



STORE ROOM MANAGEMENT

INTRODUCTION

The department of physical education or in charge of sports stores is interested to get the maximum service of the equipment. He/she must be types of equipment apparatus on hand.

NEEDS AND LOCATION OF STORE ROOM MANAGEMENT

For the effective and efficient storing of equipments and locations, the following points needs due consideration:

1. It should have provision of proper ventilation for natural light as well as air; otherwise, also it should be well lit and free of dampness.
2. The sports store rooms should be spacious enough to allow uninterrupted movement of larger sports items as well as sports store personnel.
3. It should have long shelves, racks, stands, cages, frames, hangers, cupboards, boxes, containers etc. to stack particular items at appropriate place.
4. It must have a well regulated entrance with double door and double locked system and well guarded windows and ventilations.
5. Delicate and small articles should be kept in lockers or in safety boxes, and taken care of more attentively.
6. The sports goods of the same nature should be placed at a particular place. It should be kept in order, so that issuing and replacing jobs are carried out smoothly or hassle free.
7. The entire sports equipment and stores must be exposed to sunlight and natural air once or twice before the store is closed for a longer time.
8. Articles which are made of leather or iron that are fungus or rust prone, must be stored carefully with provision of regular check-up. Appropriate germicides, insect's repellents, oil polish etc may be used to protect them before damage or decay. Some mechanism must be used or develop to have a moisture proof place for saving the balls, shuttles, rackets, shoes etc. since moisture is an arch enemy of many articles.
9. 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.
10. Any sign of rat holes or otherwise their presence, or presence of termite must be taken seriously. Any amount of negligence in this regard can cause irreparable damage to the stores as well as equipment.
11. Annual physical verification should be given to priority, because it is the basic step towards the maintenance of stores, equipment and proper record of all kind of equipment. it also help 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 .

12. Unserviceable , damaged and worn-out articles should not be scattered around but orderly placed at a designated place and disposed of as quickly as possible their presence for a longer time can create many problems like –administrative, health, store keeping etc.

FIXTURE AND HANDLING OF EQUIPMENTS

The equipment of physical education should be kept according to the list and fixed plans. If they are kept properly then we do not have to waste time in searching for them. While handling the following things should be kept in mind.

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.
3. There should be different place for different equipments.
4. Value and glass articles should be kept in the almirahs and boxes.
5. Wood, iron, rubber, and synthetic fibre glass equipments should be kept separately.
6. Every equipment should be stamped with the institutes seal.
7. The room in which the equipments are kept should be dry. There should not be any dampness in that room.
8. The room should not have white ant or rats.
9. Insecticides should be used in the room.
10. The equipment should be kept safe from mud and dust.
11. The equipment should be kept safe from the sun.
12. Volleyball, basketball, handball and football should not be filled with air all the time.
13. The rubber equipments should be kept safe from the sun.
14. The uniform should be kept clean.
15. After using the equipments, it should be kept safely in the polythene bags.
16. If the equipment gets wet it should be dried.

ISSUING PROCEDURE

It is very delicate, systematic and important task which requires good amount of patience, skill attention to carry out the job effectively and efficiently except for permanently fixed equipments such as goal posts poles, basketball, volleyball, lawn tennis poles, football etc., special procedure are needed to store all other kind of equipment in spacious store furnished with racks, cupboards, boxes, containers, cages, shelves, hooks and hangers, etc. In fact there should be at least two big stores-one for the storage of brand new equipments and other for the equipment under daily use. Also, some space should be earmarked for stocking the worn-out or condemned equipments. In the main store, where the new or unused equipments are stored, student's entry should not be allowed or no other unauthorised person should enter. The sub-store or equipment issue room preferably should be an annex to the gymnasium or situated near the playfields. This will create the daily (morning, and evening) activity needs. The equipment should be issued and received back in this store after the activity. It should be under the charge of a senior grounds man whose job is to issue equipments temperately or other wise and receiving or bringing it back to the store from the field area checking its number, quality, and conditions. The physical education teacher cannot take care of this job alone. A check of these equipments should be kept in separate register.

he following things should be kept in mind while giving and taking the equipments.

1. While giving the equipments the person name should be entered.
2. If the equipment is given to some outsider then his full address should be noted down.
3. The signature of the person who takes the equipment should be taken.
4. When the equipment is taken back its Date and Time should be entered in the register.
5. A separate register should be kept for students.
6. A separate register should be kept for teachers.
7. If anyone loses any equipment, he should be made to pay for it.
8. The store keeper should ensure the safety of things.

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

PERIODICAL STOCK CHECKING

The receiving and stock takings are as important and serious functions as purchase and procurement of materials, equipments and supplies. The topic is discussed under two sub heads:

- a) Receiving supplies.
- b) Stock –taking (making entries of newly purchase material in the stock register)

Receiving Supplies: 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. This is very important step to check the cunning and cleaver suppliers who show something and supply something else with the sole purpose of earning huge profits. One must be vigilant to guard against such cheap business trick and tactics. There are several ways to check the equipment for quality and standard, such as :

1. Indian standard institute (ISI) marked equipments generally would not require any testing.
2. In case of newly introduced brand of article/equipment, the bulk purchase may be restricted to a few of its pieces until have been practically tested for quality, e.g. hockey sticks, cricket bats, bamboo javelins etc. the coaches and senior players may be involved in the testing procedure.
3. Brand used in the past may also not require any testing.
4. Authentication of official use of the material in a standard national or international championships many dealers and manufactures use the tag or label “Approved” and

“Official “ for certain products (Basketball, Football etc) which means , the said equipment meets all official specification (weight, shape, colour , design, dimensions etc) and certified for official use of certain standard championship only.

5. Specialists /experts/technicians may be requested to test- check at random important items in full or parts for quality and specification, e.g. local made furniture, refrigerators, air conditioners, treadmills, jumping pit and apparatus etc.
6. The supplier is then given a receipt of equipment receiving as per the supply order.

Stock –taking (making entries of newly purchased material in the stock register): after receiving complete supply of the equipment, each item is needed to be entered in the stock register/leader)

MODEL STOCK REGISTER

Name of the article .Source 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

CONCLUSION

The sports goods of the same nature should be placed at a particular place. It should be kept in order, so that issuing and replacing jobs are carried out smoothly or hassle free. Annual physical verification should be given to priority, because it is the basic step towards the maintenance of stores, equipment and proper record of all kind of equipment. it also help 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.

The equipment should be issued and received back in this store after the activity. It should be under the charge of a senior grounds man whose job is to issue equipments temperately or other wise and receiving or bringing it back to the store from the field area checking its number, quality, and conditions. The physical education teacher cannot take care of this job alone. A check of these equipments should be kept in separate register.