Grade by NAAC)



Internal Quality Assurance Cell (IQAC)

Academic Audit Report 2015-2016

Framework

Maulana Azad National Urdu University has adopted the seven criteria of NAAC for conducting its internal Academic Audit. Internal Quality Assurance Cell (IQAC) carries out Academic Audit of all the Departments of Studies, Colleges, Directorates and Centres through Evaluative Form and Annual Quality Assurance Report (AQAR).

Overview

In 2015-16, every department, college, directorate and centre and some administrative sections of MANUU had been sent Evaluative Form and AQAR for self-assessing and auditing and reporting.

After receiving the submissions of the annual Evaluation Reports from all the teaching departments, colleges, directorates, and centres the information on different criteria are collated, compiled and then the AQAR of the University is prepared for submission to NAAC.

The IQAC which conducted audit on the performance of the academic departments, colleges, directorates and centres discussed it in its complete form as AQAR 2015-2016 in IQAC meeting held on 28th May 2018, before it was being submitted to NAAC on 7th June 2018. This Academic Audit Report had been prepared later.

Thorough studying of the performance of the academic departments, colleges, directorates and centres suggests that they were doing well in some academic areas, but there were some areas which remained the areas of concern.

Areas of Excellence

There was an increase in publication of research papers, organizing of seminars and conferences, participations in seminars by the university teachers, initiation of social outreach programmes, and so on.

The examination results for the campus mode of the programmes seems to be very outstanding from the perspective of pass percentage. All the students who took the exams had passed. The pass percentage of distance education programmes also appeared to be very encouraging.

The University had developed bridge course to bring Madrasa background students to bring into mainstream.

The infrastructural expansion had taken place in terms of construction of new buildings or the vertical expansion of the already existing buildings.

A College in Srinagar, named MANUU Arts and Science College for Women was established, which fulfils University's object of 'focus on women education'

The University had recognition for its B.Tech. programme from AICTE, revalidation of Polytechnic programmes from AICTE, and recognition from QCI for ITI courses.

Achievements

The biggest achievement of MANUU during this period of audit report was securing A grade in NAAC accreditation with a CGPA of 3.09 in its second cycle.

Areas for Concern

Some of the areas for concern were:

MANUU did not have enough research projects either from government or from non-governmental institutions/agencies. Further, its teachers as experts could not provide any consultancy to industry.

Teachers were not able to either market their expertise, which could be done through having publications in reputed journals or by participating in international conferences.

A very small number of teachers had exposure of academic tour of foreign countries. Almost no faculty visited any country under any academic exchange programme.

On Campus and Off-Campus Placements needed to increase

Actions to be taken

The University must promote research activities and encourage the faculty to apply for research projects.

A committee should be formed for national and international collaborations, which should work towards academic exchanges.

The University must organize training and guidance programmes to increase placements.

Students must be encouraged to shoulder social responsibilities.

Programmes pertaining to gender sensitization must be organized.

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Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU

Action Taken Report

The implementation of various quality measures by Maulana Azad National Urdu University including the recommendations made by IQAC had been done. In this regard University issued orders/notices/circulars which are given below with the web links:

1) Application for Minor Research Project under XII Plan (30th September 2016; 18th October 2016)

http://manuu.ac.in/Circular/Circular_MRP-30Sept2016.pdf

<http://manuu.ac.in/Circular/Circular%20-%20MiRP.pdf>

http://manuu.ac.in/Circular/Circular_19Oct2016.pdf

2) Guidelines for Principal Investigators of Minor Research Projects (17th January 2017)

http://manuu.ac.in/Circular/Guideliness_circular_18Jan2017.pdf

3) Constitution of MoU Committee

http://manuu.ac.in/Circular/Mou_QuestAlliance.pdf

4) Reconstitution of International Student Cell (3rd November 2016)

http://manuu.ac.in/Circular/International%20Students%20Cell_3Nov2016.pdf

5) Proficiency in English Course by Department of English (30th January 2017)

http://manuu.ac.in/Circular/ProficiencyEnglish_30Jan2017.pdf

6) Pre-Placement Training Programme (17th March 2017)

<http://manuu.ac.in/Circular/Training%20Programme%2017-03-17.pdf>

7) Placement Drive in MANUU 24th March 2017

<http://manuu.ac.in/Circular/Notice%20for%20Placement%20Dirve%20%20on%2027th%20March-2017.pdf>

8) Action Plan for Vittiya Saksharta Abhiyaan 9th December 2016

http://manuu.ac.in/Circular/Programme%20Schedule_VISAKA_Website.pdf

9) Sensitization Programme (20th March 2017)

http://manuu.ac.in/Circular/Sensitization%20Programme_21Mar2017.pdf

10) Waiver of Tuition Fee for First Semester for Female Students 1st May 2017

http://manuu.ac.in/Circular/waivertutioncircular_1May2017.pdf

11) Appointment of Director, IQAC 26th April 2017

http://manuu.ac.in/Circular/IQAC_circular_27Apr2017.pdf

Inspection Report on the accounts of the Office of the Registrar, Maulana Azad National Urdu University (MANUU), Hyderabad, for the year 2016-17

Dates of audit: 06.02.2017 to 10.03.2017 (25 working days)

PART-I

A. INTRODUCTORY

(i) **Scope of audit:** The accounts of the Office of the Registrar, Maulana Azad National Urdu University (MANUU), Hyderabad, for the years 2014-15 and 2015-16, were generally examined and a test check conducted including nominal and number audit under Section 19(2) of Comptroller and Auditor General's (DPC) Act, 1971.

This report has been prepared on the basis of information furnished and documents/records made available by the audited entity. The Office of the Director General of Audit (Central), Hyderabad disclaims any responsibility for any misinformation/non-information on the part of the audited entity.

(ii) **Personnel:** The following officials held the charge of the post of Registrar of the University, since last audit to 31.03.2016.

Sl.No.	Name of the Registrar	From	To
1	Prof. S.M. Rahmatullah	02.02.2013	17.02.2015
2	Prof. S.M. Rahmatullah(I/c)	18.2.2015	28.01.2016
3	Dr.Shakeel Ahmad	01.02.2016	31.03.2016

iii) **General setup and Activities:** The University was established by an act of Parliament (Act No.2 of 1997) on 9th January, 1998, with the objectives, which inter-alia, include:

- To promote and develop Urdu Language,
- To impart education and training in vocational and technical subjects through Urdu medium,
- To provide education through conventional teaching and distance education system and
- To provide focus on women education.

(iii) **Source of Finance and Expenditure:** The University, being a Central University receives Grants-in-aid (both Plan and Non-Plan) from University Grants Commission, New Delhi. The details of Grants received by the University during the last three years from 2013-14 to 2015-16, and the utilisation of grants/expenditure incurred thereon is as below:

Year	Grants received (₹) in crore	Utilisation/Expenditure (₹) in crore	Remarks
2013-14	96.45	113.22	Excess expenditure in the years 2013-14 & 2015-16, was met from unspent balance grants of previous years and internal resources.
2014-15	91.28	90.15	
2015-16	96.48	100.47	

(iv) **Internal Audit:** The Internal Audit Department was functioning with one Internal Audit Officer, two (2) Internal Auditors, one (1) Lower Division Clerk and one (1) Office Assistant for conducting internal audit of total sixty four (64) Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education. Internal audit for the year 2015-16, was taken up in respect of five (05) Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education, which was not completed. Internal Audit mechanism was neither systematic nor adequately strengthened with an Annual Action Plan to cover periodically in a fixed time frame, internal audit of all the sixty four (64) Departments & off-campus centers, in a phased manner. Thus, Internal Audit system was inadequate and not commensurate with size and activities of the University.

B) OUTSTANDING PARAS OF PREVIOUS INSPECTION REPORTS:

(List enclosed to this Report)

C) PERSISTENT IRREGULARITIES:

information/records

Non-production

of

PART-II

A. MAJOR IRREGULARITIES: NIL

B. OTHER IRREGULARITIES: Vide Report

PART-III

TEST AUDIT NOTES: NIL

✓ **1. Non-construction of own buildings for conducting B.Ed and M.Ed courses**

National Council for Teacher Education (NCTE) in its order dated 31.5.2015, while communicating approval for running B.Ed and M.Ed. courses for the Academic year 2015-16, at College of Teacher Education (CTE), Darbhanga, Bihar, stipulated inter-alia that-(i) University should create additional facilities that include (a) additional built-up area, (b) additional infrastructure, (c) additional fund, (d) adhere to staff norms as per Regulation, 2014 and inform Regional Committee with required documents by 31st October 2015.

(ii) The applicant-institution for additional unit will be required to submit the required documents such as land documents, Encumbrance Certificate (EC), Land Use Certificate and Building Plan in the specified proforma available on the website to the Regional Committee in proof of having provided additional facilities before October 31, 2015. Building Completion Certificate may be given along with other documents, if available, otherwise it can also be given to the Visiting Team at the time of inspection. Further, it was also stipulated that if the University fails to comply with the above requirements, it shall not be permitted to admit the students into B.Ed and M.Ed. courses for the academic year 2016-17.

As per the NCTE norms, requirement of permanent infrastructure by the Institution is mandatory to run B.Ed and M.Ed. courses, i.e CTEs should be run in own buildings with required infrastructure as mentioned at Sl.nos. (i) & (ii) above.

The University was running 8 Colleges of Teachers Education (CTE) out of which 6 CTEs are functioning from the rented buildings. Audit observed from the Minutes of 55th meeting of the Executive Council held on 26.12.2015 that the University had taken a decision to initiate construction of own buildings on the lands allotted to the University to house the CTEs. Further, it was mentioned in the minutes of meeting that the University had already given an undertaking to NCTE that the colleges would be shifted to own buildings, as NCTE would not accord its approval for running B.Ed and M.Ed courses at various College of Teacher Education (CTE) of the University without having own building.

The Registrar informed in the meeting that proposals were submitted to the University Grants Commission, for sanction of additional grants for the development of infrastructure in off campuses and sanction was still awaited. Further it was also resolved in the meeting to undertake this work after the sanction and release of additional grant.

Audit observed that as on date own buildings were not constructed for running B.Ed and M.Ed. courses and all 6 CTEs are running in rented accommodation only, even after lapse of one year from the date of receipt of approval for conducting B.Ed / M.Ed course. It was not forthcoming from the records, whether the issue was appraised by the University to NCTE and further extension for conduct of the B.Ed and M.Ed. courses was obtained/sought for or not.

Final reply of the University is awaited.

2. Audit observations on Memorandums of Understanding (MOUs) entered by the University with M/s Binani Cement Ltd., Kolkata and Santan Edutainment Pvt. Ltd

(A) Memorandum of Understanding entered into with M/s Binani Cement Ltd., Kolkata

M/s Binani Cement Ltd., Kolkata, was engaged in the business of Cement Manufacturing and Trading and as per the MOU entered into with the University (13th February 2015) valid up to 12th February 2018, had agreed to work together in the broad area of Promoting education and employment enhancing vocation skills and livelihood enhancement projects under Corporate Social Responsibility.

The objective of the MOU was for promoting and enhancing the vocation skills for selected technical/non-technical/management graduates of the University and conducting Skill Development Training, Competence Building and livelihood enhancement programmes..As per Scope, and Terms & Conditions of the MOU, M/s Binani Cement Ltd, Kolkata, would provide an opportunity to develop trainees skills through an intensive training program of six months being conducted at their Cement Manufacturing Plant situated at Binanigram, Pindwara, Sirohi, Rajasthan, wherein company is giving free boarding and lodging facility also. The Trainees would finally be selected by the University in consultation with the authorised officials of the M/s Binani Cement Limited.

M/s Binani, Cement Limited is not liable by any means to give any employment to any trainee of the University after completion of the Skill Development Training, Competence Building and Livelihood enhancement programme.

However, Audit observed that the University had not initiated action to identify and select the trainees for the purpose envisaged in the MOU and hence has not utilized the opportunities offered by M/s Binani Cements as per the Scope and Terms & Conditions of the MOU.

(B) Memorandum of Understanding entered into with Sanatan Edutainment Private Limited, New Delhi

M/s Sanatan Edutainment Private Limited (SEPL), a Company incorporated under the provisions of the Companies Act 1956, has the technology platform and wherewithal of dissemination/broadcast of content.

M/s SEPL, New Delhi, and the University entered into an MOU (February 2015) meant for discussion purpose only, with an aim of entering into cooperation to promote and develop the Urdu language and to impart vocational and technical education in Urdu medium through conventional and distance modes. M/s SEPL, New Delhi, agreed to provide the monetary and technical support for the Project undertaken at the University's Studio in Hyderabad as well as in their nine campuses at nine remote locations across India. The MOU shall be effective from the date of launching of the Project and for continuous period of 3 months thereafter.

The University having taken action to put the 'proof of concept' through demo/pilot project, was not forthcoming from the records/documents to the extent produced in audit. Hence, whether the envisaged Project was launched or otherwise was not verifiable in audit.

Hence, effective action may be taken in pursuance of the Scope and Terms & Conditions of the MOUs to achieve the intended purposes as envisaged in the MOUs and results of action taken intimated to Audit.

✓ 3. Audit observations on functioning of Civil Services Examination (CSE) Coaching Academy

The Civil Services Examination Coaching Academy was constructed at a cost of ₹ 6.88 crore and became functional from 2014-15 onwards.

On scrutiny of information furnished to Audit, the following observations were made:

- a. One regular faculty, Mr. Joseph Alugula appointed on 18.9.2014 and was relieved on 02.12.2016 and the second regular faculty, Mr. MohdShahid appointed on 16.2.2015 was relieved on 02.12.2016 from Civil Services Examination Coaching Academy.
- b. An Asst. Professor having specialization in Public Administration was appointed on recommendation of Selection Committee and joined on 01.02.2017 in lieu of the above 2 relieved faculty members, as the Selection Committee could not find a suitable candidate for the 2nd Professor Post.
- c. The intake capacity of the students was 100. In the Civil Services Examination for the year 2014-15, out of 72 candidates, only 6 candidates passed and in the year 2015-16, out of 82 candidates, only 5 candidates passed out.
- d. A total amount of ₹ 23.80 lakh was spent by the University during the year 2014-15 & 2015-16 on CSE related activities, i.e on faculty, contingencies, Freeship, Books and journal, entrance tests, local conveyance.
- e. The University paid ₹ 1,000/- per class and ₹ 400/- for conveyance allowance to guest faculty, who were engaged for delivering lecture in their specialized subjects for CSE, which is a meagre amount to attract expert faculty.

Audit was of the opinion that if the University hires quality/expert faculty proportionate to the intake of the candidates, then there would be appreciable increase in the pass percentage of candidates in the three stage Civil Services Examination, otherwise performance of the CSE academy would be not encouraging. For this, the University needs to allocate additional funds from its internal resources or seek the same from UGC to run the CSE Academy to yield fruitful results.

The University replied that it had to pay more to get the required expert faculty/reputed Academicians and further stated that the CSE Academy could not afford to pay more than the amount prescribed by the UGC.

Action may be taken to hire expert faculty required to meet the needs of the candidates appearing for the CSE and also explore the requirement of additional sources of funds for optimum funding of the CSE Academy, so as to increase the pass percentage of candidates appearing for CSE and also to ensure that the CSE Academy constructed at a cost of ₹ 6.88 crore is put to fruitful use.

4. Non-adherence to the provisions of General Financial Rules 2005 in placing orders for printing & supply of Self Learning Material (SLM)

Audit made the following observations on scrutiny of File no. MANUU/Purchase/F.54/2013-14, Part-I "Printing of Self Learning Material (SLM)" for the year 2013-14 of Directorate of Distance Education (DDE):

The University called for (April 2014) an open Tender Document cum Rate Contract to print SLM, Assignment, and Prospectus for DDE for the Academic Year 2013-14. In response to the tender notice, three bidders submitted their quotations and as per the comparative statement M/s RCL Technologies, Hyderabad, was the L1 bidder.

As per rule 160(xiv) of General Financial Rules (GFRs) 2005, contract should ordinarily be awarded to the lowest evaluated bidder (L1) whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in corresponding document. ***However, where the lowest acceptable bidder against ad hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder (L2) at the rates offered by lowest responsive bidder (L1).***

In contravention to the above stipulation of the GFRs 2005, a clause no.19 was incorporated in the Tender document, that *"the printing work order will be placed to the lowest quoted firm, however, the University may consider the L-2 & L-3 firm at L-1 price to share the printing subject and course wise in case of urgency/emergency, if the firm agrees. The decision of the University shall be final in this regard"*.

In pursuance to the irregular Tender clause no. 19, it was decided by the Purchase Committee members in the 2nd Meeting of committee held on 29.04.2014, that in view of urgency explained by DDE professor to print SLM and in the light of tender clause (para-19), SLM can be got printed from other two firms, M/s Brahma Teja Paper Products (India) Pvt. Ltd(L2) and M/s Karshak Art Printers (L3), of the tender , if the firms are ready to print at lowest (L1) rates of the open tender.

Audit noted the following omissions/shortcomings from the Printing & Supply orders of SLM awarded to the following bidders:

- i. Against total work order for ₹ 2,11,19,641/- placed (May 2014 to February 2015) for printing & supply of SLM for the two Academic years, 2013-14 & 2014-15, the value of supply of SLM made by the L1 bidder was for only ₹ 54,61,149/-. The reasons for short supply of SLM of value ₹ 1,56,58,492/- by L1 bidder was not forthcoming from the records.
- ii. Further, there was short levy of TDS of ₹ 8,286/- on the amounts paid to the L1 bidder by the University as detailed below:

Academic Year	Amount claimed by M/s RCL Technologies, L1 (₹)	Amount Admissible and paid by the University (₹)	TDS To be levied @2% (₹)	Actually TDS levied (₹)	Short deduction of TDS (₹)
2013-14	37,96,923/-	37,42,141/-	74,843/-	71,279/-	3,564/-
2013-14	14,28,125/-	14,28,125/-	28,563/-	28,563/-	-----
2014-15	2,36,101/-	2,36,101/-	4,722/-	-----	4,722/-
Total	54,61,149/-				8,286/-

- iii. Against total work order for ₹ 1,55,30,792/- placed (May 2014 to April 2015) for printing & supply of SLM for the two Academic years, 2013-14 & 2014-15, the value of supply of SLM made by the L3 bidder was for only ₹ 1,44,60,468/-. The reasons for short supply of SLM for a value of ₹ 10,70,324/- by the L3 bidder was not forthcoming from the records.

- iv. Further, there was short levy of TDS of ₹ 7,635/- on the amounts paid to the L3 bidder by the University as detailed below:

Academic Year	Amount claimed by M/s Karshak Art Printers, L3(₹)	Amount Admissible and paid by the University (₹)	TDS To be levied @2% (₹)	Actually TDS levied(₹)	Short deduction of TDS (₹)
2013-14	3,58,514/-	3,58,514/-	7,170/-	6,829/-	341/-
2013-14	74,50,400/-	72,93,964/-	1,45,879/-	1,38,585/-	7,294/-
2014-15	66,51,554/-	64,67,745/-	1,29,355/-	1,29,335/-	-----
Total	1,44,60,468/-				7,635/-

- v. Copy of the consent letter given by the L1 bidder expressing inability to print & supply the entire material as per the work order was not furnished to Audit.
- vi. As per the comparative statement M/s Brahma Teja paper Products India Pvt. Ltd was L2 bidder, but printing contract was awarded to L3 bidder i.e. M/s Karshak Art Printers only. This was in violation of Rule 160(xiv) of General Financial Rules (GFRs) 2005.
- vii. The University refunded Earnest Money Deposit (EMD) to all bidders after completion of printing work for 2013-14. However University gave order on 27.04.2015 for printing & supply of SLM to M/s Karshak Art Printers for ₹ 77,10,929/- without taking Performance Security, which was in violation of Rule 158 of GFRs 2005.
- viii. Reasons were not furnished for not calling fresh tenders for the year Academic year 2014-15 and giving printing order to M/s Karshak Art Printers, without taking EMD/Performance Security.

Reply of the University to the Audit observations is awaited.

**5. Non-adjustment of Miscellaneous/Contingent advances-
₹ 1.16 crore**

Rule 292 (2) of General Financial Rules, 2005, stipulate, inter-alia that, adjustment bills of Advances drawn for Contingent and Miscellaneous purpose along with balance if any, should be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance should be recovered from his/her next salary (ies).

Audit observed during scrutiny of records that advances of ₹ 1,15,94,369/- (as detailed in the Annexure-I enclosed) drawn by the staff of various departments of the University were not adjusted even after lapse of more than one year and no effective action was taken for settlement/recovery of the outstanding advances as per Rules ibid. Some of the advances were pending adjustment since January 2011.

Action may be taken for settlement of outstanding advances amount and recovery particulars of outstanding Miscellaneous/Contingent advance of ₹ 1,15,94,369/- may be intimated to Audit along with supporting documents.

✓ **6.(A) Avoidable expenditure due to non-enhancement of Contracted Maximum Demand (CMD)-₹15.81 lakh**

As per the "General Terms and Conditions of Supply of Distribution & Retail Supply Licensees in Andhra Pradesh" issued by the erstwhile Andhra Pradesh Electricity Regulatory Commission (APERC) in pursuance of Electricity Act 2003 and the applicable tariff rates published from time to time, if, in any month, the Recorded Maximum Demand (RMD) of the consumer exceeds the Contracted Maximum Demand (CMD) with the Licensee (Southern Power Distribution Company of Telangana Limited), the consumer should pay penal charges on the excess demand and energy.

It was observed that the University entered into an Agreement with Electricity Department for a CMD 80 KVA for meter No. RRN 1358 HT for Domestic, MANUU Campus and CMD 300 KVA for meter No. RRN 987 for Commercial, MANUU Campus. During the scrutiny of electricity bills and the related records for the years 2014-15 and 2015-16, it was observed that whenever the electricity consumed by the Institute exceeded the CMD limit of 80KVA/300 KVA in that month, Telangana State Southern Power Distribution Company Limited (TSSPDCL) levied penal charges of ₹ 15,80,654/- **as detailed in Annexure-II enclosed** for the excess consumption of electricity over and above the CMD in respect of meter No. RRN 1358 HT (₹ 1,73,474/-) and meter No. RRN 987 (₹14,07,180/-), and the same was paid by the University, which was avoidable.

Action may be taken to review the CMD and conduct power factor study to enhance the CMD to optimum level, so as to avoid payment of penal charges. Results of action taken in correspondence with TSSPDCL in this regard may be intimated to Audit.

Annexure - II

Calculation of Penal Demand Charges for Meter No. RRN 1358

Month	CMD (KVA)	Billed Maximum Demand(KVA)	Difference in KVA	Penal demand charges/KVA(₹)	Amount (₹)
1	2	3	4=(3-2)	5	6=4x5
4/14	80	146.20	66.20	100/-	6,620/-
5/14	80	160.20	80.20	100/-	8,020/-
6/14	80	168.40	88.40	100/-	8,840/-
7/14	80	126.20	46.20	100/-	4,620/-
8/14	80	137.20	57.20	100/-	5,720/-
9/14	80	146.20	66.40	100/-	6,640/-
10/14	80	147.40	67.40	100/-	6,740/-
11/14	80	135.80	55.80	100/-	5,580/-
12/14	80	128.40	48.40	100/-	4,840/-
01/15	80	105.40	25.40	100/-	2,540/-
03/15	80	133.00	53.00	100/-	5,300/-
04/15	80	149.00	69.00	106/-	7,314/-
05/15	80	161.00	81.00	106/-	8,586/-
06/15	80	162.20	82.20	106/-	8,713/-
07/15	80	128.40	48.40	106/-	5,130/-
08/15	80	165.60	85.60	106/-	9,073/-
09/15	80	168.60	88.60	106/-	9,392/-
10/15	80	162.60	82.60	106/-	8,756/-
11/15	80	181.00	101.00	106/-	10,706/-
12/15	80	169.80	89.80	106/-	9,519/-
01/16	80	157.20	77.20	106/-	8,183/-
02/16	80	204.00	124.00	106/-	13,144/-
03/16	80	169.60	89.60	106/-	9,498/-
Total					1,73,474/-

Calculation of Penal Demand Charges for Meter No. RRN 987

Month	CMD (KVA)	Billed Maximum Demand(KVA)	Difference in KVA	Penal demand charges/ KVA(₹)	Amount (₹)
1	2	3	4=(3-2)	5	6=4x5
05/14	300	520.32	220.32	700/-	1,54,224/-
06/14	300	490.96	190.96	700/-	1,33,672/-
08/14	300	419.28	119.28	700/-	83,496/-
09/14	300	482.80	182.8	700/-	1,27,960/-
10/14	300	418.12	118.12	700/-	82,684/-
11/14	300	400.24	100.24	700/-	70,168/-
12/14	300	312.96	12.96	700/-	9,072/-
01/15	300	313.36	13.36	700/-	9,352/-
02/15	300	325.92	25.92	700/-	18,144/-
03/15	300	458.32	158.32	700/-	1,10,824/-
04/15	300	416.22	116.22	740/-	86,002/-
05/15	300	520.74	220.74	740/-	1,63,348/-
06/15	300	496.50	196.50	740/-	1,45,410/-
07/15	300	314.20	14.20	740/-	10,508/-
08/15	300	373.20	73.20	740/-	54,168/-
09/15	300	415.80	115.80	740/-	85,692/-
03/16	500	584.40	84.40	740/-	62,456/-
Total					14,07,180/-

✓ **6. (B) Avoidable expenditure of TOD charges - ₹ 3.14 lakh**

Time of Day tariff has been introduced to aid in flattening of the day load curve while incentivizing off-peak hour consumption for eligible customers. It means that cost of using 1 unit of electricity will be different in mornings, noon, evenings and nights. This means that using appliances during certain time of the day will be cheaper than using them during other times.

During the scrutiny of electricity bills and the related records for the years 2014-15 and 2015-16, Audit observed that TOD charges amounting to ₹ 3,14,081/- were levied for Meter No. RRN 987 as detailed below which was avoidable by using devices such as time clocks to automatically turn the power off to some appliances during the peak periods:

Month	TOD charges
5/14	20,324/-
6/14	19,676/-
8/14	16,444/-
9/14	19,460/-
10/14	17,836/-
11/14	23,326/-
12/14	20,208/-
01/15	9,032/-
03/15	34,636/-
05/15	24,903/-
06/15	23,922/-
07/15	15,049/-
08/15	21,118/-
09/15	21,989/-
03/16	26,156/-
Total	3,14,081/-

The electronic AMR meters would provide usage figures for the peak and off-peak periods. It can also provide reports of the usage data on day-by-day, hour-by-hour, or shorter time frames, as well as other useful information such as outages and power quality. This timely information coupled with analysis can help both utility providers and customers' better control the use and production of electric energy, gas usage, or water consumption. Reducing, or "shaving," peak power demand not only lowers utility bills, but it reduces strains on the power grid.

The University replied that it had already installed Solar PV system of 27,100 LPD in 11 buildings especially in Hostels, Guest House and V.C lodge for the purpose of Solar Hot water system and had taken measures to reduce dependency on conventional Energy and intend to expand this process to other buildings. Further, it was stated that the University was considering to avail the RESCO model scheme introduced by Ministry of non-conventional Energy Resource for Renewable Grid connected roof top Solar PV panels.

Effective action may be taken to reduce dependency on conventional energy and the reduction in consumption of electricity at peak hours for avoidable payment of TOD charges and results of such action taken may be intimated to Audit.

7. Non-disposal of Unserviceable Articles

Rules 196 and 197 of General Financial Rules (GFRs), 2005, stipulate that surplus or obsolete or unserviceable goods should be disposed by obtaining bids through advertised tender or public auction and action should be taken for disposal of goods thereafter by following the procedures laid down in **Rules 198 & 199 of GFRs 2005**.

327 articles as detailed in Annexure-III enclosed were reported by the University as unserviceable/obsolete/surplus. However, necessary steps were not taken to dispose them by following due procedure, as stipulated in **Rules 196 to 200 of General Financial Rules 2005**:

Action may be taken to dispose the unserviceable/obsolete/surplus articles, as per the Rules *ibid* and remittance particulars of sale proceeds of auction, into University's account intimated to Audit.

8. Audit observations on maintenance of Service Books

Audit observed the following omissions during scrutiny of service books:

(A) In some of the service books, leave account was not updated. Photos were not pasted. Corrections made were not attested.

The University replied that action would be taken to rectify the omission accordingly.

(B) Travelling Allowance Rules, Part-II, Appendix 5 and clarification No.V, thereunder, stipulates that, vacation staff are entitled to Transport Allowance, however, during vacation; the allowance shall not be admissible, when such vacation spell, including all kinds of leave, envelops the entire calendar month(s). Further, Transport Allowance was not admissible to the employees, during absence from duty for a full calendar month due to leave/training/tour, etc. If the absence covers more than one month, it will not be admissible for calendar month(s) wholly covered by such absence. Consequent on implementation of Sixth Pay Revision Commission recommendations, these Rules along with new rates of Transport Allowance (TA) were made applicable with effect from 1st September 2008.

Smt.Hajera Begum, Library Assistant, availed Child Care Leave (CCL) from 3.11.15 to 03.02.16. However, Transport Allowance of ₹ 1,314/- per month was drawn for the months of December 2015 and January 2016 though the period of absence from duty due to leave during these 2 months covered full calendar month. Hence, the irregular drawal of total transport allowance of ₹ 2,628/-paid to Smt. Hajera Begum, Library Assistant for the 2 months need to be recovered.

The University replied that Finance and Accounts section would be requested to recover the amount.

Action may be taken as informed and recovery particulars of irregular drawal of total transport allowance amount of ₹ 2,628/-intimated to Audit.

9. Documents not produced to Audit

(A) The following records and information, which were not produced/furnished during the previous audits (2013-14) were not produced/furnished during the present audit (**February-March 2017**) also:

- (i) Files pertaining to follow up action taken on the excess pay fixation of 33 officials, recommendations of the Selection Committee, appointment orders, pay fixation statements, recovery particulars, revised pay fixation statements and other connected records were not produced for verification.
- (ii) Recruitment Rules, promotion policies followed by the University in respect of appointment/promotion of teaching and non-teaching staff. Their pay fixations consequent on implementation of Sixth Pay Commission Recommendations, and other connected records, like Service books, Personal files, and Pay bill registers.
- (iii) The University did not furnish the details of sanctioned strength of non-teaching staff, vis-à-vis persons-in-position with supporting sanction orders for operation of sanctioned posts. The cadre strength of teaching staff was furnished but was not supported by sanction orders for operation of teaching posts.
- (iv) Correspondence files related to Vehicles stated to be under condemnation, (i) Ambassador car (No.AP 28 AT 2792) (ii) Toyota Qualis car (No.AP 13 E 4474) and (iii) TATA Indigo LS car (No.AP 28 AV 1271).

(B) The following records and information, which were not produced/furnished during the previous audits (2014-15) were not produced/furnished during the present audit (**February-March 2017**) also :

(i) Files/records and copies of documents pertaining to recruitment of the following along with (i) details of notification issued/published in various News Papers (ii) details of number of candidates applied along with their qualification (iii) details of candidates to whom call letters were sent (iv) number of candidates appeared for the test (v) number of candidates shortlisted and appeared for interview (vi) Minutes of the Selection Committee (vii) Candidates selected and recruited (viii) Service Books, Personal files/dossiers, recruitment files and (ix) Recruitment Rules of the University/UGC:

- a. Assistant Professors in departments of English, Civil Engineering, Arabic, Persian, Education, Computer Science & Engineering, Urdu and Electronic & Communication Engineering and Social Work, from the year 2010 onwards,
- b. Sri Wajuhuddin, Section Officer,
- c. Teaching staff of Model School
- d. Dr. Abdul Wahid, Associate Professor
- e. Ms. Santha, Section Officer
- f. Sri MohdHasim Ali Sajid, Assistant Registrar
- g. Dr. Khwaja M Sahid, Pro-Vice Chancellor
- h. Teaching Staff
- i. Ms. AtiyaNaheed, Asst. Professor
- j. Sri Md. Hamid Mohiuddin Siddiqui, Section Officer
- k. Sri Abdul Azeem, UDC
- l. Sri SalarMohiuddin LDC
- m. Sri MohdAzamathulla Khan, LDC
- n. Sri MohdIrfan, LDC
- o. Sri MohdSaheed, LDC
- p. Sri Shaik Abdul HabeebArif, Office Attendant

(ii) File and related documents/records pertaining to establishment of Secured Data Network (Wi-Max Connectivity with indoor Wi-Fi).

(C) The following documents/information, were not produced during current audit (February-March 2017):

- (i) Register of Fixed Assets, containing all Fixed Assets of the University.
- (ii) Vouchers for TA/LTC claims for the year 2014-15 & 2015-16
- (iii) Vouchers for the expenditure incurred in respect of Civil Services Examination (CSE) Coaching Academy for the years 2014-15 and 2015-16
- (iv) Cash books of A/c No.187901000002554 and A/c No.1879010000002601 pertaining to years 2014-15 & 2015-16.
- (v) Bank statements for the months January 2015, April 2015 and December 2015, except for the accounts 1879010000000001, 1879010000000022, 1879010000000023, 1879010000000024 and 187901000001101, were not furnished to audit.
- (vi) Files and vouchers for ₹ 4,85,996/- of Remedial Coaching for SC/ST/OBC(CCMES)
- (vii) Files and vouchers for ₹ 6,78,001/- of Coaching for National Eligibility Test (NET) for SC/ST/OBC.

उप निदेशक/ केंद्रीय व्यय लेखा परीक्षा

DEPUTY DIRECTOR/ CEA

ANNEXURE - I

12766
102/c

Sl.No	Name of the official	Advance drawan (Rs)	Expenditure incurred	Recovery made	Pending	Remarks
1	Ashwani	44000	15470	27481	1049	Settled
2	Syed Md.Haseeb uddin Quadri	361867	-	-	361867	Settled
3	RC, Kokatta	20300	-	-	20300	Under Process
4	RC, Kolkatta	25000	7352	17458	190	Under Process
5	ARD, Purchase	67275	-	-	67275	Settled
6	RC, Darbhanga	1444000	52794	1377849	13357	Settled
7	RC, Kolkatta	1240000	509800	699280	30920	Under Process
8	RD, Camp office, Jammu	1500000	57572	1212279	230149	Under Process
9	RC, Darbhanga	40000	12569	25431	2000	Settled
	Total				7,27,107	

(-) Settled

= 4,45,548

2,81,559

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100/c

Sl.No	Name of the official	ChNo/Date	Vr No	Purpose of Advance drawan (Rs)	Amount of advance	Pending	Remarks
1	RD, RC, Delhi	857617/6.3.13	-	purchasing items for CTE, Sambhal	20,00,000/-	20,00,000	Under Process
2	Dr.Ehteshan Ahmed Khan	291813/30.1.14	-	purchase of Anti virus	6500/-	6500	Under Process
3	Abid Ahmed Khan	324626/23.9.14	511	-	400000/-	400000	Under Process
4	Abid Ahmed Khan	343909/19.12.14	744	Printing material for convocation	300000/-	300000	Under Process
5	M.A.	343913/22.12.14	778	Transport	65000/-	65000	Under Process
6	Dr. Raj	343914/22.12.14	779	streamline	5000/-	5000	Under Process
7	Mohd.Shaik	343915/22.12.14	780	Dias & seating arrangement	390000/-	390000	Under Process
8	Abdul	343917/22.12.14	782	security committee	20000/-	20000	Under Process
9	Principal, MANUU	335790/21.4.15	19	B.Ed.M.Ed exam	10000/-	10000	Under Process
10	Syed Hamid	319874/30.4.15	67	BIDAP	100000/-	100000	Settled
11	Abdul, HOD	341179/11.6.15	164	ET	11320/-	5098	Settled
12	Shadaq	341180/11.6.15	165	ET	30000/-	30000	Settled
13	Principal, CTE, Srinagar	341181/11.6.15	166	ET	15000/-	2116	Under Process
14	Principal, CTE, Darbhanga	341200/24.6.15	185	M.Ed/B.Ed	132000/-	132000	Under Process
15	Siddiqui	331786/18.3.16	653	-	25000/-	25000	Under Process
	Total					34,90,714	

(-) settled

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98/c

Sl.No	Name of the official	ChNo/ Date	Vr.No	Purpose of Advance drawn (Rs)	Amount of advance (Rs)	Pending	Remakrs
1	RD, RC, Delhi	097613/15.11.11	-	TA/DA	50000	9912	Under Process
2	Principal, Poly MANUU, Darbhanga	097509/27.1.11	-	conducting of semester exam	17599	17599	Under Process
3	ARD I/c, RC, Srinagar	097698/17.4.12	-	visit for UGC team to J&K	100000	100000	Under Process
4	Principal, Poly Darbhanga	097730/11.6.12	-	conducting E&T	100000	5400	Under Process
5	Principal, poly Bangalore	097737/20.6.12	-	maintenance of photo copier	12500	12500	Under Process
6	Principal, poly Bangalore	097817/4.12.12	-	conducting theory & practical exams	1500	1500	Under Process
7	Principal, Model school, NUH	097860/19.3.13	-	purchase of water cooler	82226	82226	Under Process
8	Principal, MANUU Poly Darbhanga	867441/7.5.13	-	conducting session B.Ed exam	-	808	Settled
9	Dr. Mohd. Yousuf Khan	867450/7.5.13	-	conducting B/L end theory practical exam	-	300	Under Process
10	Dr. Sajid Jaswal CTE, Asansol	867618/10.9.13	-	NCTE team inspection	-	1479	Under Process
11	Principal, MANUU Darbhanga	867607/30.8.13	-	Entrance test	-	2125	Settled
12	Principal, MANUU Darbhanga	867732/25.11.13	-	conducting session end exam	-	1644	Settled
13	Principal, MANUU Bangalore	867746/4.12.13	-	conducting exam	-	150	Under Process
14	Principal, MANUU	097716/30.5.12	-	exam	-	7023	Under Process

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1760
96/c

15	NCTE, Jaipur	295111/12.5.14	36	processing fee	40000	40000	Under Process
16	NCTE, BANGALORE	295112/12.5.14	37	processing fee	40000	40000	Under Process
17	Principal, MANUU	295143/30.5.14	63	ET/2014	-	1060	Under Process
18	Principal, CTE	325759/14.8.14	131		12000	12000	Under Process
19	Dr.Sadayat	325764/1.9.14	135		932878	932878	Under Process
20	Member Secretary	325800/23.9.14	-	CTE, NUH		1000	Under Process
21	Member Secretary	325801	-	CTE, Bangalore		1000	Under Process
22	Prof	325883/21.11.14	219			95035	Under Process
23	Mohd Jumaid	341029/18.5.15	101	viva translation		1200	Under Process
24	Principal, Model school, NUH	341669/22.9.15	134	Assessment	15000	15000	Under Process
25	Prof, CTE, Srinagar	331075/10.12.15	250	B.ED/M.Ed exam		4829	Under Process
26	CTE, Bidar	021775/8.2.16	300	Misc. expenditure	18500	18500	Under Process
	Total					14,05,168	

(-) settled : 4577

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Details of Outstanding Advances which were sanctioned upto 31.03.2016

ID1	ID2	Grant	Name	Designation	Voucher No.	Cheque No.	Cheque Date	Amount	Purpose	Controlling/Co-ordination Section
1	1	Non Plan	Dr. Md. Faiz Ahmad	Principal CTE Darbhanga	25/A324/A/1	242530	10.04.2012	4819	For B.Ed Final exams	Self
2	2	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	714/A	171706	10.01.2011	15000	Towards Refilling Gas	A&G
3	3	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	524/A322a/2	242206	20.12.2011	9000	Towards 3 man committee in CTE Srinagar	A&G
4	4	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	2027	858278	07.03.2013	12000	For subscription	Dept. of E&T
5	5	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	353	304360	28.05.2014	13000	Subscription of Journals	Dept. of E&T
6	6	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	1980	306409	02.02.2015	50000	shifting office premises	Estate Section
7	7	Non Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar	1450	307888	03.11.2015	50000	Shifting of building	Estate Section
8	8	Plan	Dr. Bilal Rafiq Shah	Principal CTE Srinagar		294925	28.08.2014	25000	B.Ed. II Annual Exams	Dept. of E&T
9	9	Non Plan	Dr. M. Najeebullah	Deputy Director, Sports	1798	306193	09.01.2015	14930	Procurement of Sports Consumable	Self
10	10	Non Plan	Dr. M. Najeebullah	Deputy Director, Sports	2261	301840	24.09.2013	92210	All India Tourmanent TA/DA	Self
11	11	Non Plan	Md. Riyazur Rahman	Principal ITI BLR	1217	305444	13.10.2014	22000	Towards SCVT affiliation Fees	Poly Hyd
12	12	Sachar	Md. Riyazur Rahman	Polytechnic MANUU		97737	20.06.2012	12500	Towards Maintenance Photo Copier	Poly Hyd
13	13	Sachar	Md. Riyazur Rahman	Polytechnic MANUU		97817	04.12.2012	1500	Towards conducting Semester Exams	Poly Hyd
14	14	Sachar	Md. Riyazur Rahman	Polytechnic MANUU		295143	30.05.2014	1060	Entrance Test 2014	Poly Hyd

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94/c

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92/c

ID1	ID2	Grant	Name	Designation	Voucher No	Cheque No	Cheque Date	Amount	Purpose	Controlling/Co-ordination Section
15		Sachar	Md. Riyazur Rahman	Polytechnic MANUU		333670	21.03.2016	31850	Educational Tour Programme	Poly Hyd
16		Non Plan	Mr. Aijaz Ashraf	RC Srinagar	07/A	242504	03.04.2012	175000	For implementing Sachar Committee	A&G
17	5	Sachar	Mr. Aijaz Ashraf	RC Srinagar		97698	17.04.2012	100000	Towards visit for UGC Team to Jammu & Kashmir	A&G
18		DDE	Mr. Aijaz Ashraf	MANUU Satellite Campus	94A	123377	22.10.2012	100000	For possession of land	Engg Section
19		DDE	Dr. Shafiq Ahmad Sheikh	ARD SRC Jammu		960049	27.12.2011	30000	Conducting of Annual Exams of UG/PG	Exam branch
20	6	DDE	Dr. Shafiq Ahmad Sheikh	ARD SRC Jammu	100a	123383	22.10.2012	242841	Conduct of Exams	Exam branch
21		DDE	Dr. Shafiq Ahmad Sheikh	ARD SRC Jammu	784	311146	24.01.2014	190184	Conduct of B.Ed Exam	Exam branch
22		DDE	Dr. Shafiq Ahmad Sheikh	ARD SRC Jammu	783	313347	03.02.2015	230149	Towards Term End Exams	Exam branch
23		Non Plan	Mr. Muqsit Khan	Principal ITI Bangalore	1054	301326	01.08.2013	7000	Purchase of consumable for practical	Poly Hyd
24		Non Plan	Mr. Muqsit Khan	Principal ITI Bangalore	1055	301327	01.08.2013	11000	for admission Counselling ITI	Poly Hyd
25	7	Sachar	Mr. Muqsit Khan	Principal ITI Darbhanga		97716	30.05.2012	7023	Towards End Exams May 12	Poly Hyd
26		Sachar	Mr. Muqsit Khan	Principal ITI Darbhanga		867607	30.08.2013	2125	Towards Entrance Test	Poly Hyd
27		Non Plan	Mr. Muqsit Khan	Principal ITI Darbhanga	496	310143	17.06.2015	103740	QCI Affiliation Fee & Visit of team	Poly Hyd
28		Non Plan	Prof. Abdul Moiz	Professor	1866	858080	20.02.2013	2320	For stationary	Under process with Registrar

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ID1	ID2	Grant	Name	Designation	Voucher No.	Cheque No.	Cheque Date	Amount	Purpose	Controlling/Co-ordination Section
29		Non Plan	Prof. Abdul Moiz	HoD	984	301229	29.07.2013	35000	Printing of proceeding of Seminar	Under process with Registrar
30	9	Non Plan	Prof. Siddiqui Mohd. Mahmood	HoD	830	307077	28.07.2015	9370	conducting BoS & School board meeting	Dept. of E&T
31	10	Non Plan	Dr. Shahid Pervez	RD RC Delhi	1775	171771	02.02.2011	300000	Towards conducting Workshop	A&G
32		Plan	Dr. Shahid Pervez	RD RC Delhi		857637	06.03.2013	2000000	INSI RC Delhi Towards purchasing items for CTE Sambhal	Purchase Section
33	11	Sachar	Dr. Mozaffer Islam	Principal Model School NUH		341669	22.09.2015	15000	Formative Assessment	Dept. of E&T
34	12	Sachar	Dr. Sadaquat Ali Khan	I/c. CTE Sambhal		325764	01.09.2014	932878	Procurement of Furniture and Equipments	Purchase Section
35		DDE	Ms. Shamshad Begum	Coordinator Unani	377	373424	1.02.2012	8475	for purchase of Surgical Items	Self
36	13	DDE	Ms. Shamshad Begum	Coordinator Unani	385	373434	9.02.2012	40000	Purchase of Books	Self
37		DDE	Ms. Shamshad Begum	Coordinator Unani	140	866495	31.07.2012	1500	Conducting of Exams	Self
38		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	25A	123293	22.08.2012	1000	For Independence Day	A&G
39		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	103A	123386	22.10.2012	15172	Conduct of Exams	Exam branch
40		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	780	311142	24.01.2014	12731	Conduct of B.Ed	Exam branch
41	14	DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	144	123905	27.05.2014	20300	Purchase of toners for printing	Purchase Section
42		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	339	311672	07.08.2014	190	Towards conduct of B.Ed	Dept. of E&T
43		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	783	313347	03.02.2015	30920	Towards Term End Exams	Exam branch

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12/3/14
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ID1	ID2	Grant	Name	Designation	Voucher No	Cheque No	Cheque Date	Amount	Purpose	Controlling/Co-ordination Section
44		DDE	Dr. S.E.H Imam Azam	RD RC Kolkata	602	312472	28.12.2015	960100	Towards conduct of B.ed	Dept. of E&T
45	15	DDE	Dr. Mushtaq Ahmed Patel I	Professor, DDE	488	287621	28.03.2013	321917	Translation of SLM	Self
46	16	DDE	Dr. Mushtaq Ahmed Patel I	Professor, DDE	388	857406	31.01.2013	9660	For subscription of Journals	Self
47	17	Non Plan	Dr. Kaneez Zehra	HoD Political Science	2755	308394	22.03.2016	5000	Shifting of Office	Self
48	18	Non Plan	Dr. Abdul Quddoos	Asst. Regional Director Lucknow	85/A	172125	12.05.2011	1193	Towards Annual Exams	Self
49	19	Non Plan	Mohd. Asif	Instructor ITI Darbhanga	2551	303161	21.01.2014	135000	Medical Advance	Interest
50	20	Non Plan	Mr. M. I Sajid	Development Cell	1962	309529	05.01.2016	2194	Contingency	Under process with Registrar
51	21	Non Plan	Prof. Mushtaq Ahmad Kaw	HoD, History	117	300673	28.04.2015	24153	Conducting BoS Meeting	Under process with Registrar
52	22	Sachar	Dr S E H Imam Azam	RD RC Kolkata	2620	308213	07.03.2016	20000	TA/DA	Self
53	23	DDE	Dr. Sajid Jamal	I/c. CTE Asansol	.	867618	10.09.2013	1479	Towards NCTE Team Inspection	Self
54	24	DDE	Dr. Mohd. Fahim Akhter	Asst. Professor	487	287620	28.03.2013	10000	For Development of Course	Self
			Deputy Registrar	DDE	493	287626	28.03.2013	87120	For purchase of Fax Machine	Self

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ANNEXURE - III

Details of Disposal of Goods

Sl	Particular	Qty	Classification (Furniture / Computer / Equipments / Consumables others)	Dept / Section	Whether surplus / obsolete / unserviceable	date of purchase as per stock register	S.R. No. and Pg. No.	Value of the Goods	Reasons	Remarks
1	Computer Table 55"x22"x48"	14	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
	Aluminium Side Cabin	100	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
3	Wooden Sheets 18mm/36x24"	50	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
4	Keaboard PVC Slider	38	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
5	Computer Cabin Glass 29x14"	20	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
6	Computer Cabin Glass 26x14"	20	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
7	Computer Cabin Glass 84x14"	1	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
8	Computer Cabin Glass 62x14"	2	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
9	Computer Cabin Glass 53x14"	1	Furniture	Engineering Sections	Dismantled	N/A	N/A	N/A	-	Dismantled items of CS&IT
10	Box type florescent 2x40wts	23	Equipment	Engineering Sections	Dismantled	N/A	N/A	N/A	Not in Working Condition	
11	Box type florescent 1x40wts	8	Equipment	Engineering Sections	Dismantled	N/A	N/A	N/A	Not in Working Condition	
12	florescent Fitting 40wts	23	Equipment	Engineering Sections	Dismantled	N/A	N/A	N/A	Not in Working Condition	
13	Exhaust Fans	2	Equipment	Engineering Sections	Dismantled	N/A	N/A	N/A	Not in Working Condition	
14	Table with 3 draws 4x2	2	Furniture	Registrar Office	Surplus	Establishment	R.1, pg.11	-	-	
15	Wooden Table Plain 4x2	1	Furniture	Registrar Office	Surplus	Establishment	R.1, pg.10	-	-	
16	Revolving Chairs	3	Furniture	Registrar Office	Unserviceable	Establishment	R.1, pg.10	-	General Wear & Tear	
17	Side Table	1	Furniture	Registrar Office	Surplus	Establishment	R.1, pg.10	-		
18	LCD Monitor	1	Computer	Registrar Office	Surplus	Establishment	R.1, pg.03	-		
19	Wipro CPU P4	1	Computer	Registrar Office	Surplus	Establishment	R.1, pg.05	-		
20	Table Lamp	1	Consumables	Registrar Office	Unserviceable	Establishment	R.1, pg.01	-	General Wear & Tear	

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21	Zenith Monitors	37	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
22	HCL Monitors	17	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
23	Compaq Monitors	9	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
24	Microtech Monitors	1	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
25	Zenith CPU	18	Computer	Polytechnic Hyd	Unserviceable	15-10-2012 From CS & IT	NC/Poly/01, pg.12	-	-
26	HCL CPU	16	Computer	Polytechnic Hyd	Unserviceable	Purchase Section	NC/Poly/01, pg.12	-	-
27	Gestner 3235 Xerox Machine	2	Equipment	Polytechnic Hyd	Unserviceable	Purchase Section	Old Stock	-	-
28	S type chairs	6	Furniture	Polytechnic Hyd	Unserviceable	06-08-2009	NC/Poly/01, pg.12	Poly-06	-
29	Revolving / Executive Chairs	11	Furniture	Polytechnic Hyd	Unserviceable	06-04-2009	NC/Poly/01, pg.12	ITI-02, Poly-09	-
30	Monitor (Wipro)	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
31	Monitor (Wipro)	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
32	HCL Monitor	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
33	Wipro CPU	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
34	Wipro CPU	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
35	Compact CPU	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
36	HCL CPU	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
37	Printer HP LaserJet	1	Computer	Academic Section	Unserviceable	N/A	Vol.I, pg.50	N/A	Not working and not in use
38	Visitor Chairs	1	Furniture	Academic Section	Unserviceable	N/A	Vol.I, pg.10	N/A	Handles Broken
39	Compaq Monitors	1	Computer	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
40	HP Key Board	1	Computer	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
41	Compaq CPU	1	Computer	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
42	HP LaserJet Printer 2100	1	Computer	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
43	Cannon Fax Machine	1	Equipment	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working
44	Euro Clean Vacuum-Cleaner	1	Equipment	P.V.C Office	Unserviceable	2004-05	N/A	N/A	Not Working

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45	Crompton Stand Fan	1	Equipment	P.V.C Office	Unserviceable	20-12-2013	72	Rs. 2777/-	Not Working
46	UPS	3	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&20	Nil	brought from Purchase Sec in 27-7-2012
47	UPS	2	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&19	Nil	brought from Purchase Sec in 27-7-2012
48	Air Cooler Model: K3000	3	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&24	Nil	brought from Purchase Sec in 27-7-2012
49	Stabilizer 500M 5KVA	5	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&25	Nil	brought from Purchase Sec in 27-7-2012
50	Electronic Voltage 500 VA, 5KVA	3	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&26	Nil	brought from Purchase Sec in 27-7-2012
51	LPG Cylinder Shakti Gas WC35-2	2	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&27	Nil	brought from Purchase Sec in 27-7-2012
52	Monitor	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&29	Nil	brought from Purchase Sec in 27-7-2012
53	CPU	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&29	Nil	brought from Purchase Sec in 27-7-2012
54	Keyboard	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&29	Nil	brought from Purchase Sec in 27-7-2012
55	Modi Xerox Model: 5620	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&01	Nil	brought from Purchase Sec in 27-7-2012
56	Modi Xerox Identifier 2YR	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&01	Nil	brought from Purchase Sec in 27-7-2012
57	Panasonic Printer: KXP3636	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&04	Nil	brought from Purchase Sec in 27-7-2012
58	HP Printer Model: C6680	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&05	Nil	brought from Purchase Sec in 27-7-2012
59	EPSON Printer Model: P930A	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&06	Nil	brought from Purchase Sec in 27-7-2012
60	Compaq CPU	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&08	Nil	brought from Purchase Sec in 27-7-2012
61	Keyboard Compaq	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&10	Nil	brought from Purchase Sec in 27-7-2012
62	HCL CPU	1	Computer	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&11	Nil	brought from Purchase Sec in 27-7-2012
63	Advanced UPS	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&12	Nil	brought from Purchase Sec in 27-7-2012
64	Power Pack 2000	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&13	Nil	brought from Purchase Sec in 27-7-2012
65	Electronic Model: EM2000	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&14	Nil	brought from Purchase Sec in 27-7-2012
66	SS System Inventor	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&15	Nil	brought from Purchase Sec in 27-7-2012
67	Parall Printer Model: RT401	1	Equipment	ITI Hyderabad	Unserviceable	Nil	NC/ITI/OSR/01&17	Nil	brought from Purchase Sec in 27-7-2012
68	Draftmen Table	16	Furniture	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITI/08/667	6900	Drawing Tables Damage

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69	Drafting Mechanic Vertical Type Complete with Drawing Board Table and pair of metric scale 30cm and 40 cm long	4	Furniture	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITV/08/609	26900	Drawing Tables Damage	
70	Drafting Mechanic Horizontal Type Complete with Drawing Board Table and pair of metric scale 30cm and 40 cm long	4	Furniture	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITV/08/656	8400	Drawing Tables Damage	
71	TV Receiver (ambition)	2	Equipment	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITV/04/274	32000	Picture Tube damage	
72	Bench Vice	16	Furniture	ITI Hyderabad	Unserviceable	31-03-2007	MSR/NC/ITV/05/340	1850 each	Jaws Broken & Treading wornout	
73	Paper Shredder	3	Equipment	ER-I	Unserviceable	-	-	-	-	
74	Typewriter	2	Equipment	ER-I	Unserviceable	-	-	-	-	
75	Computer Chairs	4	Furniture	ER-I	Unserviceable	-	19-20	-	-	
76	Table 3 Draw	1	Furniture	ER-I	Unserviceable	-	20-21	-	-	
77	UPS (Small) 650V	1	Equipment	ER-I	Unserviceable	-	59-60	-	-	
78	Xerox Stabiliser	2	Equipment	ER-I	Unserviceable	-	42-43	-	-	
79	Monitor (Wipro)	8	Computer	ER-I	Unserviceable	-	1-3,	-	-	
80	CPU's	10	Computer	ER-I	Unserviceable	-	1-3,	-	-	
81	Printer	5	Computer	ER-I	Unserviceable	-	4-6,	-	-	
82	Emergency Light	1	Consumables	ER-I	Unserviceable	-	-	-	-	
83	Keyboard	6	Computer	ER-I	Unserviceable	-	-	-	-	
84	Cooler Stand	1	Furniture	ER-I	Unserviceable	-	-	-	-	
85	Bathroom Glass	2	Consumables	ER-I	Unserviceable	-	-	-	-	
86	Curtain rods	6	Furniture	ER-I	Unserviceable	-	-	-	-	
87	Compaq CPU	5	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use	
88	WPRO CPU	3	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use	
89	HCL CPU	2	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use	
90	Printer HP	4	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use	

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91	Samsung Printer	1	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
92	Compaq Monitors	4	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
93	WPRO Monitors	2	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
94	HP Monitor	1	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
95	Zenith	1	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
	Compaq Keyboard	2	Computer	Finance & Accounts	Unserviceable	Purchase Section	-	-	Beyond Economic Use
97	CPU	7	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
98	Monitor	11	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
99	Printers HP	3	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
100	Samsung Printer	4	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
101	Air Coolers	4	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
102	Scanner	1	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
103	Keyboards	10	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
104	Mouse	8	Computer	Dept. of Edu & Train	Unserviceable	-	-	-	-
105	S type chairs	8	Furniture	Dept. of Edu & Train	Unserviceable	-	-	-	-
106	Cushion Chairs	1	Furniture	Dept. of Edu & Train	Unserviceable	-	-	-	-
107	Executive Chairs	1	Furniture	Dept. of Edu & Train	Unserviceable	-	-	-	-
108	Computer Chairs	3	Furniture	Dept. of Edu & Train	Unserviceable	-	-	-	-
109	CPU	17	Computer	D.D.E	Obsolete	-	-	-	-
110	Printers	7	Computer	D.D.E	Obsolete	-	-	-	-
	Computers Chairs	8	Furniture	D.D.E	Unserviceable	-	-	-	Broken
112	Cane Chairs	3	Furniture	D.D.E	Unserviceable	-	-	-	Broken
113	Monitors CRT	19	Computer	D.D.E	Obsolete	-	-	-	-
114	Xerox Machine	1	Equipment	D.D.E	Obsolete	-	-	-	-
115	Dot Matrix Printer	2	Computer	D.D.E	Obsolete	-	-	-	-
	Sofa Set (1+1+3)	1	Furniture	D.D.E	Serviceable	-	-	-	Broken

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117	Frankign Machine Base	1	Equipment	D.D.E	Obsolete	-	-	-	-
118	Color Printer	1	Computer	D.D.E	Obsolete	-	-	-	-
119	3KV UPS with Batteries	1	Equipment	D.D.E	Obsolete	-	-	-	-
120	Centre Table	1	Furniture	D.D.E	Unserviceable	-	-	-	Broken
121	Air Cooler Model: K3000	2	Equipment	D.D.E	Obsolete	-	-	-	-
	Auditorium Chairs	5	Furniture	D.D.E	Unserviceable	-	-	-	-
123	Comb binding Machine	1	Equipment	D.D.E	Unserviceable	-	-	-	-
124	Cycle	1	Equipment	D.D.E	Obsolete	-	-	-	-
125	Fax	1	Computer	D.D.E	Obsolete	-	-	-	-
126	Computer HP	1	Computer	Dept. of Hindi	Unserviceable	2012	Sr.01, pg.06	-	Not working
127	Computer Wipro	1	Computer	Dept. of Hindi	Unserviceable	2012	Sr.01, pg.06	-	Not Working
128	Printers Saansung ML2010	1	Computer	Dept. of Hindi	Unserviceable	2012	Sr.01, pg.14	-	Not Working
129	S-Chairs	3	Furniture	Dept. of Hindi	Damaged	-	Sr.01, pg.04	-	Damaged
130	Wheel Chairs	4	Furniture	Dept. of Hindi	Damaged	-	Sr.01, pg.04	-	Damaged
131	Computers	8	Computer	D.D.E	Obsolete	-	-	-	-
132	Printers	2	Computer	D.D.E	Obsolete	-	-	-	-
133	Chairs	15	Furniture	D.D.E	Unserviceable	-	-	-	-
134	Monitors	1	Computer	IMC	Unserviceable	-	28	-	Very Old Monitor, no parts available
135	Computer (Compaq)	1	Computer	P.R.O	Unserviceable	2002	1 & 38	-	Very Old
136	Monitor (Compaq S500)	1	Computer	P.R.O	Unserviceable	2002	1 & 38	-	Very Old
137	Monitor (HP7540)	1	Computer	P.R.O	Unserviceable	2002	1 & 38	-	Very Old
138	Monitor (HP7540)	1	Computer	P.R.O	Unserviceable	Apr-08	1 & 38	-	Very Old
139	Printer (HP LaserJet 2200D)	1	Computer	P.R.O	Unserviceable	2002	1 & 39	-	Very Old
140	Printer (HP 6P)	1	Computer	P.R.O	Unserviceable	2002	1 & 39	-	Damaged
141	Digital Photo Printer (SonyFP30)	1	Computer	P.R.O	Obsolete	2005	1 & 39	-	Not in Use
142	Akai Tape Recorder	1	Equipment	P.R.O	Surplus	1999	1 & 41	-	Not in Use

143	Hi - 8 tape recorder	1	Equipment	P.R.O	Surplus	2005	1 & 41	-	Not in Use
144	Camera (Sony DSC-T33)	1	Equipment	P.R.O	Unserviceable	2005	1 & 42	-	Very Old
145	Handy Cam (Sny LCS VA20)	1	Equipment	P.R.O	Obsolete	2005	1 & 43	-	Very Old
146	Scanner (HP ScanJet 2400)	1	Computer	P.R.O	Unserviceable	-	1 & 44	-	Very Old
147	Lamination Machine (1 d'smat tm)	1	Equipment	P.R.O	Unserviceable	06-08-2008	1 & 45	-	Very Old
	Lamination Machine (desktop)	1	Equipment	P.R.O	Unserviceable	01-06-2011	1 & 45	-	Very Old
149	Table	1	Furniture	P.R.O	Surplus	06-08-2008	1 & 34	-	Not in Use
150	Revolving Chairs	10	Furniture	Saiyid Hamid Library	Unserviceable	-	02 & 13	-	-
151	s' type chairs	3	Furniture	Saiyid Hamid Library	Surplus	-	02 & 11	-	-
152	By Cycle	1	Furniture	Saiyid Hamid Library	Surplus	-	01 & 25	-	-
153	Stand Fan	2	Furniture	Saiyid Hamid Library	Unserviceable	-	01 & 29	-	-
154	Water Cooler	1	Equipment	Saiyid Hamid Library	Surplus	-	01 & 23	-	kept for reading room however the same is now beign withdrawn as entry to reading room is from main door (4 already available)
155	Dot Matrix Printer	1	Computer	Saiyid Hamid Library	Surplus	-	01 & 60	-	-
156	Aqua Guard R.O.	1	Equipment	Saiyid Hamid Library	Surplus	-	01 & 38	-	-
157	Aqua Guard U.V.	1	Equipment	Saiyid Hamid Library	Surplus	-	01 & 38	-	-
158	Monitor	2	Computer	Dept. of English	Unserviceable	-	1 & 6	-	-
159	CPU	2	Computer	Dept. of English	Unserviceable	-	1 & 6	-	-
160	Key Board	2	Computer	Dept. of English	Unserviceable	-	1 & 6	-	-
161	Mouse	3	Computer	Dept. of English	Unserviceable	-	1 & 6	-	-
162	Computer Chairs	2	Furniture	Dept. of English	Unserviceable	-	1 & 5	-	-
163	Computers (Compaq)	2	Computer	Dept. of Translation	Unserviceable	2000	1 & 14	-	Outdated
164	Computer (HCL)	3	Computer	Dept. of Translation	Unserviceable	2003	1 & 14	-	Outdated
165	Printers	3	Computer	Dept. of Translation	Unserviceable	2000 & 2003	1 & 17	-	Outdated
166	Xerox Machine	1	Equipment	Dept. of Translation	Unserviceable	Nil	01 & 25	-	Outdated

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167	UPS Batteries	1	Equipment	Dept. of Translation	Unserviceable	13-06-2008	01 & 20 & 25	-	Outdated
168	Voltac AC	1	Equipment	Dept. of Translation	Unserviceable	Nil	01 & 78	-	Outdated
169	Computers HP	14	Computer	Dept. of Translation	Unserviceable	22-12-2007, 19-03-2008	01 & 01	UGC Innovative	Outdated
170	s' type chairs	4	Furniture	Dept. of Translation	Damaged	-	01 & 01	-	Damaged
171	Wooden Student Chairs	50	Furniture	Dept. of MC&J	Surplus	-	2 & 39	-	-
	Glass Table	1	Furniture	DWE	Unserviceable	-	-	-	Broken
173	Executive Chairs	1	Furniture	DWE	Unserviceable	-	02 & 23	-	Broken
174	Computer Table	1	Furniture	DWE	Unserviceable	-	02 & 06	-	Broken
175	UPS	1	Equipment	DWE	Unserviceable	16.04.2014	02 & 40	-	-
176	Motorized Tread Mill Aerofit806	2	Equipment	Physical Education	Unserviceable	15.07.2011	pg. 01	41000	this item was discounted by the manufacturing company and the motor and other parts are not available in market
177	Eight Station Gym Monalisa Brand	1	Equipment	Physical Education	Unserviceable	-	-	-	Monalisa company was windup and service for repairs is not available, also frequently disfunctioning. The visited expert also suggested needs to be scrapped.
178	Computer Wipro	1	Computer	Dept. of MC&J	Unserviceable	2007	1 & 27	-	unserviceable H/W Components
179	Computer Wipro	1	Computer	Dept. of MC&J	Unserviceable	2007	1 & 27	-	unserviceable H/W Components
180	Computer Zenith	1	Computer	Dept. of MC&J	Unserviceable	15-09-2007	1 & 27	-	unserviceable H/W Components
181	Computer Zenith	1	Computer	Dept. of MC&J	Unserviceable	15-09-2007	1 & 27	-	unserviceable H/W Components
182	Computer HCL	1	Computer	Dept. of MC&J	Unserviceable	23-05-2008	1 & 27	-	unserviceable H/W Components
183	UPS with Batteries	1	Equipment	CSSEIP	Unserviceable	05-10-2011	01 & 53	60150	Can be used if batteries are replaced
184	New Paper Stand	1	Furniture	CSSEIP	Surplus	31-05-2011	01 & 76	-	-
185	Computer Zenith	4	Computer	CSSEIP	Obsolete	29-08-2007	01 & 44	74,000	-
186	Writing Boards	4	Furniture	CSSEIP	Obsolete	03-07-2009	01 & 43	-	-
187	White Board Stand	3	Furniture	Dept. of Islamic Studi	Surplus	-	01 & 12	-	-
188	s' type chairs	1	Furniture	Dept. of Islamic Studi	Surplus	-	01 & 10	-	-

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189	Atlas Cycle	1	Furniture	Dept. of Islamic Studi	Surplus	28.04.2014	01 & 60	4000/-	
190	Computers HCL	2	Computer	CWS	Unserviceable	-	01 & 03	-	
191	Executive Chairs	4	Furniture	CWS	Unserviceable	-	01 & 23	-	Broken
192	S type chairs	5	Furniture	CWS	Unserviceable	-	01 & 25	-	Broken
193	Computers IBM	2	Computer	CWS	Unserviceable	-	01 & 01	-	
194	Printers HP 2420	1	Computer	CWS	Unserviceable	-	01 & 06	-	
195	S type chairs	3	Furniture	Dept. of Management	Unserviceable	19.07.2013	37	-	Can be repaired
196	Computer Chairs	1	Furniture	Dept. of Management	Unserviceable	30.05.2012	16	-	Base Broken
197	HCL Computer	1	Computer	Dept. of Management	Unserviceable	2004	13	-	Outdated technology
198	HP CPU With Desktop	1	Computer	Dept. of Management	Unserviceable	2004	13	-	Outdated technology
199	Symphony Cooler	1	Equipment	Dept. of Management	Unserviceable	2006	18	-	Electrical Problem
200	Book Shelf	1	Furniture	Dept. of Management	Unserviceable	2004	9	-	Welding Required, can be repaired
201	Computers	2	Computer	Dept. of Social Work	Unserviceable	-	01 & 09	-	Not Working Totally
202	Shell Chairs Dining	105	Furniture	Boys Hostel - II	Unserviceable	08-21-2010	01 & 35	50,400/-	un-repairable
203	S type chairs	15	Furniture	Boys Hostel - II	Unserviceable	18-12-2010	01 & 20	22,425/-	un-repairable
204	Plastic Chairs	18	Furniture	Boys Hostel - II	Unserviceable	20-09-2013	01 & 73	12,060/-	un-repairable
205	office Chairs	1	Furniture	Boys Hostel - II	Unserviceable	22-06-2011	01 & 79	1900/-	un-repairable
206	Cots/Beds	10	Furniture	Boys Hostel - II	Unserviceable	08-10-2010	01 & 11	32,500	un-repairable
207	Wet Grinder	1	Others	Boys Hostel - II	Unserviceable	24-01-2012	01 & 92	27,400/-	un-repairable
208	Buckets	2	Others	Boys Hostel - II	Unserviceable	25-03-2014	01 & 90	2000/-	un-repairable
209	Mixer Grinder	2	Others	Boys Hostel - II	Unserviceable	24-01-2012	01 & 93	4695/-	un-repairable
210	Refrigerator	1	Others	Boys Hostel - II	Unserviceable	23-05-2011	01 & 71	18,425/-	un-repairable
211	D Freezer	1	Others	Boys Hostel - II	Unserviceable	15-03-2011	01 & 47	29,325/-	un-repairable
212	Potato Peeler Machine	1	Others	Boys Hostel - II	Unserviceable	18-04-2013	01 & 90	13,500	un-repairable
213	Tea Container	1	Others	Boys Hostel - II	Unserviceable	18-04-2013	01 & 90	-	un-repairable
214	Water Jugs	10	Others	Boys Hostel - II	Unserviceable	18-04-2013	01 & 90	-	un-repairable

215	Readign room Chairs	54	Furniture	Girls Hostel	Unserviceable	22-07-2011	11 & 03	60000	Not Repairable
216	T.V. Room Chairs	4	Furniture	Girls Hostel	Unserviceable	08-11-2012	11 & 03	5400	Not Repairable
217	Grinder Big	1	Equipment	Girls Hostel	Unserviceable	01-12-2008	11 & 22		Not Repairable
218	Mixer	2	Equipment	Girls Hostel	Unserviceable	09-05-2011	11 & 23	4435	Not Repairable
219	Mixer	1	Equipment	Girls Hostel	Unserviceable	01-12-2008	11 & 23		Not Repairable
220	Plastic Chairs	4	Furniture	Girls Hostel	Unserviceable	27-05-2011	11 & 36	1600	Not Repairable
221	Jugs	6	Others	Girls Hostel	Unserviceable	24-01-2012	11 & 59	672	Not Repairable
222	Jugs	4	Others	Girls Hostel	Unserviceable	24-09-2012	11 & 59	47	Not Repairable
223	Buckets	3	Others	Girls Hostel	Unserviceable	24-09-2012	02 & 02	630	Not Repairable
224	Tea Container	2	Others	Girls Hostel	Unserviceable	31-01-2012	02 & 03	5950	Not Repairable
225	Laddle	2	Others	Girls Hostel	Unserviceable	16-03-2008	02 & 03	-	Not Repairable
226	Steel Boxes 10 KG	5	Others	Girls Hostel	Unserviceable	22-11-2011	02 & 05	1920	Not Repairable
227	Pullri Ballan	3	Others	Girls Hostel	Unserviceable	24-09-2012	02 & 05	980	Not Repairable
228	Water Cooler	2	Equipment	Girls Hostel	Unserviceable	29-11-2008	11 & 24	-	Not Repairable
229	Aqua Guard	2	Equipment	Girls Hostel	Unserviceable	21-09-2011	11 & 27	1998	Not Repairable
230	Computer	2	Computer	Girls Hostel	Repairable	15-04-2011	11 & 09	66068	Repairable
231	Printer	1	Computer	Girls Hostel	Repairable	04-01-2010	11 & 11	-	Repairable
232	Gas Stove	1	Equipment	Girls Hostel	Unserviceable	21-11-2008	11 & 26	-	Not Repairable
233	Table Iron	7	Furniture	Girls Hostel	Unserviceable	31-01-2008	11 & 14	-	Not Repairable
234	Computer Table	1	Furniture	Girls Hostel	Unserviceable	28-02-2011	11 & 07	-	Not Repairable
235	S type chairs	32	Furniture	Boys Hostel - I	Serviceable	11-12-2012	01 & 77	-	-
236	Wooden Dinning Table	45	Furniture	Boys Hostel - I	Serviceable	03-08-2011	01 & 26	-	-
237	S type chairs legs	14	Furniture	Boys Hostel - I	Serviceable	11-12-2012	01 & 77	-	-
238	study table legs	23	Furniture	Boys Hostel - I	Serviceable	05-02-2013	01 & 28	-	-
239	Bed legs	17	Furniture	Boys Hostel - I	Serviceable	-	-	-	-
240	S type Chairs Legs	48	Furniture	Boys Hostel - I	Serviceable	-	-	-	-

241	Dining Table Wooden Base	9	Furniture	Boys Hostel - I	Serviceable	-	-	-	-
242	Dining Chairs blue	12	Furniture	Boys Hostel - I	Unserviceable	03-05-2011	01 & 26	-	Broken plastic sheet
243	Sponge Chairs	7	Furniture	Boys Hostel - I	Unserviceable	11-12-2012	01 & 77	-	Cution is Damage
244	office Chairs	2	Furniture	Boys Hostel - I	Unserviceable	-	-	-	Damaged
245	Common Room Chairs Back	7	Furniture	Boys Hostel - I	Unserviceable	-	-	-	-
246	Plastic Chairs	35	Furniture	Boys Hostel - I	Unserviceable	-	-	-	All Chairs are broken
247	Iron Chairs	5	Furniture	Boys Hostel - I	Unserviceable	-	-	-	Damages
248	Draws	9	Furniture	Boys Hostel - I	Unserviceable	05-02-2013	01 & 28	-	Not Use
249	Beds	3	Furniture	Boys Hostel - I	Unserviceable	07-01-2010	01 & 02	-	Damages
250	Table Rods	35	Furniture	Boys Hostel - I	Unserviceable	07-01-2010	01 & 03	-	Damage
251	Study Tables	6	Furniture	Boys Hostel - I	Unserviceable	05-02-2013	01 & 28	-	Damage
252	Steel Tray	3	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
253	Buckets	11	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
254	Gas Burnel	5	Others	Boys Hostel - I	Unserviceable	28-01-2010	01 & 19	4200	Burnel are blacked
255	Tea Thermas	2	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
256	Bagonas	8	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	-	Damage
257	Kadai	1	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	-	Damage
258	Pet Tubs	4	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
259	Rice Tubs	2	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
260	Rice Channi	3	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	3312/- each	Damage
261	Idly Box	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
262	Dhakkan	4	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
263	Mixi Set	1	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 04	4595	Not Working
264	Iron Study Table	2	Others	Boys Hostel - I	Unserviceable	05-02-2013	01 & 28	-	Damage
265	Cooker Dhakkan	3	Others	Boys Hostel - I	Unserviceable	-	-	-	Not Use
266	Plates	8	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	-	Damage

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267	Hot Pot Dhakkans	4	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	-	Damage
268	Jugs	24	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	3150/-	Damage
269	Degs	2	Others	Boys Hostel - I	Unserviceable	28-01-2010	01 & 19	8262/-	Damage
270	Basket Ball Caps	4	Others	Boys Hostel - I	Unserviceable	-	-	-	Not Use
271	Fridge Compressor	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Not Working
272	Plastic Chairs	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
273	Steel Bucket	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
274	Fridge Compressor	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Not Working
275	Bowls	59	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	1121/-	Damage
276	Salt Katoni	58	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
277	Tea Cups	40	Others	Boys Hostel - I	Unserviceable	08-05-2012	01 & 20	800/-	Damage
278	Jara	1	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	240/-	Damage
279	Kabgir	1	Others	Boys Hostel - I	Unserviceable	30-12-2013	01 & 50	440/-	Damage
280	Small Cooker	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
281	Hot Pot Dhakkans	3	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	-	Damage
282	Dust Bins	2	Others	Boys Hostel - I	Unserviceable	16-02-2010	01 & 05	2430/-	Damage
283	Wet Grinder	2	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 04	33600/-	Damage
284	Cooker 5ltrs	1	Others	Boys Hostel - I	Unserviceable	-	-	-	Damage
285	Dal Katoni	2	Others	Boys Hostel - I	Unserviceable	30-03-2011	01 & 19	848/-	Damage
286	Gas Lighters	5	Others	Boys Hostel - I	Unserviceable	20-12-2013	01 & 50	-	Damage
287	Aqua Guard	4	Others	Boys Hostel - I	Unserviceable	21-12-2011	01 & 27	399608/-	Not Working
288	Gas Stove Burnel	2	Others	Boys Hostel - I	Unserviceable	03-04-2012	01 & 33	1000/-	Damage
289	Wheel Chairs	23	Furniture	Exam Branch	Unserviceable	-	-	-	Some Chairs are serviceable
290	Cooler Stand	1	Furniture	Exam Branch	Obsolete	-	-	-	-
291	Cartridges	69	Others	Exam Branch	Obsolete	-	-	-	-
292	Color Cartridges	9	Others	Exam Branch	Obsolete	-	-	-	-

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293	Symphony Cooler	1	Equipment	Exam Branch	Unserviceable	-	-	-	-
294	Monitors	8	Computer	Exam Branch	Obsolete	-	-	-	-
295	Voltage Stabilizers	5	Equipment	Exam Branch	Surplus	-	-	-	-
296	Gestetner Photocopier	1	Equipment	Exam Branch	Obsolete	-	-	-	-
297	HP Printer 3800	1	Computer	Exam Branch	Obsolete	-	-	-	-
298	HP Printer 3800	1	Computer	Exam Branch	Obsolete	-	-	-	-
299	HP Printer	1	Computer	Exam Branch	Obsolete	-	-	-	-
300	HP Printer	1	Computer	Exam Branch	Obsolete	-	-	-	-
301	Printer Gestetner 320-A1	1	Equipment	Exam Branch	Obsolete	-	-	-	-
302	HP Printer LaserJet 9040dn	1	Computer	Exam Branch	Obsolete	-	-	-	-
303	HP Printer	1	Computer	Exam Branch	Obsolete	-	-	-	-
304	Compaq CPU	1	Computer	Exam Branch	Obsolete	-	-	-	-
305	HP LaserJet C4096A	1	Computer	Exam Branch	Obsolete	-	-	-	-
306	CPU Cabin	4	Computer	Exam Branch	Obsolete	-	-	-	-
307	Compaq CPU	1	Computer	Exam Branch	Obsolete	-	-	-	-
308	Compaq CPU Cabinet	2	Computer	Exam Branch	Obsolete	-	-	-	-
309	Damage Printer	1	Computer	Exam Branch	Obsolete	-	-	-	-
310	HP ScanJet 2400	1	Computer	Exam Branch	Obsolete	-	-	-	-
311	type Writer	1	Equipment	Exam Branch	Obsolete	-	-	-	-
312	Keyboard	3	Computer	Exam Branch	Unserviceable	-	-	-	-
313	Copy Printer CPDR8	1	Computer	Exam Branch	Obsolete	-	-	-	-
314	HP LaserJet 2550L	1	Computer	Exam Branch	Obsolete	-	-	-	-
315	Gestetner Copy Printer 5329L	1	Equipment	Exam Branch	Obsolete	-	-	-	-
316	Toshiba eStudio 45 Xerox Machine	1	Equipment	Exam Branch	Obsolete	-	-	-	-
317	HP CD Color Monitor	1	Computer	Exam Branch	Unserviceable	-	-	-	-

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