

6. Furniture & Fixtures Audit

Item	Total	Good Condition	Damaged	Repair Required
Desks				
Chairs				
Boards				

7. IT / Computer Lab Inventory

Item	Total	Working	Non-Working	Repair Needed
Computers				
Projectors				
Printers				

8. Stock Verification & Labeling

Parameter	Status
Items Physically Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Labels Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stock Registers Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Digital Records Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Shortage / Damage Report

Item	Issue (Missing/Damaged/Expired)	Quantity	Action Taken	Responsible Person

10. Procurement Planning (Next Session)

Item Required	Quantity	Priority	Estimated Budget	Timeline

11. Disposal / Write-Off Record

Item	Quantity	Reason	Approved By	Date

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12. Compliance Checklist

Parameter	Status
Inventory Audited	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shortages Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Records Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Procurement Planned	<input type="checkbox"/> Yes <input type="checkbox"/> No

13. Challenges Faced

- _____
- _____

14. Suggestions / Improvements

- _____
- _____

15. Final Remarks

16. Signatures

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