Bapatla Engineering College :: Bapatla (Autonomous)

Furniture Stock Verification Proforma

# Section A:General Information

|  |  |
| --- | --- |
| **Field** | **Details** |
| **Department/Cell** | Information Technology |
| **Verification Date** | 08/05/2025 |
| **Head of the Department** | Dr. N. Sivaram Prasad |
| **Stock Verification Officers: Name/Designation/Dept.** | Dr. P. Vijay Saradhi  Dr. B. Vijay Krishna  Dr. P. Sumanth Kumar  Dr. K. Prasada Rao |
| **Stock Showing Officers details Name/Designation/Dept.** | N. Sivaram Prasad, Professor, IT Dept  K. Bhaskara Rao  G.Hemalatha |

**Section B:Furniture details.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **BuildingName** | **FloorNo** | **Class/Lab/staffroom**  **/seminarhall/Anyotherroom**  **-**  **Number** | **AssetType** | **ItemDescription** | **Make**  **/Brand** | **ModelNo.** | **Location (Room/ Area)** | **Quantity(asperStockbook)** | **CurrentlyPhysicalCount** | **Condition**  **(Good**  **/Fair/ Poor)** | **Tagavailable(Yes/No)** | **StockentryDate** | **Assignedto** | **DiscrepancyDetails / Remarks** |
| 1 | Research Park |  | **Class room** (RPLH-1) | Benches | student seating benches | - | - | RPLH-1 |  | 24good | Good | No | **-** | Y. Mastanaiah Naidu | working |
| 2 | Fans | ceiling Fans | - | - |  | 11 good | Good | No | - | Y. Mastanaiah Naidu | working |
| 3 | Lights | tube Lights | **-** | **-** |  | 9 good | Good | No | **-** | Y. Mastanaiah Naidu | working |
| 4 | Benches | 1 seater benches | **-** | **-** |  | 1good | Good | No | **-** | Y. Mastanaiah Naidu | working |
| 5 | Research Park |  | **Class room** (RPLH-2) | Lights | tube Lights | - | - | RPLH-2 | - | 8 good 1 poor | Good | No | **-** | S. Ratna Babu | 1Non-working |
| 6 | Fans | ceiling Fans | - | - | - | 9 good 2 poor | Good | No | - | S. Ratna Babu | 2 non -working |
| 7 | benches | student seating benches | **-** | **-** | - | 24 good | Good | No | **-** | S. Ratna Babu | working |
| 8 | benches | 1 seater benches | **-** | **-** | - | 2 good | Good | No | **-** | S. Ratna Babu | working |
| 9 | chairs | plastic chairs | **-** | **-** | - | 1 good | Good | No | **-** | S. Ratna Babu | working |
| 10 | Research  Park |  | **Class room** (RPLH-3) | Lights | tube Lights | - | - | RPLH-3 | - | 8 good 1 poor | Good | No | - | P. Surekha | 1 nonworking |
| 11 | benches | student seating benches | - | - | - | 24 good | Good | No | - | P. Surekha | working |
| 12 | benches | 1 seater benches | **-** | **-** | - | 2 good | Good | No |  | P. Surekha | working |
| 13 | chairs | Plastic chairs | **-** | **-** | - | 1 good 1 poor | Good | No |  | P. Surekha | 1 Partially damaged |
| 14 | Fans | Ceiling fans | **-** | **-** |  | 10 good 1 poor | Good | No |  | P. Surekha | 1 non working |
| 15 | Research Park |  | **Class room** (RPLH-4) | tables | student seating benches | - | - | RPLH-4 |  | 24 good | Good | No |  | D.Karunamma | working |
| 16 | Fans | Ceiling Fans | - | - |  | 11 good | Good | No | - | D.Karunamma | working |
| 17 | chairs | plastic chairs | **-** | **-** | - | 2 good | Good | No |  | D. Karunamma | working |
| 18 | lights | tube lights | - | - | - | 6 good  3 poor | Good | No | - | D. Karunamma | 3 non working |
| 19 | NEW CMB |  | **Class room** (NEW CMB-43) | Benches | Student seating benches | - | - | (NEW  CMB-43) |  | 24 good | Good | No | **-** | Y. Mastanaiah Naidu | working |
| 20 | Fans | ceiling Fans | - | **-** |  | 6 good | Good | No | **-** | Y. Mastanaiah Naidu | working |
| 21 | lights | tube Lights | - | **-** | - | 6 good 1 poor | Good | No | **-** | Y. Mastanaiah Naidu | 1 non working |
| 22 | NEW CMB |  | **Class room** (NEW CMB-44) | tables | student seating benches | - | - | (NEW  CMB-44) | - | 25 good 1 poor | Good | No | - | S. Ratna Babu | 1 partially damaged |
| 23 | fans | ceiling Fans | - | - | - | 6 good 1 poor | Good | No | - | S. Ratna Babu | 1 non working |
| 24 | lights | tube Lights | - | - | **-** | 7 good | Good | No | - | S. Ratna Babu | working |
| 25 | LAB |  | LAB 1  RESEARCH PARK | lights | Tube lights | - | - | LAB 1  RESEARCH PARK | **-** | 10 good | Good | No | - | K. Bhaskara Rao | working |
| 26 | tables | Computer tables | - | - | **-** | 33 good | Good | No | - | K. Bhaskara Rao | working |
| 27 | tables | Iron tables | - | - |  | 1 good | Good | No | - | K. Bhaskara Rao | working |
| 28 | chairs | Computer chairs | - | - | **-** | 29 good 1 poor | Good | No | - | K. Bhaskara Rao | 1 partially damaged |
| 29 | Fans | Ceiling fans |  |  |  | 12 good | Good | No |  | K. Bhaskara Rao | working |
| 30 | chairs | Plastic chairs | - | - | **-** | 23 good 1 poor | Good | No | - | K. Bhaskara Rao | 1 partially damaged |
| 31 | benches | 1 seater bench | - | - | **-** | 1 good | Good | No | - | K. Bhaskara Rao | working |
| 32 | Shoe rack | Shoe rack | = | - | **-** | 1 good | Good | No | - | K. Bhaskara Rao | working |
| 33 | LAB |  | LAB 2  RESEARCH PARK | fans | Ceiling fans | - | - | LAB 2  RESEARCH PARK | **-** | 12 good | Good | No | - | S. Ratna Babu | working |
| 34 | lights | Tube lights | - | - | **-** | 9 good 1 poor | Good | No | - | S. Ratna Babu | 1 non working |
| 35 | tables | Computer tables | - | - | **-** | 31 good 1 poor | Good | No | - | S. Ratna Babu | 1 partially damaged |
| 36 |  | tables | Faculty Tables | - | - | **-** | 1 good | Good | No | - | S. Ratna Babu | working |
| 37 |  | chairs | Students iron seating chairs | - | - | **-** | 38 good | Good | No | - | S. Ratna Babu | working |
| 38 |  | chairs | Computer chairs | - | - | **-** | 3 good | Good | No | - | S. Ratna Babu | working |
| 39 |  | chair | Plastic chairs | - | - | **-** | 1 good | Good | No | - | S. Ratna Babu | working |
| 40 |  | Iron safe | Iron safe | - | - | **-** | 1 good | Good | No | - | S. Ratna Babu | working |
| 41 |  | stools | stools | - | - | **-** | 2 good | Good | No | - | S. Ratna Babu | working |
| 42 |  | Shoe rack | Shoe rack | - | - | **-** | 1 good | Good | No | - | S. Ratna Babu | working |
| 43 |  | Dust bin | Dust bin | - | - | **-** | 1 good | Good | No | - | S. Ratna Babu | working |
| 44 | MAIN CC |  | LabCC Lab-3 | chairs | computer chairs | - | - | CC Lab-3 |  | 24 good 2 poor | Good | NO | - | P. Surekha | 2 partially damaged |
| 45 |  | fans | Ceiling fans | - | - |  | 7 good  1 poor | Good | NO | - | P. Surekha | 1 non working |
| 46 |  | chairs | Plastic  chairs |  |  | - | 7 good | Good | NO | **-** | P. Surekha | working |
| 47 |  | lights | tube  lights |  |  |  | 6 good  6 poor | Good | NO | **-** | P. Surekha | 6 non-working |
| 48 |  | tables | Iron Tables |  |  |  | 1 good | Good | NO | **-** | P. Surekha | working |
| 49 | MAIN CC |  | LabCC Lab-4 | chairs | China chair | - | - | CC Lab-4 |  | 1 good | Good | NO | - | Dr. B. Krishnaiah | working |
| 50 |  | chairs | computer chairs | - | - |  | 33 good | Good | NO | - | Dr. B. Krishnaiah | working |
| 51 |  | chairs | plastic chairs | - | - |  | 4 good | Good | NO | **-** | Dr. B. Krishnaiah | working |
| 52 |  | fans | ceiling Fans | **-** | **-** |  | 6 good 2 poor | Good | NO | - | Dr. B. Krishnaiah | 2 non working |
| 53 |  | Lights | Tube  Lights | **-** | **-** |  | 11 good 1 poor | Good | NO | **-** | Dr. B. sKrishnaiah | 1 non-working |
| 54 |  | Table | Iron Table | **-** | **-** |  | 1 good | Good | No | **-** | Dr. B. Krishnaiah | working |
| 55 |  |  | HOD ROOM | chairs | S type chairs |  |  | HOD ROOM |  | 5 good | Good | No | **-** | HOD | working |
| 56 |  | tables | computer tables |  |  |  | 2 good | Good | No | **-** | HOD | working |
| 57 |  | tables | Faculty tables  (Professor) |  |  |  | 1 good | Good | No | **-** | HOD | working |
| 58 |  | chairs | plastic chairs |  |  |  | 15 good | Good | No | **-** | HOD | working |
| 59 |  | racks | Iron racks |  |  |  | 2 good | Good | No | **-** | HOD | working |
| 60 |  | Iron Safe | Iron safe |  |  |  | 1 good | Good | No | **-** | HOD | working |
| 61 |  | fans | Ceiling fans |  |  |  | 7 good | Good | No | **-** | HOD | working |
| 62 |  | lights | Tube lights |  |  |  | 5 good | Good | No | **-** | HOD | working |
| 63 |  | sofa | sofa |  |  |  | 1 good | Good | No |  | HOD | working |
| 64 |  | stools | stools |  |  |  | 3 good | Good | No |  | HOD | working |
| 65 | STAFF ROOM GROUND FLOOR |  | STAFF ROOM GROUND FLOOR | fans | Ceiling fans |  |  | STAFF ROOM GROUND FLOOR |  | 12 good | Good | No | **-** | Staff Room ground floor | working |
| 66 |  | lights | Tube lights |  |  |  | 9 good1 poor | Good | No | **-** | Staff Room ground floor | 1 non-working |
| 67 |  | tables | Faculty table  (Professor)  Faculty table |  |  |  | 1 good  10 good | Good | No |  | Staff Room ground floor | working |
| 68 |  | tables | computer tables |  |  |  | 1 good | Good | No |  | Staff Room ground floor | working |
| 69 |  | tables | Wooden tables |  |  |  | 2 good | Good | No |  | Staff Room ground floor | working |
| 70 |  | racks | Iron Racks |  |  |  | 9 good | Good | No |  | Staff Room ground floor | working |
| 71 |  | Iron Safe | Iron safe |  |  |  | 5 good | Good | No |  | Staff Room ground floor | working |
| 72 |  | chairs | S Type chairs |  |  |  | 9 good | Good | No |  | Staff Room ground floor | working |
| 73 |  | chairs | Plastic chairs |  |  |  | 10 good | Good | No |  | Staff Room ground floor | working |
| 74 |  | chairs | Computer chairs |  |  |  | 4 good | Good | No |  | Staff Room ground floor | working |
| 75 |  | Stools | stools |  |  |  | 3 good | Good | No |  | Staff Room ground floor | working |
| 76 |  | rack | Small rack wooden |  |  |  | 1 good | Good | No |  | Staff Room ground floor | working |
| 77 | 2ND FLOOR STAFF ROOM |  | 2ND FLOOR STAFF ROOM | racks | Iron racks |  |  | 2N FLOOR STAFF ROOM |  | 8 good | Good | No |  | 2nd Floor Staff Room | working |
| 78 |  | chairs | S Type chairs |  |  |  | 7 good | Good | No |  | 2nd Floor Staff Room | working |
| 79 |  | fans | Ceiling Fans |  |  |  | 12 good | Good | No |  | 2nd Floor Staff Room | working |
| 80 |  | Lights | Tube lights |  |  |  | 9 good 2 poor | Good | No |  | 2nd Floor Staff Room | 2 non working |
| 81 |  | tables | Iron Tables |  |  |  | 11 good | Good | No |  | 2nd Floor Staff Room | working |
| 82 |  | chairs | Computer chairs |  |  |  | 5 good 2 poor | Good | No |  | 2nd Floor Staff Room | 2 partially damaged |
| 83 |  | chairs | Plastic chairs |  |  |  | 2 good | Good | No |  | 2nd Floor Staff Room | working |

\*AddAsManyRowsof ClassRooms/Labs/StaffRooms/OtherRooms-RoomWise/ItemWiseOrderly

# SectionC:FurnitureAnalysisSummary

|  |  |
| --- | --- |
| **TotalClassroomsunderthe department** | 6 |
| **TotalLaboratoriesunderthe department** | 4 |
| **TotalSeminarHalls underthe department** | 1 (shared with CSE dept.) |
| **IfAnyotherrooms(please specify)** | 0 |
| **TotalstaffS Type Chairsinthedepartment** | 21 |
| **TotalStaffExecutiveChairsinthedepartment** | 0 |
| **TotalPlasticchairsinthedepartment** | 70 |
| **Total no. of plastic chairs repair in the Department** | 2 |
| **TotalStudentsComputerChairsinthe Department** | 101 |
| **Total no.of Computer chairs repair in the Department** | 5 |
| **TotalComputerTablesinthe Department** | 70 |
| **Total Computer Tables repairs in the Department** | 1 |
| **Total FacultyTables in the Department** | 27 |
| **Total Reading Tables in the Department** | 4 |
| **Total Iron Racks in the Department** | 19 |
| **Total no. ofceiling fansinthedepartment** | 128 |
| **Total no. of fans repairs in the department** | 7 |
| **Total no.of tube lights in the department** | 113 |
| **Total no.of tube lights repair in the department** | 17 |
| **Total no.of student benches in the Department** | 145 |
| **Total no.of benches 1 seater in the Department** | 6 |
| **Total no.of benches 1 seater condemned in the Department** | 3 |
| **Total no.of student benches repair in the Department** | 1 |
| **Total no. of stools in the department** | 8 |
| **Total no.of sofas in the department** | 1 |
| **Total no.of iron chairs in the department** | 38 |
| **Totalnumberof Ironalmaras(glassdoor)inthedepartment** | 0 |
| **Totalnumberof IronSafesin thedepartment** | 7 |
| **Total number of LCD screens** | 5 |
| **Total number of Amplifiers** | 2 |
| **Total number of Printers/Xerox machine** | 3 |
| **Total number of speakers** | 2 |
| **Total number of Wi-Fi router (D Link)** | 1 |
| **Total no.of small wooden racks** | 1 |
| **Total no.of dust bins in the Department** | 1 |
| **Total no.of Shoe racks in the Department** | 2 |
| **TotalNo.of Discrepancies identified** | 0 |
| **DiscrepantItems** |  |
| **Un-tagged Items** |  |
| **No.of Damaged/Non-functional** |  |
| **ItemsDueforDisposal** |  |
| **ItemsTransferred** |  |
| **ItemsMissing** |  |

\***Ifanyotheritemaddtherowintheabovetableandwrite“totalnumberof“<<itemname>>”inthe department**

# SectionD:Observations/Suggestion/RecommendationsofStockVerification Team members:

|  |  |  |
| --- | --- | --- |
| **Observation** | **Suggestion** | **Remarks** |
| No. of Sections: 7, Class rooms: 6 | Please provide ONE class room |  |
| Sufficient number of computer systems. RP Lab 2 Computer desks are partially damaged | Get them repaired |  |
| In total FIVE computer chairs are partially damaged | Get them repaired |  |
| In total SEVEN ceiling fans are not working | Replace/repair the fans |  |
| In total SEVENTEEN tube lights are not working | Replace the tube lights |  |
| THREE one seater benches are totally damaged | Discard the THREE one seater benches |  |
| ONE student bench needs repair | Get it repaired |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Ifany othersuggestionsw.r.tfurniture:** | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section E: StockVerificationOfficers**

## VerifiedBy(TeamMembers):

1. Name: Dr. P. Vijaya Saradhi Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_
2. Name: Dr. B. Vijay Krishna Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_
3. Name: Dr. P. Sumantha Kumar Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_
4. Name: Dr. K. Prasada Rao Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

# SectionF:StockShowingOfficers

## ShowingBy(Team Members):

1. Name: Dr. N. Siva Ram Prasad Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_
2. Name: K. Bhaskara Rao Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_
3. Name: G. Hemalatha Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

## Checked&ApprovedBy(HOD):

* + Name:
  + Designation:
  + Signature:
  + Date: / /