



**UNIVERSITY OF CALICUT**

**Abstract**

AD Store-implementing Centralized Asset Management System in the University-to record the details of assets including computers,furnitures ,and other equipments -Sanctioned -Orders issued reg.-

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**AD-STORE**

U.O.No. 8241/2020/Admn

Dated, Calicut University.P.O, 16.09.2020

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*Read:-*1.Letter No.K1/70/19 Hedn dated 13-2-2020 and Letter No.Letter No.K1/70/19 Hedn dated 29/3/2020

2.Meeting held in Registrar's Office on 20/5/2020.

3.Note No.RS/PS/25/2020 to DR.Administration dated 16/6/2020.

4.Orders of Vice Chancellor in the file of even No. dated 29/6/2020.

**ORDER**

1. As per the recommendations of the Higher Education Department for the Digitalization process of Assets in the University and the meeting held in Registrar's Office, Vide reference read(1) and (2) above, resolved to develop a Centralized Asset Management System which would ensure to record the details of all assets including Computer,Furniture and other equipments of the University and the same will be documented by the AD Store with the help of an Asset Management Software.

2.The main objectives of the Asset Management System are detailed below:

i.The System will accurately record details of all assets in the University including Computer,Furniture and other equipments in the various offices of the University.

ii.This System will facilitate to record the efficient use of existing equipment and the repair work.

3.Sri. Jamsheer N P, Junior Librarian and Sri Mohanan A ,Professional Assistant Grade I have agreed to provide assistance for the implementation of the Asset Management System .

4.It is proposed to implement the Asset Management System in the following five Departments/Branches on trial in the first phase-

- Department of Life Science
- Department of Chemistry
- CHMK Library
- Administration
- PG Branch,Pareeksha Bhavan

5.The data of all the assets in the Departments need to be compiled and forwarded to AD Store in the prescribed format.

6.Administraion store will ensure that the stock of all the devices and furnitures are accurately recorded in the Asset Management System.

7.Considering the matter in detail, Sanction has been accorded by the Vice Chancellor to implement the Centralized Asset Management System in the University.

8.Orders are issued accordingly.

Bindu T.Y

Assistant Registrar

To

1.Dr.Lajish V L,Director,CU Computer Centre.

2..Department of Life science.

3.Department of Chemistry.

4.CHMK Library.

5.Administration.

6.Pareeksha Bhavan-P.G.Branch.

7.University Engineer

8, Instrumentation Engineer

Copy to: PS to VC/PA to PVC/PA to Registrar/PA to FO/PA to CE/DR,Purchase/JD,KSAD/Sri Jamsheer(Juniour Librarian)/Sri Mohanan.A(Professional Assistant)

Forwarded / By Order

Section Officer