Date: 30/08/2012

To

The Director,

Higher & Education Department

Aizawl: Mizoram

Subj: **Details of property lost in the fire occurred on 29-08-2912**

Kindly find enclosed the details of property lost in the fire occurred on 29-08-2012. The estimated value lost is about 3.5 Crores (Rupees Three Crores and five lakh only).

This is to favour of your kind information and necessary action.

 Yours faithfully,

 (Dr. B. VANLALRUALA)

 Principal,

 Kamalanagar College

 Kamalanagar, Mizoram.

Copy to –

 1. His Excellency, the Governor of Mizoram for information.

2. The Concern Minister for information.

3. The Secretary Higher & Technical Education, Govt. of Mizoram for information.

4. The Vice Chancellor, Mizoram University, Aizawl for information.

5. The Additional Secretary, NERO, UGC, Northeastern Regional Office, Dispur, for the information.

6. The President, Governing Body, Kamalanagar College for information.

7. The CEM, CADC for information

8. The Director, College Development Council, Mizoram University, Aizawl for information.

9. The Assistant Registrar (Exams), Mizoram University, for information.

10. The Regional Director, IQNOU for information.

11. The Deputy Commissioner, Lawngtlai for information.

12. The State Liaison Officer, NSS Cell, Govt. of Mizoram, Aizawl for information.

 (Dr. B. VANLALRUALA)

 Principal,

 Kamalanagar College

 Kamalanagar, Mizoram

**DETAILS OF MATERIALS LOST IN THE FIRE (fire occurred on 29-08-2912)**

**1.** **BUILDING ASSAM TYPE – 7 BLOCKS:**

i. Principal’s Room & Assistant Professors Common room

ii. IQAC & NSS & Classroom (Core)

iii. I Semester, Honours Class rooms & III year B.A Classrooms.

iv. Office & Library

v. II Semester & IQNOU

vi. Chawkidar quarter

vii. Store-room

**2. FURNITURES:**

 Types Numbers (Nos. / pairs)

i. Desks & Benches 170 pairs

ii. Smart boards 10

iii. Sign-pen 05 dozens

iv. Chalk box 04 dozens

v. Dusters 10

vi. Green board 06

vii. Chairs

 \* Revolving chairs 25

 \* Plastics chairs 35

 \* Godrej chairs 22

 \* Wooden chairs 15

viii. Tables

 \* Secretariat 08

 \* Steel 15

 \* Wooden 18

**3. EQUIPMENTS:**

i. Steel Almirah 26

ii. Computer desktop 04

iii. Xerox machine 01

iv. Lesser Printers 03

v. Fax machines 02

vi. Sound system 02 sets

vii. LCD Projectors 04

viii. Maps for all types 15

ix. Candle stand 01

x. V-SAT (Internet) 01

xi. Generator (Honda) 01

xii. Iron safe 01

xiii. Refrigerators 03

xiv. Digital Camera 03

xv. Television 29” 03

xvi. Stabilizers 06

xvii. Table fans 05

xviii. Water cooler (large) 01

xix. Ceiling fan 38

xx. Syntax

 \* 2000 litres 01

 \* 500 litres 03

xxi. All rubbers seals and stumps

xxii. Telephone box 02

xxiii. Dish Tv. Set 02

xxiv. Manual Typewriter 01

xxv. Microphone (mouth pies) 02

xxvi. Microphone stands 01

xxvii. LCD Projector screen 02

xxviii. Filter batteries (unused) 05

xxix. IQAC, Coordinator pad 30

xxx. Envelops for correspondents 40 dozens

xxxi. Principal pad 40

xxxii. Scales 01 dozens

xxxiii. Stamp pad ink 06

xxxiv. Extension cord 06

xxxv. Pen-drive 01

xxxvi. Blank cassette disc 01 dozens

xxxvii. Water bottles 04 dozens

xxxviii. Water pipe 02

**4. LIBRARY**

i. Textbooks & References 7,000 volumes

ii. Journals, magazines & newspapers 11

iii. Photo frame 06

iv. Maps 04

v. Book shelf’s (wooden) 07

vi. Book shelf’s (steel) 07

vii. Librarian laptop 01

viii. Desktops 02

ix. Printers 02

x. Reading table 02

xi. Bench 04

xii. Secretariat table 02

xiii. Table fan 01

xiv. Table (steel) 02

xv. Chair (wooden) 02

xvi. Chair (plastic) 02

xvii. Revolving chair 02

xviii. Godrej steel chair 02

xix. Dustbin (plastic) 02

xx. Tracing tray 01

xxi. Book ticket 10,000 pieces

xxii. Book card 10,000 pieces

xxiii. Book packet 10,000 pieces

xxiv. Date leveler 10,000 pieces

xxv. Library identity card 10,000 pieces

xxvi. Sticker for call number 10,000 pieces

xxvii. Envelop 02 dozens

xxviii. A4 size 01 ream

xxix. Legal size 01 ream

xxx. Stapler 02

xxxi. Stapler pin 01 dozen

xxxii. Hammer (big size) 01

xxxiii. Tool kit set 01

xxxiv. Punching machine 01

xxxv. Scale 02

xxxvi. Accession register (big size) 05

xxxvii. Register 30

xxxviii. Cash Book 02

xxxix. Cash memo

xl. Files 06

xli. Received books (100 pages) 03

xlii. Marker 01 dozens

xliii. Extension cord 02

xliv. Syllabus for B.A (Semester) 01

xlv. Syllabus for B.A (year) 01

xlvi. Computer table 02

xlvii. Pen-drive 01

xlviii. Knife for cutting paper 01

xlix. Pliers 01

l. Fevicol (500 grms)

**5. GAMES & SPORTS MATERIALS**

 i. Football boots 26

 ii. Footballs 05

 iii. Football net 02

 iv. Volleyballs 03

 v. Volleyballs net 01

 vi. Jerseys 31

 vii. Carom board 02

 viii. Chess board 02

 ix. Cricket sports materials 02 sets

6. PRINCIPALS INCUMBENCY CHART 01

7. GOVERNING BODY CHART 01

8. COLLEGE SIGNBOARD 01

9. NSS SIGNBOARD 01

10. IQNOU SIGNBOARD 01

11. NOTICE BOARD COMMON ROOM 02

12. NOTICE BOARD NON TEACHING STAFF ROOM 02

13. NOTICE BOARD FOR STUDENTS 02

14. NOTICE BOARD RED RIBON CLUB 01

15. Wooden box meant for keeping register 01

16. Filters 05

**17. EXAMINATIONS**

 \* Mark sheet (1st, IInd & IIIrd B.A)

 \* Registration card of 1st semester B.A

 \* Registration Card registers

 \* Top sheet

 \* Roll sheet

 \* Signature sheet

 \* All receipt books

 \* Admission forms

 \* Registration forms

 \* Testimonials forms booklet

 \* Admit card

 \* Students identity cards

 \* Exam file

 \* Result book

 \* Admission register

 \* Mark-sheet register book

 \* Cash memos

**18. UTENSILS**

 \* Plates 70

 \* Cups/saucers 70

 \* Tray 12

 \* Spoons 03 dozens

 \* Dekchi 10

 \* Bucket (aluminium) 06

 \* Bucket (plastic) 04

 \* Steel mug 03

 \* Plastic mug 03

 \* Drinking glass 03 dozens

 \* Bowl 15

 \* Large spoons 10

 \* Brite (water container -500 ltrs) 06

 \* Randa 01

 \* Gamla (steel) 05

 \* Gamla (plastic) 05

 \* Hammer/spade 06/06

 \* Dao 05

19. Stationary including all official files

20. All CPF Passbooks (SBI)

21. Cash amount left in the college iron steel 1,90,000/- (Rupees One Lakh and ninety thousand)

22. College current account cheque book

23. Cannon cartridge (unused) 02

24. Papers sheets 30 dozens

25. Stapler (large & small) 15

26. Book binder stapler 02

27. Drums 02

28. Name plate block 10

29. Secretariat table glass 08

30. Calling bell 02

31. Brass bell 01

32. Wall clock 10

33. Paper weight 10

34. Towels 02 dozens

35. Curtains 03 dozens

36. IQNOU

 \* Files 70

 \* Register 15

 \* Carbon 02 dozens

 \* Paper sheet 03 dozens

 \* Pen stand 02

 \* Correcting fluid 02 sets

 \* Co-ordinator incumbency Chart board 01

 \* Steel Almira 03

 \* Book shelf’s godrej (steel) 04

 \* Book shelf’s (wooden) 04

 \* File cabinet 01

 \* EDU set 01

 \* T.V Sony for EDU set 01

 \* Desktop computer 01 set

 \* T.V Stand 01

 \* Revolving executive chair 01

 \* Ceiling fan 01

 \* Table fan 01

 \* Secretariat table 01

 \* Steel table 02

 \* Plastic chair 20

 \* All study materials from BPP to M.A

 \* Cheque book 01

 \* Exam documents (from 2006 – till date)

 \* Answer sheet supplementary & main answer-sheet 10 bundles each

 \* Water filter 01

 \* Cash book 03

 \* Stock Register

 \* Despatch register

 \* Received register

 \* Accession register

 \* All rubber Seals & brass seals

 \* Examination forms

 \* Punching machine

 \* Steel scale

 \* Fevicol

 \* Stapler with pan

 \* Envelop (small & large size)

**37. Miscellaneous**

**Approximate value of the lost property of the college 3.5 Crores**