

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY
VAVANOOR, Palakkad 679533

ANNUAL STOCK VERIFICATION REPORT

(To be submitted in Triplicate)

Physically verified the stock of equipments / accessories & consumables in the Electronics Circuits Laboratory / Workshop as per the entries in the Stock Register. All items are found correct except the items furnished below

Sl. No.	Description of items found short/ Damaged	Extend of shortage		Reasons for shortage / Damages and corrective actions taken	Remarks
		Quantity	Value		
1.	2 CROS	2 out of 13		2 out of 13 needs to be repaired.	Over All maintenance of the lab seems to be a necessity. * Maintenance will be done during vacation period.
2.	DSOs are not working	3 out of 3		All 3 are not working	
3.	Function Generators are not working	11 out of 11		All function - generators are not working	
4.	LIC Kits	4 out of 11 are repairable		LIC kits 4 are to be repaired	
5.	Voltmeters and Ammeters.	24		24 out of 67 are damaged.	

Date of Verification : 09/05/19

Name & Signature of Verifying Officer : Jishnu N 

Name & Signature of Staff In-charge :  ; SANTHI R.

Counter signature of HOD with Date :  : 13/5/19




DIRECTOR

ANNUAL STOCK VERIFICATION REPORT

Physically verified the stock of equipment / accessories & consumables in the **Electrical Workshop** as per the entries in the Stock Register. All items are found correct except the items furnished below.

Sl. No.	Description of items found short/ Damaged	Extend of shortage		Reasons for shortage / Damages and corrective actions taken	Remarks
		Quantity	Value		
1.	Hack saw	1	75/-	Damage due to Aging	Serviceable
2.	Ball peen hammer	6	6x50=300/-	Handle Broken	Serviceable
3.	Poker	2	35x2=70/-	Handle Broken Partially	Serviceable
4.	Screw driver	2	70X2=140/-	Handle Broken	
5.	Soldering Iron	7	90X7=630/-	Not heating (coil damaged)	
6.	Line Tester	2	15X2=30/-	Broken	
7.	Knife	10	10X10=100/-	Blade Broken	
8.	First Aid Box	1	250/-	Expired	
9.	Screw driver set	1	100/-	Handle Broken	
10.	Wire Stripper	5	35x5=175/-	Broken	
11.	Extension Box	2	130x2= 260/-	Cable damaged	Serviceable

Date of Verification :15/05/2019

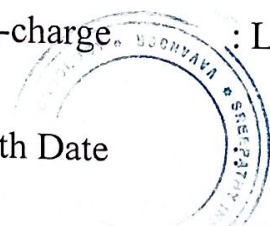
Name & Signature of Verifying Officer :Jayasree N Vettath

[Handwritten Signature]
15/5/19

Name & Signature of Staff In-charge : Limsha T M

[Handwritten Signature]
15/5/19

Counter signature of HOD with Date



[Handwritten Signature]
15/5/19

[Handwritten Signature]
2008
DIRECTOR


ANNUAL STOCK VERIFICATION REPORT

(To be submitted in Triplicate)

Physically verified the stock of equipments / accessories & consumables in the Geotechnical... Engineering... Laboratory / Workshop as per the entries in the Stock Register. All items are found correct except the items furnished below

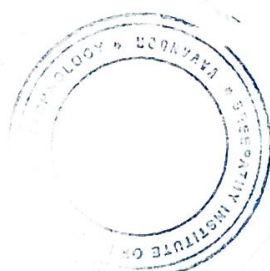
Sl. No.	Description of items found short/ Damaged	Extend of shortage		Reasons for shortage / Damages and corrective actions taken	Remarks
		Quantity	Value		
	<u>Items in the Stock register are verified.</u>				
1.	Glass Cup 1 (Part of Shrinkage limit apparatus) (Stock register. Pg. NO - 50-51)	1	265.60	Broken.	
All	Machinery	are found to be in working condition.			

Date of Verification : 16/05/2019

Name & Signature of Verifying Officer :  SREEDATH.M.K.

Name & Signature of Staff In-charge :  Didi Ravindran

Counter signature of HOD with Date :  Sankaramarayan





DIRECTOR

ANNUAL STOCK VERIFICATION REPORT

(To be submitted in Triplicate)

Physically verified the stock of equipments / accessories & consumables in the SURVEY LAB Laboratory / Workshop as per the entries in the Stock Register. All items are found correct.

Sl. No.	Description of items found short/ Damaged	Extend of shortage		Reasons for shortage / Damages and corrective actions taken	Remarks
		Quantity	Value		
					<p>All items Verified, as per stock registers and found correct.</p> <p style="text-align: right;">  14/5/19 Bagyaaree P.G. </p>


Date of Verification

: 14.5.2019

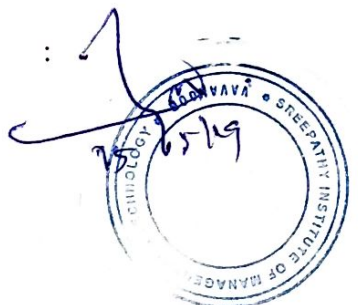
Name & Signature of Verifying Officer

: BAGYAAREE - P.G. 

Name & Signature of Staff In-charge

: ARCHANA - P - 
 14.05.2019

Counter signature of HOD with Date




 DIRECTOR

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY
VAVANOOR, Palakkad 679533

ANNUAL STOCK VERIFICATION REPORT

(To be submitted in Triplicate)

Physically verified the stock of equipments / accessories & consumables in the Systems & Control Lab.....Laboratory / Workshop as per the entries in the Stock Register. All items are found correct except the items furnished below



Sl. No.	Description of items found short/ Damaged	Extend of shortage		Reasons for shortage / Damages and corrective actions taken	Remarks
		Quantity	Value		
	Nil	—	—	—	—

Date of Verification : 04/5/19

Name & Signature of Verifying Officer

: SANJAY. U 

Name & Signature of Staff In-charge

:  SEBIN SUNNY P 

Counter signature of HOD with Date

:  10/5/19




DIRECTOR

May 4, 2018

Sub: Explanation regarding annual stock verification at library.

Ref: Your memo dtd. 03.05.2018.

Sir,

Please refer the above, following explanation is hereby submitted for your kind consideration.

In the stock verification report, 76 books found missing and 65 books bearing repeated accession numbers.

Regarding the above the following points are submitted.

- During peak hours (i.e. interval time), students are coming end-block for library purpose (book transaction, reference section, book bank section, photocopy section, printout section etc.). Since most of the days two staff will be working on the two copier machines as the demand of photostat / printouts is more from students whereas only one staff is available in the Circulation / Reference / Book Bank section. It is suspected that some books are missing which might have taken by students without proper entry as the staff is busy with the Circulation / Reference / Book Bank section.
- We have not checked the excess 65 Nos. of books (i.e. duplicate accession numbers), may be happened due to oversight of the concerned during the entry.

Regarding the **Report Generation**, M/s. Linways Technologies Pvt. Ltd. has been informed for necessary correction in their software.

21 missing books replaced is accounted properly and kept in the stock.

5 missing books accounted and kept in library stock.


Venu E.

Librarian, SIMAT

Librarian

Pl. Report the status of duplicate of accession no
Is this 76 books shortage after (21+5) replacing



A/S-

Librarian

Please go to the remarks
and give your explanation
before 9-5-18

Annual Stock Verification Report - Library

In compliance to the instruction issued vide circular no. SIMAT/ACAD/P/18/039 dated 06/03/2018; the committee started the joint physical stock verification of Circulation, Reference and Book Bank section on 4th April 2018 and first round verification concluded on 5th April, 2018; wherein committee noted the accession number and physical location (i.e. stack no.) of each book. Library transactions were closed on 4th April, 2018. By 10th April, 2018, committee finalized the soft copy of each entry, verified and sorted out the results. Some missing books in stock are observed and also noted some data entry errors.

So as to ensure the correctness of report, it was decided to go for a second round physical verification of entire books. This process started on 13th April, 2018 and verification completed on 17th April. So as to confirm some of the still confusing entries, a third verification of selected/doubtful entries were made, which started on 18th and completed on 19th April, 2018. Accordingly, committee submitted the details of missing books and repeating access number list to Library staff on 19th April, 2018.

Thereafter Library Staff conveyed that, some books which are issued to faculties, are not reflected in the report generated from the system. Subsequently, on 26th April, 2018 it was conveyed that, 341 books were issued to faculties, but were not reflected in the issue report generated from system. Accordingly, committee finalized the report on 1st May, 2018.

Major observations are herein below,

- As per Stock Record, there are 13783 books in Library, which carries a unique accession number serially, from 1 to 13783
- As per the report generated from system on the commencement day of stock verification (i.e. on 04-04-18), 648 books are issued to students, 103 books are issued to faculties and 81 books are issued from Book Bank.
- 341 books were issued to faculties, but were not reflected in the issue report generated from system
- 76 books found missing from the library
- 65 books are bearing repeated accession number
- 8 books are damaged and will be sent for binding soon

- Some books issued to students and returned back are not reflected in the report generated from system.
- 21 missing books were replaced with unaccounted lost-replaced copy already available in the library.
- 5 missing books were replaced with duplicate copies of books already available in library.

The reason for shortage are:

- No proper handing over/ taking over was done while relieving earlier librarian.
- No stock verification was conducted earlier to assess the shortages.

The reason for repeating accession numbers:

- Books lost are replaced by students with new books and it is then assigned with old accession number, later the actually lost book is returned back to library.

Details of missing books in the prescribed format are appended herewith. Also enclosed the list of repeating accession numbers

Date: 3rd May 2018



Krishna Chandran VN
Verifying Officer
(Convener)



Venu E
Librarian



Prof. Shankachen PV
Chairman Library
HoD EEE

Members -

1. Nayana Kamal-CE
2. Hima G-CSE
3. Sudheesh K-ME
4. Vishnu K V-AS&H
5. Milja C A-CE
6. Rajitha M R-CSE
7. Narayanan K P-ECE
8. Shibu K-EEE
9. Rejeesh P N- ME