

**Annexure - 2 (For GDCs only)**

**Academic Advisors shall verify the records/ Inventory/ Accounts related to the following Items and**

S. No.	Details of the Task		Status		Remarks
			Amount Received	Amount Utilized	
1	Reimbursement of Scholarship				
2	Budget Releases (Plz verify Bank Accounts)	UGC			
		PLAN	TSKC		
			MANA TV		
			DRC		
			ICT		
			Lab equipment		
Sports					
3	Civil Work Status	RUSA			
		PLAN	TSKC		
			MANA TV		
			Sports		
			Items Purchased		Whether entered in the Inventory
4	Details entered in inventory	UGC			
		PLAN	TSKC		
			MANA TV		
			DRC		
			ICT		
			Lab equipment		
Sports					
5	Maintenance of Labs				
6	Maintenance of Toilets				