

4. Checking Inventory or Stock Verification 2020-21:



!! Vidya Param Bhushanam!!

Shri.DoodhsakharShikshanPrasarak Mandal's, Bidri.

DoodhsakharMahavidyalaya,Bidri

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Affiliated to Shivaji University, Kolhapur-416004. (M.S) & Included Under UGC 2 (f) & 12 (B)

Principal: **Dr.Sanjay D Patil.**, M.A.B.Ed., M.Phil, Ph.D– E-mail-drsanjay784@gmail.com

Date: 31/05/2021

DMB Library Stock Verification Report 2020-21

Submitted to the Principal

Stock verification committee was formed. The members are as following:

Shri. Atul Ramdas Nagarkar

Shri. Sanjay K. Patil

Stock verification of library books and other material was conducted by the following library staff:

Shri. Sangram Mahadev Bhoite

Shri. Siddharth Patil

Shri. Jagannath Kambale

Objectives of Stock Verification

1. Updating Library Stock.
2. Rectify arrangement of books on shelves.
3. Reveal the loss.

Methodology Adopted

1. Each book and other materials are tallied with stock verification sheet and crossed the number available item on sheet.
2. Verify issue record.
3. Verify old record of missing list.

Missing List of Old Record:

❖ Book Bank Register:

Sr. No.	Item Description	Number of Books	Reference
1	Lost and Paid for while taken charge	448	File No. 25, Taken charge file, Register – Outdated book bank books
2	Withdrawn 2022	1367	File No. 25, Weed out file
	Total	1815	

Sagar:E:

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❖ **Regular Register:**

Sr.	Item Description	Number of books	Reference
1	Missing books of Regular Register while taken charge	1653	File No. 25, File Taken Charge
2	Lost and paid for in 2006	180	File No. 25, Register Teacher Dues 2006
3	Lost and paid for in 2015-16	31	File No. 25, File No. 13/1
4	Lost and paid for in 2016-17	35	File No. 25, File No. 13/1
5	Lost and paid for in 2017-18	57	File No. 25, File No. 13/1
6	Lost and paid for in 2018-19	127	File No. 25, File No. 13/1
7	Lost and paid for in 2019-20	502	File No. 25, File No. 13/1
8	Lost and paid for in 2020-21	Nil	Nil
Total		2585	

Stock Verification Report Summary :

Sr. No.	Item	Total No of Books Accessed	Missing 2020-21	Actual Available
1	Books	25926	0	23341
2	C.D	105	0	105
3	Total no of Atlas	15	0	15
4	Lost and Paid for	00	00	00

Mr. Atul Nagarkar

Librarian

Doodhsakhar Mahavidyalaya, Bidri,
Tal. Kagal, Dist. Kolhapur 416 208



Prof. Dr. Sanjay Patil

PRINCIPAL
DOODHSAKHAR MAHAVIDYALAYA,
BIDRI, TAL. KAGAL, DIST. KOLHAPUR

Sr.No.	Name	Sign
1.	Sangram Mahadev Bhoite	
2.	Jagannath Dashrath Kambale	
3.	Siddharth Ananda Patil	
4.	Shri. Sanjay Kundlik patil	

Sagar:E: