

UNIVERSITY OF CALICUT

(Finance Branch-IAW)

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Report of the Finance(Internal Audit Wing) on the verification of Library Books and other Registers conducted during its visit to CUSC Calicut, on 10.04.2018

"Library is the life blood of a University. A well stocked, well staffed, well-organised and up-to-date library is a sine-qua-non for a modern university. It is the central workshop of the university, which provides the students, the research scholars and teachers with the tools required for the acquisition as well as advancement of knowledge. The prime function of a University Library is to provide facilities for study and research for the academic community....."

In view of the remarks sought in the file No. 123508/CUSC-CLT-ASST-1/2017/Admn. , regarding the permission to write off 98 Books which are missed/damaged due to wear and Tear, and heavy and continues use by the students ,the IAW verified the records kept in the Library and Office of the Calicut University Study Centre, Calicut on 10.04.2018. The following remarks are offered in the matter.

Accession Register : Five Volumes of the Accession Register Verified. Total number of books as per Accession Register is 14498. The missing, unassigned, and transferred books during the period of 2003 to 2017 has been listed and forwarded by the Assistant Librarian. The same is verified with the Accession Register kept in the library and found correct.

It is seen that there had conducted a thorough stock verification and created a database of books at Calicut University Study Centre, PT Usha Road, Calicut from 2017 onwards.

As per UO No. 4886/2014/Admn. Datd. 20.05.2014, five out of 1000 books issued /consulted can be written off. The 98 books found missing during 2002-2017 have to be written off, since the cost of each book is below 200/- and the missing number is very less and within limit.

In this connection, a verification carried out by a committee of three members appointed for the above purpose has submitted their report on the stock verification reports of 1999 and 2002.

It is seen the mutilation, wear and tear of books by heavy use is a common occurrence in libraries.

The 98 books listed as found misplaced or lost have to be written off according to the orders of Hon'ble VC.

Suresh K.K

Finance Officer