

# ANNEXURE: LIBRARY & LAB INVENTORY REVIEW

## 1. General Information

Field	Details
Academic Session	
Review Date	
Conducted By	
Approved By (Principal)	

## 2. Inventory Coverage

Area	Status
Library Books	<input type="checkbox"/> Reviewed <input type="checkbox"/> Pending
Science Lab (Phy/Chem/Bio)	<input type="checkbox"/> Reviewed <input type="checkbox"/> Pending
Computer Lab	<input type="checkbox"/> Reviewed <input type="checkbox"/> Pending
Sports Equipment	<input type="checkbox"/> Reviewed <input type="checkbox"/> Pending

## 3. Library Inventory Review

Category	Total Items	Verified	Damaged	Missing	Remarks
Textbooks					
Reference Books					
Journals/Magazines					

## 4. Science Lab Inventory (Subject-wise)

Lab	Item Name	Total Stock	Verified	Damaged/Expired	Remarks
Physics					
Chemistry					
Biology					

## 5. Chemical Stock & Safety Check

Chemical Name	Quantity Available	Expiry Date	Safe to Use (Y/N)	Remarks
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 6. Computer Lab / ICT Inventory

Item	Total	Working	Non-Working	Action Required
Computers				
Projectors				
Networking Devices				

## 7. Sports Inventory Review

Equipment	Total Stock	Condition (Good/Damaged)	Remarks

## 8. Labeling & Record Maintenance

Parameter	Status
Items Properly Labeled	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stock Registers Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Digital Records Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No
Issue/Return System Followed	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 9. Excess / Damage Reporting

Item	Issue (Excess/Damaged/Missing)	Action Taken	Responsible Person

## 10. Procurement & Disposal Plan

Requirement	Quantity	Priority	Action Plan

## 11. Compliance Checklist

Parameter	Status
Inventory Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Damages Reported	<input type="checkbox"/> Yes <input type="checkbox"/> No
Records Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety Measures Ensured	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 12. Challenges Faced

1. \_\_\_\_\_
2. \_\_\_\_\_

## 13. Suggestions / Improvements

1. \_\_\_\_\_
2. \_\_\_\_\_

## 14. Final Remarks

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## 15. Signatures

Role	Name & Signature	Date
Librarian		
Lab Incharge		
Sports Incharge		
Admin		
Principal		