



**OFFICE OF THE REGISTRAR  
MAJULI UNIVERSITY OF CULTURE**

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No. MUC/RG-01/Pt.II/22-23/1629

Dated: 09/09/2025

**NOTIFICATION**

**Constitution of Fixed Assets Verification Committee**

In order to ensure proper verification, physical checking, and reconciliation of the fixed assets of the Majuli University of Culture, a **Fixed Assets Verification Committee** is hereby constituted with immediate effect as under:

1. Assistant Registrar
2. Section Officer
3. Internal Auditor
4. Store In-Charge

**Terms of Reference:**

The Committee shall:

- Conduct physical verification of all fixed assets of the University.
- Reconcile the verified assets with the Fixed Asset Register/records maintained in Accounts and Administration.
- Identify and report discrepancies, if any, with appropriate recommendations.
- Submit a comprehensive report to the undersigned of completion of the verification exercise.

Issued with due approval.

**[Dr. Binud Ch. Borah]**

Registrar  
Majuli University of Culture  
Majuli, Assam.

No. MUC/RG-01/Pt.II/22-23/

Dated: 09/09/2025

**Copy to:**

1. The Hon'ble Vice Chancellor, MUC, Majuli for favour of kind information.
2. Member Concerned.
3. Website in-Charge, MUC, Majuli.
4. Office File.

**[Dr. Binud Ch. Borah]**

Registrar  
Majuli University of Culture  
Majuli, Assam.