

# DRAVIDIAN UNIVERSITY

Srinivasavanam, Kuppam – 517 426, Chittoor District (A.P)

Circular No. DU/Engg/2026-27

Date: 02.05.2026

## C I R C U L A R

**Sub:** Dravidian University, Kuppam – Engineering Section – Annual Verification of Stock Books in all Departments and Sections – Submission of updated stock registers and related records – Reg.

All Deans, Heads of Departments and Section Heads are informed that, as per the proceedings cited, a Committee has been constituted for annual verification of stock books in all Departments and Sections of the University.

In this connection, all Departments/Sections are requested to:

1. Update their respective stock books up to date.
2. Conduct physical verification of stock available in the Department/Section.
3. Place the stock verification before the Departmental Meeting for verification and approval.
4. Forward copies of the resolutions duly recorded in the Departmental Meeting, along with hard copies of verified stock registers, to the Deputy Executive Engineer.

The Committee constituted by the University will visit the respective Departments/Sections for verification of stock books and physical verification of stock. Therefore, all concerned are requested to keep the relevant records ready and extend necessary cooperation to the Committee.

The Committee has been requested to complete the verification and submit its report within one week from the date of issue of the proceedings. Hence, all Departments/Sections shall submit the required records immediately. Format is enclosed as a separate sheet for furniture available within the custodian of your department / section.

*Filed*  
*04/05/26*  
REGISTRAR I/c

To

The Dean, Academic Affairs, Dravidian University, Kuppam for information  
All the Deans of Schools, Dravidian University, Kuppam  
All the Heads of Departments, Dravidian University, Kuppam  
Copy to PS to Hon'ble Vice-Chancellor/PA to Rector/PA to Registrar,  
Copy to File

