



AUDITOR'S REPORT
ON VERIFICATION OF
DEPARTMENTAL STOCKS & LIBRARY BOOKS

We have verified the physical stock of HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN of Dakshineswar, Kolkata – 700 035, as on 10th December and onwards, of the following departments –

I	Botany	VIII	Central Instrumentation Room
II	Chemistry	IX	Physiology
III	Psychology	X	Music
IV	Geography	XI	Food & Nutrition
V	Zoology	XII	Physics
VI	Electronics	XIII	Computer Science
VII	Environmental Science	XIV	Library

and report that :

- 1) We have physically verified the stock of chemicals, consumables and equipment of the laboratories of the above-mentioned departments, of the college which are matching with their records.
- 2) We have found stock register in the departments. Vouchers and Log-book is also maintained by the departments.
- 3) We have also physically verified, on test check basis, of the of Library Books lying with Central Library and Seminar Libraries of the college, on 22.01.2025 and 28.01.2025 respectively and found matched with their records maintained in the computerized system for the Central Library and manually in Seminar Libraries.

We suggest that :

- 1) We suggest maintaining the stock register, log-book, along with every receipt & issuing entry, on regular basis.
- 2) We also suggest maintaining the damage register by the departments.
- 3) It is also suggested to maintaining all records digitally as the college has necessary infrastructure.

Lastly, thanks to all the departmental personnel, their co-operation helps us to complete our verification.

For CHAYAN GUPTA & ASSOCIATES
CHARTERED ACCOUNTANTS

Date : 29.01.2025.

Place : Kolkata.




(CA. CHAYAN GUPTA)
Partner
Membership No. 060514.