

6.4.1 Institution Conducts Internal And External Financial Audits Regularly

Audit Report :: 2022-2023

S.V. ARTS COLLEGE::TTD::TIRUPATI
Internal Audit 2022-2023 (01-04-2022 to 30-09-2022)

1	Admissions to School/College			Remarks
1.1.1	A defined admission schedule is available or not	On our verification a defined admission schedule prepared and circulated to colleges by DEO through Press	COMPLIED	
1.1.2	Such defined admission schedule is followed or not	It is noted that application process is happening through online OAMDC. no physical application obtaining process is established.	COMPLIED	
1.1.3	ROR in admissions of students is followed or not	We have verified the students admitted on the basis of Rule of reservation circulated by university and no deviation found in admission of students on the basis of information in Admission register as per Roc.No:APHSCHE/AC/Online admits/2021-22	COMPLIED	
1.1.4	Any students of other religions are admitted or not	On our verification, other religion students are allowed to only college not to Hostel facility	COMPLIED	
1.1.5	Muster roll registers are maintained properly or not	Yes. Muster rolls are properly maintained. Group wise muster rolls are available with respective HODs.	COMPLIED	
1.1.6	Students are taken as per approved strength or not	Yes. Students are taken as per approved strength as authorised from SV University. Details of group wise strength were given in Annexure-II	COMPLIED	
1.1.7	Verify approved Strength as per note order for each every school/ college.	Verified. Group wise details given in Annexure-II	COMPLIED	
1.1.8	Total No. of applications received for admission to School/College.	Verified. All the admissions were done through TTD website	COMPLIED	
1.1.9	Admissions are according to selection procedure or not.	Since selection procedure happened at University level, Therefore This point may not applicable here.	COMPLIED	
1.1.10	Any register is maintained or not for comparative analysis of strength of students	No such record is maintained.	NOT COMPLIED	Maintaining the Registers related to marks
1.1.11	All students names are properly entered in attendance register and fee collection registers or not	Yes, Maintained	COMPLIED	
1.1.12	Any other finding			
2	Hostel Admission			
2.1.1	Admissions to Hostels are carried out in compliance with Note orders	The Students who were shortlisted for admission in the SV Arts College were considered for admission in Sv Arts hostel.	COMPLIED	
2.1.2	Hostel admission norms are followed or not(Rules of reservation, Internal Circulars).	Yes. Only the students who are finalised as per merit list in SV Arts College are offered seats in the Hostel.	COMPLIED	

Audit 2022-23

6.1.17	Indents raised are matched with dittam register or not	on our verification no deviation found from Dittam register with Indents.	COMPLIED	
6.1.18	Any register maintained or not to record wastage of food	Yes. A Separate register is maintained for wastage of food. However a separate tender is being called for the F.Y 22-23 generated revenue for SV Arts college amounted to Rs 27,274/-.	COMPLIED	
6.1.19	Proper steps have been taken to safe guard the provisions from damage of material.	Proper steps taken such pest control etc.	COMPLIED	
6.1.20	All stock received from marketing department are properly weighed before taking into accounts	Yes. All the stocks are properly weighed by the stores department.	COMPLIED	
6.1.21	Any items are purchased from outside by institution itself	On our verification Vegetable purchased from Raythu mitra seva sangam (Tenders called for at DEO office) as per daily raythu Bazar prices verified and found that general indent is preparing after getting invoice and preparing the general indent	NOT COMPLIED	This institution cannot buy itself any item from outside and only in compliance with the orders issued by the DEO section will be followed.
6.1.22	Any delay in supply of stock by supplier	No. The SV Arts college has no supplies from outside suppliers since all the material required are supplied from marketing department.	COMPLIED	
6.1.23	Expiry dates of stock are recorded and properly verified or not.	No. The concept of expiry dates is not implemented in SV Arts college. How ever the supplies from marketing department are arrived with out expiry dates.	NOT COMPLIED	Small labels are affixed to each item supplied by Marketing Dept., which also includes expiry dates. Pursuant to them timely provisions are consumed.
6.1.24	Any penalties levied on supplier for delay in supply of provisions/ not meet quality specified in tender conditions.	No. The SV Arts College is not purchasing any supplies from open market. Hence the concept of penalties doesn't arise.	COMPLIED	
6.1.25	Consumption entries are passed on daily basis or not	Consumption entries are not recorded daily.annexure-5	NOT COMPLIED	Now recorded on daily basis
6.1.26	Any physical verification carried out HOD on regular basis or not	On our verification for every month end Principal and chief warden being verified physically and record found at every month..	COMPLIED	
6.1.27	Registers are properly updated according to report of HOD or not	yes.Registers are properly updated according to report of HOD	COMPLIED	
6.1.28	CC cameras installed at Store room or not	No. There is no CC Camera installed and monitoring in the store.	NOT COMPLIED	A file related to consolidated proposals for installation of CC Cameras was sent to the Higher Authorities
6.1.29	Stock issued for preparation according to Attendance of students or not.	Yes. Stock is issued on the basis of indent given by Kitchen department. Previous night attendances are taken into consideration for preparation of Food	COMPLIED	

PRINCIPAL (FAC) S.V. ARTS COLLEGE, TTD, TIRUPATI CHANDRAGIRI ROAD, BALAJI COLONY TIRUPATI - 517502

Internal Stock Verification Committee.


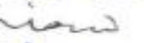
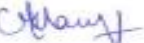




CERTIFICATE


This is to certify that the 5 Members committee constituted for the physical verification and identification of T&P condemned articles in the **PHYSICS** Department

The above committee has done Physical Verification from **19-12-2019 to 21-12-2019** and the list of certain items which are identified as condemned articles are herewith enclosed.


Yours faithfully,

1.  (C. Ratna Rao) (HOD of Electronics)
2.  (K. Sanku) Dept of chemistry
3.  (M. VANI) ^{HOD} Dep of zoology
4.  (A. SUREKHA) HOD Dept. of Botany
5.  (S. AZMAL BASHA) Dept of psychology


NAME OF THE DEPARTMENT		SARVA SREE
PHYSICS	MAIN MEMBERS	C. RATNA RAO
	OTHER MEMBERS	DR. K. SIVA KUMAR
		DR. M. VANI
		A. SUREKHA
		DR. S. AZMAL BASHA



Head of the
Department of Physics
S. V. Arts College, Tiru



PRINCIPAL
S.V. ARTS COLLEGE
TIRUPATI



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CERTIFICATE

This is to certify that the 5 members committee constituted for physical verification and identification of T&P condemned articles in the Zoology Department.

The above committee has done physical verification from 02-12-2019 To 09-12-2019 and the list of certain items which are identified as condemned articles are here with enclosed.

Yours faithfully

[Signature]
**HEAD
DEPARTMENT OF ZOOLOGY
S.V. ARTS COLLEGE
TIRUPATI.**

1.C.Subramanyam Dept. of Physics

Convener

2.A.Surekha Dept of Botany

Member

3.Dr.Y.Dasaradhudu Dept of Physics

Member

4.Dr.A.SarangaPani Dept of Chemistry

Member

5. Dr. P.V.Chalapathi Dept of chemistry

Member

T. Narayanaswami
10/02/2020

**PRINCIPAL
S.V. ARTS COLLEGE
TIRUPATI**

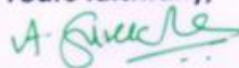
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CERTIFICATE

This is to certify that the 5 members committee constituted for the physically verification and identification of T&P Condemned articles in the Micro Biology Department.

The above committee has done physical verification from 09-12-2019 to 11-12-2019 and the list of certain items which are identified as condemned articles are here with enclosed.

Yours faithfully,



1. Dr.B.SATYA NARAYANA
2. T.THRIVENI
3. Dr.A.SARANGAPANI
4. C.RATNA RAO
5. Dr.S.MARKANDEYAN

Dept of Chemistry
Dept of Hindi
Dept of Chemistry
Dept of Electronics
Dept of English

Convener
Member
Member
Member
Member

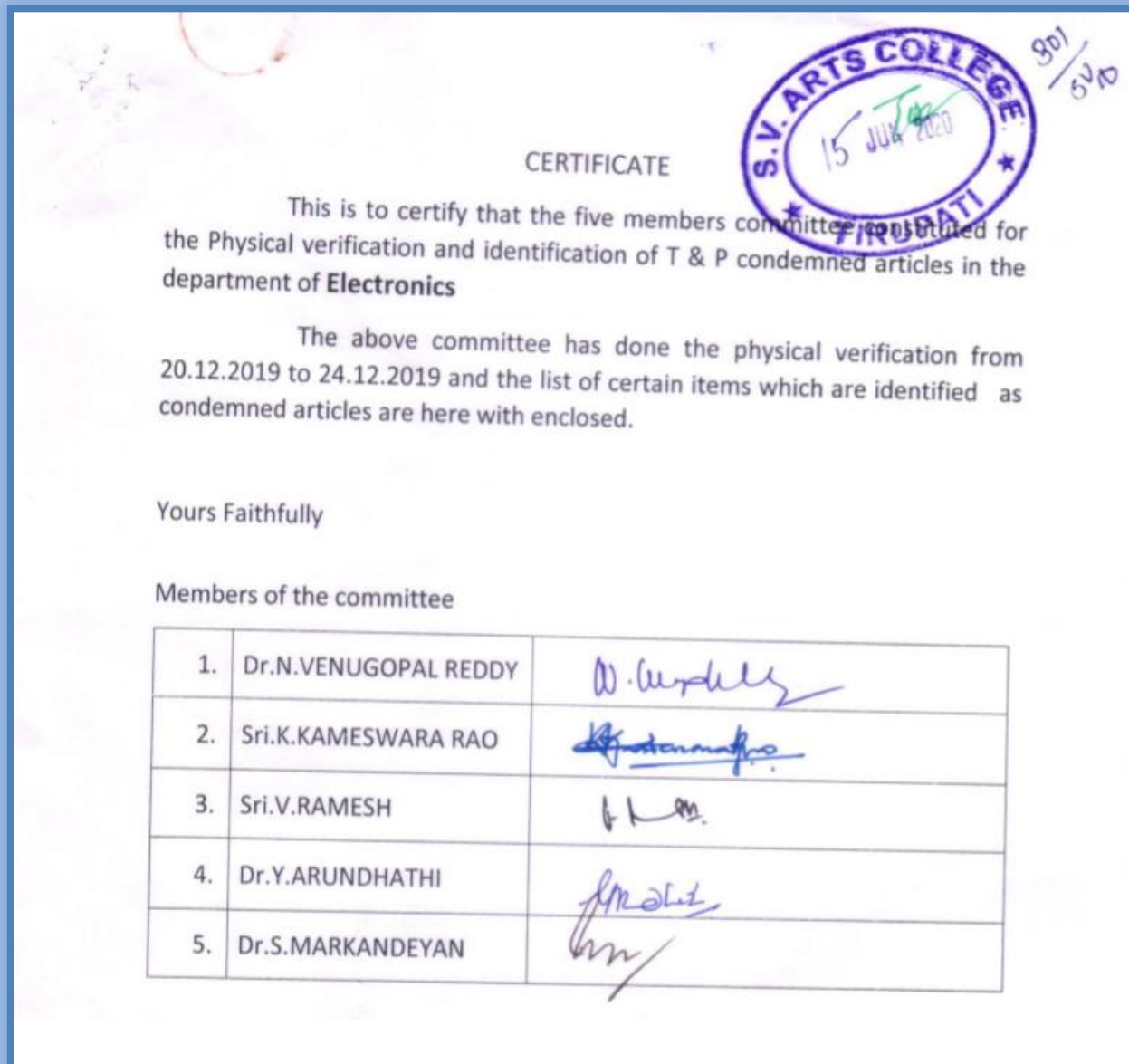



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CERTIFICATE

This is to certify that the 5 members committee constituted for the purpose of identify condemned articles out of T&P articles in the Dairy science Department. Here physically verified and decided to recommend for condemnation of the articles as listed below.

The above committee has done physical verification from 17- 12-2019 to 18-12-2019.

1. Dr.P.MUNI LAKSHMI
2. DR.M.VANI
3. A.SUREKHA
4. Dr.K.SIVA KUMAR
5. N.SREE RAMULU

Dept of Bio-technology
Dept of Zoology
Dept of Botany
Dept of Chemistry
Dept of Mathes

Convener
Member
Member
Member
Member

P. Muni Lakshmi
A. Surekha
K. Siva Kumar
N. Sree Ramulu

T. Narayanaswami
PRINCIPAL
S.V. ARTS COLLEGE
TIRUPATI
21/12/19

M. J.
HEAD
Dept. of Dairy Sciences
S.V.Arts College, Tirupati

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CERTIFICATE

This is to certify that the 5 (five) members committee constituted for physical verification and identification of T & P condemned articles in the **Botany** Department.

The above committee has done physical verification from 03-12-2019 To 11-12-2019 and the list of certain items which are identified as condemned articles are here with enclosed.

Yours faithfully

HEAD OF THE DEPT. OF BOTANY
S. V. ARTS COLLEGE
TIRUPATI-517 502

1. Dr.D. Vijaya Kumari
2. C. Muneendran
3. Dr.P. Bhaskar
4. Dr.P. Muni Lakshmi
5. C. Munikrishna Reddy

- Dept. of Chemistry
Dept. of English
Dept. of History
Dept. of Zoology
Dept. of Telugu

- Converier
- Member
- Member
- Member
- Member

PRINCIPAL (FAC)
S.V. ARTS COLLEGE
TIRUPATI

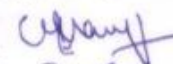
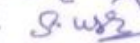
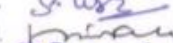
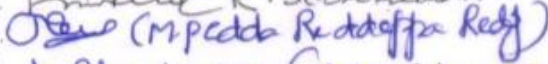
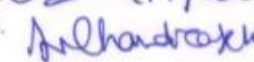
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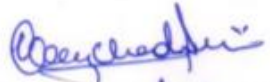
CERTIFICATE

This is to certify that the 5 members committee constituted for the physical verification and identification of T&P condemned articles in the Psychology Department.

The above committee has done Physical Verification from 03-12-2019 to 12-12-2019 and the list of certain items which are identified as condemned articles are here with enclosed.

Yours faithfully,

1.  (M. VANI)
2.  (C.S. USHA)
3.  (K. SIVAKUMAR)
4.  (M. PEDDA REDAPPA REDDY)
5.  (A.V. CHANDRASEKHAR)


Custodian


HEAL 16.12.19
Department of Psychology
S. V. Arts College, TIRUPATI


PRINCIPAL
S.V. ARTS COLLEGE
TTD., TIRUPATI.

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