

IEC UNIVERSITY, BADDI

SUB : Stock Keeping & Annual Stock Verification

PREAMBLE

Annual Stock Verification is carried out to physically verify all the assets and their location vis-a-vis the entries in the Stock Registers. This helps in identifying misplaced, broken and unserviceable items followed by fixing the accountability and writing off the scrap items.

Further, in order to streamline the stock-keeping of various items- in particular **Non-Consumable items**- in the University, a procedure related to stock keeping, maintenance of stock registers and Annual Stock checking has been adopted. Salient points of the Procedure are indicated below for ready reference :

STOCK REGISTERS

- Master stock register in the central store will be maintained by store keeper. Registrar will supervise it.
- The central store will also maintain a Master Furniture stock register for all the furniture available in the Institutes.
- A separate Furniture stock register will be maintained for the furniture available in class rooms.
- Dept. stock registers will be maintained in each Lab. of the Dept. by the lab. technician/ technical staff . Concerned HOD will supervise it.
- Office stock register will be maintained in the office of each Head of Institution/ Dept/ Section The Head of Institution/ Dept/ Section will supervise it.
- Section stock registers will be maintained by various sections (Hostel/ Games & sports/ Maintenance/ Accounts/ Administration/ Admission cell/ Examination cell/ T & P cell etc.) providing central / support/ extra-curricular/ co-curricular facility to the University by the concerned section. The Section Head/ In-charge shall supervise it.
- Each Section/ Office/ Dept. /Programme will also maintain a Furniture Stock Register in which all the furniture (almirah, table, chair, computer table, office table, racks, stools, etc.) indented from central store/ available with them will be entered. The concerned Section/ Office/ Dept. /Programme Head/ In-charge will supervise it.
- All the pages of the stock register should be serially numbered from number 1 on the first page to number----- on the last page.
- The Section/ Office/ Dept. /Programme Head/ In-charge will affix the following certificate on the front page of all the registers of his dept.

*Certified that this equipment/ furniture stock register having code number -----
---- (the process of allotting code number is indicated below) has pages from
serial number 1 to serial number-----.*

Signature of Section/ Office/ Dept. /Programme Head/ In-charge

Date :

- All non-consumable items, including (but not limited to) all the equipment/ machinery/ tools/ computers/ servers/software/ air conditioners/ coolers/ LCD projectors/ OHP/ photocopying machine/ printers/ models etc. available in the Lab/ dept. indented from central store/ purchased directly from the market/ vendor, will be entered in the equipment stock register of the related lab./ office/ dept./ programme.
- The Registrar will ensure that all the furniture available in the Institute/ Section/ Dept./ Programme/ Office are numbered as per the standard practice for numbering them.
- A **Register of Registers** will be made in the office of the Registrar in which the information about the total number of stock registers in the University, the name of the person handling them, stock register code number etc. will be entered.
- A four word **Code Number** shall be allotted to each stock register in the manner (Name of School/ Faculty/ Institution)/ (name of the section/ dept/ office/ programme/school)/ (equipment/ furniture/ office) / (name of the lab : this portions of the code will be blank if the register is not meant for a Lab)
The short names of the section/ dept. may be adopted as indicated in the table below:

For example the equipment register of CAD lab of Mechanical Engg. Dept. will have code number **School of Engg/ ME/ Equip/ CAD**; the equipment register of computer center of CS dept will have core **School of Engg / CS/ Equip/ CC**; the furniture register of Electrical Engg. Dept. will have code **School of Engg / EE/ Fur**; and so on.

ANNUAL PHYSICAL VERIFICATION OF STOCK

- The schedule of Annual Physical Verification of the stock to be carried out in the month of **May each year**. However, the stock verification in Library will be done in **JUNE** when the books are returned to Library after examination.
- The verifying officers should contact the HOD/ In-charge and fix up the dates of stock checking, so that the report is submitted latest by **31st May each year** to the Registrar. Similarly the report of stock verification of **Library** shall be submitted to the **Registrar** by **30th June each year**.
- The proforma for submitting the report of stock verification is given in the **Annexure**.
- All the HODs and verifying officers shall cooperate and organize activity so that the work is completed well with in time.

ANNEXURE
Report of Stock Verification

Names of Verifying Officers :

- 1.
- 2.
- 3.

Dept. whose stock was verified :

Code Numbers of Stock Registers checked :

- 1.
- 2.
- 3.

NOTE : Please check that all the items available in the lab/ dept/ section are entered in the stock book **AND** all the items entered in the stock book are available in the lab/ dept/ section whose assets are being checked. In case of any deficiency please report in the following table. Unreported items will be treated as physically verified.

S.No.	Stock book code no.	Page number of stock book	Name of item	No. of deficient Items				Remarks
				Missing	Found Excess	Unservice-able	Broken	

Certified that the physical verification as per all the stock registers indicated above has been carried out by us. Except the deficient items reported above, all other items were physically present in the lab/ section/ office/ dept/ programme.

Signature of HOD/ In-Charge
of the section/ dept/ office

Signatures of Verifying Officers

- 1.
- 2.
- 3.