

11
To

HC
Principal
S.B. Women's Autonomous College
Cuttack

Sub: Report on Financial Matters of all hostels

Ref: Office Order no - 421 dtd. 06.02.2023

Respected Madam,

With reference to above mentioned subject and office order I hereby submit the documents related to financial transaction of all hostels in separate file, mentioning the number of pages it contains for each file for your information.

Yours faithfully

Cuttack

27.02.2023

Bandana Patra
Asst. Prof in Economics

Encl:

1. List Enclosed. (files)
2. Report of Co-ordinators

(2)

BOARDER LIST OF M.S. P. H. HOSTEL

Room No -1	Room No -7	Room No -13
Elora Mohanty	Monalika Chemai	Suhana P.Sahoo
Debaki Behera	Subhashree P.Jena	Soudamini Sahoo
Dipali Das	Anisha Mohanty	Rasmirekha Mishra
Saraswati parids	Abhilipsa Behera	Gayatri Nayak
Rebati Patrs		
Room No -2	Room No -8	Room No -14
Kalpana Sahoo	Sonali Swain	Soumya Suchitra Rout
Bilasi Majhi	Arpita Swain	Anita Rout
Priyankini Pradhan	Subhashree Sukhasmita	Anita Prusty
saraswati Hembram	Payal Priyadarsini Sahoo	Nibedita Sahoo
Annapurna Dharas		
Room No -3	Room No -9	Room No -15
Suchitra swain	Rajashree Dalai	Amlan Aiswarya Rath
Monalisa Das	Swetalin Nanda	Mamata Samal
Sonali gocchayat	Skhirabdi Samal	Meri Mahima Tete
Hemo Muduli	Prajna Dipsikha Thatri	Sareya Bal
Damyanti Meher		
Room No -4	Room No -10	
Laxmipriya Chand	Sukanya Dash	
Biswajita Sahoo	Subhashree Mantri	
Subhalaxmi Panda	Anwesa Akanskshita Mohnato	
Lily Pradhan		
Sujata Behera		
Room No -5	Room No -11	
Jhuna Das	Dipi Pragyan Digal	
Tulasi Sahoo	Bidyut Prava Bisra	
Bijirani Bhuyan	Pragyan Hota	
Rajashree sahuo	Payal Das	
Jayaseni Pradhan		
Room No -6	Room No -12	
Jyotsnarani Das	Shradhanjali Nayak	
Biswarupa Tapaswini	Swarna Prava Pahi	
Sagarika Dash	Suprava Mandal	
Jyoti Soudamini	Mousumi Sasmal	

Superintendent
M.S.P.H. Hostel

Womens (Aut.) College, Cuttack

1. M. S. Old Hostel
2. M. S. - New Hostel
3. M. S. - P.G. Hostel
4. Shailabala GO & ST Hostel
5. Shailabala New Hostel
6. M. S. PH Hostel.

[Signature]
27/02/24.
Principal
S.B. Women's (Auto) College
Cuttack

[Signature]
27-2, 2023

Report of M.S PH Hostel, SB Women's (Auto.) College.

1. I had checked the installed items (CCTV) register and found all the entries are correct.

2. The samples from the daily collection registers are verified and found correct.

Prasad
27/02/23.
Principal
S.B. Womens (Auto) College
Correct

Prash
27/02/23
Pratibha Sahas
(Verifying officer)

Shm
27-02-23
Himanshu Shekhar Sahu
(Verifying officer)

Prash
27-02-2023

Annual statement of M.S.P.H. Hostel. S.B. Women's College, Cuttack

(3)

OB upto 30.04.2022 - Rs 381351 = 00
Collection from 01.05.22 to 10.02.23 (+) 1005140 = 00

Total Rs 1386491 = 00 + Int. 6271
= Rs 13,92,762 = 00
(-) Rs 821970 = 00

Paid to mess manager
April, 22 to January 23

paid Sanjay Tondra - (-) Rs 580 =
(Sanitary)

Ganesh puja (-) Rs 1500 =

Saraswati puja (-) Rs 1500 =

August, 15 (-) Rs 1000 =

January, 26 (-) Rs 1000 =

Nilamari Bazar (-) Rs 2000 =

(Repairing of Hotel premises)
on occasion of marriage of new house (-) Rs 3400 =
Repair of Aetna

Repair of PWD (-) Rs 1908 =

Installation of C.C.T.V (-) Rs 30040 =

Payment to TCCODL (-) Rs 42050 =
(Electricians)

Payment to Hostel staff (-) ~~125050~~ Rs 138300 = 00

Refund of Admission fee (-) Rs 45000 =

Total - 13,92,762 = 00 -

End Rs 1090248 = Balance Rs 302514 = 00

ANALYSIS

Est. Refund of Admission fee - 108000/-
Henset - 28700/-
Electricians - 122324/-
Ward charges - 41240/-
Cash in hand - 2250/-

Rs 302514/-

For 27.02.2023

Superintendent
M.S.P.H. Hostel
S.B. Women's (Auto) College, Cuttack

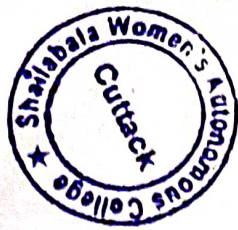
Verified & found correct.

Hemant Kumar Sahu

27.02.2023

Rasmita Sahu

Letter No ----- Dated-----



Stock verification report of zoology department session- 2022-2023

From,

1. Ms. Saraswati Majhi
Asst. Prof.(Botany)
2. Ms. Somani Jethy
Asst. Prof.(Botany)

To,

The Principal S.B. Women's (A) college, Cuttack

Sub- Verification of stock and store of zoology Department

Madam,

As per your letter No 1138 Dated 19/9/22 we have verified the stock and store of the Zoology Department. As per Stock register we found every thing is in order and correct.

Your's faithfully

1. Ms. Saraswati Majhi
Asst. Prof.(Botany)

[Signature]
30/9/22

2. Ms. Somani Jethy
Asst. Prof.(Botany)

[Signature]
30/9/22

[Signature]
Co-ordinator
IQAC

24/9/23

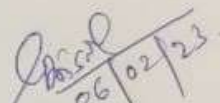
[Signature]
24/09/23
Principal
S.B. Womens (Auto) College
Cuttack

OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

OFFICE ORDER NO. 421 /DT. 06.2.23

A Special Committee is hereby constituted with the following members to look into the financial transactions (Financial Audit) of all the hostels with effect from 1st May 2022 till date and submit a detailed factual report to the undersigned on or before 28.02.2023 positively.

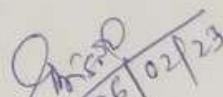
1. Dr. Bandana Pathak (Economics), Coordinator
2. Miss Monalisa Swain (Computer Science), Member
3. Mrs. Rashmi Rekha Sahoo (Commerce), Member
4. Mrs. Ananda Rukmini (Zoology), Member
5. Sri Himanshu Sekhar Sethy (Physics), Member


Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No. 422 /Dt. 06.2.23.

Copy to Person concerned (by circulation)/ Superintendents of all Hostels with a request to cooperate the members of the Internal Audit Team.


Principal

OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK
NOTICE NO.1138 / DT.19.09.2022

A committee is constituted for verification of stock of different departments of Arts Block, Science Block and College Office. The members are requested to verify the stocks and submit their report to OIC stock verification positively by 29.09.2022. After the verification work is over the newly appointed Lab. Asst. Cum Store Keepers are requested to take over the charge of stock of their respective departments.

OIC – Dr. Bichitra Pani, Science Block

Sl. No.	Name	Department assigned for stock verification
1	Smt. Saraswati Majhi, Botany	Zoology
2	Somani Jethi, Botany	Zoology
3	Smt. Swagatika Pattnaik, Physics	Chemistry
4	Dr. Anita Mekap, Physics	Chemistry
5	Ananda Rukmini, Zoology	Physics
6	Smt. Ratna Prava Prusty	Physics
7	Dr. Priti Pragyan Ray, Zoology	Botany
8	Sri Suresh Kumar Nayak, Zoology	Botany
9	Ms. Monalisa Swain, Comp. Science	Mathematics

OIC – Sri Jiban Balaly Jena, Arts Block

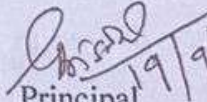
Sl. No.	Name	Department assigned for stock verification
1	Dr. Bandana Pathak, Economics	Home Science
2	Smt. Sonali Dutta, English	Home Science
4	Dr. Sipra Ray, Education	Psychology
5	Dr. Ajanta Nayak, Home Science	Psychology
6	Smt. Mamatarani Sahoo, Economics	Education
7	Dr. Yogamaya Panda, Psychology	Education
8	Smt. Aradhana Nayak, Psychology	Computer Science
9	Pranati Priyadarshini, B.Ed Department	Computer Science
10	Dr. Madhulita Sahoo, Philosophy	Anthropology
11	Dr. Suparna Patel, Home Science	Library Science

Sri Dolagovinda Mohanty, Education & Puspanjali Kanungoo, Comp. Science are to assist in the stock verification of Department of Home Science.

OIC – Dr. Bichitra Pani, College Office

Sl. No.	Name	
1	Shri Petrus Bodra, History	College Office stock verification
2	Ms. Puspanjali Mallick, Comp. Science	
3	Sri Suryakanti Baral, Lib. Science	
4	Dr. Sugyani Kumari Sahoo, Odia	
5	Smt. Debikarani Murmu, Economics	

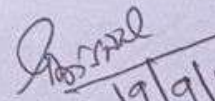
All the HoDs are requested to get ready for stock verification.


 Principal 19/9/22

Shailabala Women's (Auto.) College, Cuttack.

Memo No. 1139 / DT.19.09.2022

Copy to OIC Stock Verification/ Person concerned (by circulation)/ HoDs of Practical Departments (by circulation) / HC for information and necessary action.


 Principal 19/9/22