

Karnataka State Open University

Mukthagangothri, Mysore-06

Annual Stock Verification , 2021-22(ended on 31st March 2022)

Depatment/Section: Library

Annexure -1: Furniture & Fixtures

Date:31-03-2022

Sl. No.	Item descriptions	Dept Stock Reg LF No.	2021-22		Total
			Usable (Good Condition)	Unusable (Broken/damage)	
	FURNITURE & FIXTURE				
1	Battery stand	1	1		1
2	Book trolley	2	3		3
3	Display box	3	1		1
4	Journal/periodical rack (both side-88 part)	4	1		1
5	Magzine stand	5	3		3
6	Multiseater(3)	6	4		4
7	Notice board/Pinup board	7	8		8
8	Stepper	8	1		1
9	Tender box-wooden	9	2		2
10	Trunks(old)	10	4		4
11	Wooden cabinet('L'shape)	11	1		1
12	Wooden cupboard	12	4		4
	Almirah(3 Types)				0
13	Office almirah-glass door	13	3		3
14	Office almirah(steel)	14	13		13
15	Wooden almirah-glass door	15	16		16
	Book stack(4 Types)				0
16	Both side-14 part	16	62		62
17	Both side-28 part	17	36		36
18	Single side -14 part	18	36		36
19	Single side -7 part	19	11		11
	Chair(10 Types)				0
20	Office chair(cussion)	20	6		6
21	Peacock chair(RTA)	21	85		85
22	Plastic chair	22	18		18
23	Revolving chair(computer)	23	32		32
24	Revolving chair(HB)	24	5		5
25	Revolving chair(LB)	25	8		8
26	Steel chair-folding	26	0		0
27	Visitors chair(black)	27	25		25
28	Wire netted chair('S'Type)	28	1		1
29	wooden chair	29	18		18
	Rack(7 Types)				0
30	Angle rack	30	16		16
31	Baggage rack-wooden(110 part)	31	1		1
32	Net rack	32	3		3

33	Storage rack-glass door	33	35		35
34	Storage rack-wooden	34	1		1
35	Storage rack-wooden(24 part)	35	1		1
36	Storage rack-wooden(6 part)	36	3		3
	Sofa(2 Types)				0
37	Sofa(3 seater)	37	2		2
38	Sofa(1 seater)	38	4		4
	Table(14 Types)				0
39	Centre table	39	3		3
40	Computer table	40	5		5
41	Computer table-14 seater	41	1		1
42	Computer table-2 seater	42	2		2
43	Computer table-3 seater	43	2		2
44	Computer table-4 seater	44	3		3
45	Executive table	45	5		5
46	Executive table-'L'Shape	46	1		1
47	Office table	47	7		7
48	Study table(long)	48	5		5
49	Study table-10 seater(both side)	49	4		4
50	Study table-6 seater(both side)	50	7		7
51	Study table-8 seater(both side)	51	1		1
52	Wodden table(small)	52	16		16

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Department/Section: Library

Annexure -2 : Office/Lab Equipments & Vehicles

Sl. No.	Item descriptions	Dept Stock	2021-22		Total
			Usable (Good)	Unusable (Broken/damage)	
53	Air conditioner-Split	53	3		3
54	Bar code printer	54	1		1
55	Batteries	55	0	20	20
56	CC Camera	56	16		16
57	Computer system	57	27		27
58	Laser Jet Printer	58	3	2	5
59	Monitor	59	4		4
60	Photo copier	60	1		1
61	Server	61	1		1
62	Telephone instrument	62	16		16
63	Transmitter receiver	63	1		1
64	Voltage stabilizer	64	1		1
65	Wall clock	65	6		6
66	Water cooler	66	0		0
67	Water purifier	67	1		1
68	All in one Printer/Scanner	68	1		1
	UPS(2 Types)				0
69	UPS(online)	69	0	1	1
70	UPS(offline)	70	8		8
71	Scan Jet HP	71	1		1

Any delition/shortage should be justified & certified by the Dept/section head

Signature: Shivakumara S.N.
Name: Shivakumara S.N.

Signature: Prashantha Murthy
Name: PRASHANTHA MURTHY

Signature: K. Prakash
Name: Dr. K. Prakash.

Case worker/verifier

Dept/Section head(with seal)

Authorized signatory (with seal)
Librarian
Mukthiaganotri
Mysore-570 006
University