



FAQs

Q1. What types of articles should be kept in lockers or in safety boxes?

Ans - Delicate and small articles should be kept in lockers or in safety boxes, and taken care of more attentively.

Q2. What affect on hazard do not clean regularly in store room?

Ans - The store room should be dusted, swept, and cleaned regularly. Dust not only spoils equipment. it is also a very dangerous source of health hazards –skin, eye and lung allergies are caused easily because of it.

Q3. Prepare a type of register should be maintained while giving out the equipments.

Ans - The following type of register should be maintained while giving out the equipments.

Sl.No.	Name of the person	Name of the Class	Date	Name of equipment	Signature

Q4. Explain about Receiving Supplies.

Ans - The supplies of new materials and equipments should be received with utmost care and caution. To begin with, the articles should be counted to match the requirements as per the supply order, and then evaluated for specifications, quality, trademark, originality, and genuineness – through comparisons with the sample(s) retained.

Q5. What is Stock taking?

Ans - Stock taking is making entries of newly purchase material in the stock register

Q6. Prepare a MODEL STOCK REGISTER.

Ans –

Name of the articleSource of fund: Amalgamated Fund/Sports Fund/ Physical Education Fund/ Govt. Grant

	1.	Date of purchase
	2.	Source from where purchased (dealer firm name with address)
	3.	Bill no with date
	4.	Rate per item/ pair/ box/ piece etc
	5.	Quality (numbers. kgs. Mts.etc)
	6.	Cumulative quantity (previous and present)
	7.	Issued
	8.	Date
	9.	To whom
	10.	Balance
	11.	Remarks

Q7. Write any two process of handling of equipment.

Ans – 1. To keep the physical education equipments in the institution, there should be a separate room that is a store room.

2. To keep the equipment there should be proper almirahs, racks and boxes.

Q8. Why Annual physical verification should be given top priority?

Ans - Annual physical verification should be given top priority because it is the basic step towards the maintenance of stores, equipment and proper record of all kind of equipment. It also helps to remind you promptly the place of each and every item which can be found as when required instead of wasting time in search of a particular item .

Q9. What type of sports goods should be placed at a particular place?

ANS - The sports goods of the same nature should be placed at a particular place.

Q10. Describe issuing procedure of store room.

Ans - It is a very delicate, systematic and important task which requires a good amount of patience, skill and attention to carry out the job effectively and efficiently. Expect for permanently fixed equipments such as goal posts, poles, basketball, volleyball, lawn tennis poles, football etc.