



# **BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY**

**Approved by AICTE and affiliated to G.G.S. Indraprastha University, Delhi  
NAAC 'A' Accredited Institution**

Chandiwala Estate, Maa Anandamai Marg, Kalkaji, New Delhi - 110 019

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## **BCIHMCT - CODE OF CONDUCT**

Procedures and Policies for maintaining and utilizing physical, academic and support facilities Laboratory, Library, Sports Complex, Computer Lab, Classrooms etc. in BCIHMCT

- The Administration is responsible for the upkeep and regular maintenance of physical facilities of the Institute. The head of the departments are involved meticulously to maintain the cleanliness of infrastructure while giving utmost importance to the hygiene and pest control conducted on a regular basis.
- Standard Operating Procedures are designed by the department heads for the utilization of laboratories at all times.
- The maintenance is headed by the Housekeeping Department of the Institute who reports to the Administration Coordinator for the procurement and purchasing of the required items. The Institute has a regular maintenance staff available 24\*7 for plumbing, electricity, air conditioning and other important maintenance jobs.
- Adequate in house housekeeping staff is employed for the cleaning of the institutional premises in order to provide a congenial learning environment. Classrooms, laboratories, computer labs and washrooms are cleaned twice a day on a daily basis. Color coding system of bins is followed and dustbins are placed at all the required points. A well maintained garden with a proper employed gardening team is available during work hours for maintaining the green cover of the Institute.
- The campus is under CCTV surveillance.
- Every department maintains a stock register for the equipment as well as other operation supplies. These are indented as per requirement by the respective department heads and the final approval for the procurement is given by the Principal after the due approval from the Administration coordinator.
- The Institute has sufficient and safe drinking water and has 4 water coolers with two water coolers capacity of 25 lph and the remaining having a capacity of 50 lph. Annual Maintenance Contract (AMC) for the RO is maintained. The classrooms, Library and Labs are fully air conditioned. The college has a board room as well as well maintained seminar hall.
- Proper Inspection is done on a periodical basis and regular audits and inspections are conducted to keep a check on the stocks maintained by all departments. Inventory list is submitted bi annually to the Administration Coordinator as well as the Principal of the Institute.
- The civil, repair and other renovation work (masonry, painting, plaster works) is regularly maintained by the Estate office.
- Library books and records are also updated every year. The library is headed by the Librarian who reports to the Principal. There are certain rules and regulations to be adhered to while using the library premises i.e. books as well as the computers installed. Documented Entry has to be made by the students in the library whenever they enter the library.

**R.K. BHANDARI  
Principal**

**Banarsidas Chandiwala Institute of  
Hotel Management & Catering Technology  
Chandiwala Estate, Maa Anandamai Marg,  
Kalkaji, New Delhi-110019**

# BCIHMCT - LAB RULES

## Rules and Regulation in Kitchen Laboratory

1. A high level of personal hygiene is expected. Students should be wearing appropriate and proper uniforms at all times.
2. Wash hands before starting, always wear an apron, have hair tied back and Chef caps while handling foods.
3. Always wear a hair net or cap in food production area that completely covers all hair.
4. Get permission to use the kitchen other than your practical hours from the undersigned.
5. Refrain yourself from chewing gum or eating candy during the food production.
6. Washing Hands as per the hygiene standards and at the appropriate time is very important. Use a hand sanitizer as per the required quantity after washing the hands.
7. Work quietly; avoid unnecessary chat so that the instructions can be heard.
8. Do not move around the kitchen with hot objects e.g. frying pans, boiling water.
9. Never run, rush around or throw anything in the kitchen.
10. Keep units tidy at all times, all used cutlery should be placed on a plate and all waste put in the correct bin.
11. Instructed Recipes should be followed. All accidents and breakages must be reported at once.
12. Make sure all appliances are turned off after use.
13. Sharp knives are dangerous be careful using them.
14. Never touch plugs or electrical equipment with wet hands.
15. Handle food as little as possible. Never dip fingers into food, never lick fingers during cooking. Use a clean spoon each time you taste.
16. Never sit on working Tables in kitchen.
17. The kitchen is provided with fire extinguishers.
18. Each unit must be left clean, sinks empty and washed. Equipments should be Placed to their correct assigned place.
19. Student must not attend the classes other than their own without the permission of lecturers concerned.
20. You are not allowed to take the prepared food or raw ingredients outside the kitchen without permission.
21. A fine will be levied if anyone found packing the food in Tiffin or taking the practical prepared food for their friends or for personal use without the permission of concerned chef.
22. Making Videos or using mobile phone during practical's hours in lab without permission is strictly prohibited.
23. Manage your time properly as kitchen needs to be cleaned, Food need to be prepared timely for Restaurant service within the stipulated class timing.

*Shandari*



*Prem Ram*  
Chef Prem Ram  
(HOD Food Production)  
BCIHMCT

## Restaurant Lab Policy (DAFFODILS & IMPRESSIONS-BCIHMCT)

The policy has been developed as a part of overall students' enhancement for F & B SERVICE PRACTICAL sessions. All efforts have been made to provide a safe and secure environment in the restaurant premises and to ensure that knowledge through hands on training is provided to all budding professionals pursuing BHMCT program.

Students are advised to follow the below mentioned points at all the time while attending any practical class in Impressions or Daffodils Restaurant.

1. Students need to be on time for the practical.
2. Students should have to wear proper college practical uniform.
3. Keep your bags and other belongings into the lockers. Only practical essentials have to be carried in the practical labs.
4. Name badge and appropriate uniform pattern needs to be followed.
5. Stand at your designated allocation only.
6. Wear SMILE at all the time and make appropriate eye contact with the guest.
7. Instrumental music can be played into the lab, during the operation hours.
8. Practical file/journal has to be brought in the practical labs.
9. Acknowledge the faculty members as they entered into the restaurant.
10. Don't Chit chat with your team members and maintain professional decorum in the lab.
11. Learn the menu and do table setup as per the menu.
12. Take the order and jot it down on the KOT pads. (For future ref and records)
13. Place the order in the kitchen during service schedule and avoid missing the orders.
14. Take the food feedback from the guest/faculty members after 2 minutes of order been served.
15. Keep an eye on the guest table to provide the prompt service without any delay or hands being raised by the guests in case of need.
16. Always ask for refilling the food/drinks before clear them off.
17. To know about your Service standard, always provide the feedback form.
18. Do the fond farewell of the guest.
19. Rearrange the table or keep the cutlery and crockery at their designated place after the operation been completed.
20. Make sure the lights and A/C switched off before leaving the lab or give proper handover to the lab attendants.

By order – HOD, BCIHMCT, NEW DELHI



## Front Office Lab

The Front Office Lab which is known for first & last impression on the guest mind equipped with a reception desk, where the students are trained how to do reservation, welcoming & receiving the guest and handling check out of guest.

Besides this it focuses on development of soft skills, handling of telephones and solving various guest issues which helps to acquire the specific techniques that becomes the tools of their trade.

Front Office Laboratory caters to students of BCIMCT here the students are also instructed in the act of handling a variety of situation and role play.

### Students Code of Conduct

1. Students must be formally attired in College Uniform whenever they attend their Front Office Practical
2. Students must bring their identity cards with them whenever during their Practical's
3. Arrive in time, inspired and motivated.
4. Dress up properly and maintain high grooming standards.
  - A neat, conservative and well-trimmed hairstyle.
  - Modest amount of hair gel or spray may be used.
  - Hair neatly tied in a bun for ladies with black hair accessories.
  - Makeup should be light, subtle & worn at all times during work.
  - Gentlemen should be clean shaved.
  - Nails should be closely clipped & should not extend beyond the tip or the finger.
  - Shoes must be polished at all time. Black oxford shoes for gentlemen & black bellies for ladies
5. Smile naturally on stage and backstage.
6. Be proactive and motivate each other.
7. There is no mine, everything is ours.
8. Even if smoking is not good for you, you are only allowed to smoke in the designated area. (As per the institute's policy)
9. After smoking, please wash your hands & take a mouthwash or mint.
10. Breaks are important but don't take extensive ones.
11. Never Ever leave your Desk unattended.
12. Keep your eyes open, observe and check our environment permanently.
13. Report any irregularity.
14. It's your responsibility to keep our front office lab clean and maintained
15. Never say I don't know or/and it's not my job, always offer an alternative.
16. Chewing doesn't look good on you.
17. Don't lean on the wall, the wall can stand by himself.
18. Keep your mobile on silent mode and do not speak on mobile in the front office lab.





## HOUSEKEEPING LABORATORY RULES

### 1. WORK ENVIRONMENT

- Appropriate hazard warning signs should be posted where necessary.
- There should be adequate ventilation and lighting in the work area
- Laboratory floor and bench areas should be free of clutter. Corridors and aisles should be free of tripping hazards, and fire exits are not blocked
- Laboratory floor should be clean and dry, and in good condition. All spills should be dealt immediately to prevent slips and trips hazards, and risk of contamination.
- Bench tops should be kept clean, organized and free and clear of debris, trash, scrap, spills or other materials which can pose a health hazard or cause an accident.
- Store away or remove all unused and unwanted items from the floor, under the benches, on bench tops and in corners. Have a designated room for storage.
- Place containers and equipment away from the edge of benches to avoid them from being knocked over.
- Keep shelves above the work bench orderly: heavy item on the lower shelves, lighter on the upper shelves, do not overload the shelves as falling items may injure laboratory workers and ruin experiments
- Sturdy step-stools or ladders should be available to reach items stored above shoulder level.
- Chairs should be covered with an easily cleaned (non-fabric) material.
- Soap and paper towels near hand-wash basins should be regularly replenished
- As lab coats are not permitted outside the lab, they should be hung up on hooks on a clean wall in the laboratory.
- Personal belongings and clothes are best kept in lockers outside the lab and should not be left in lab where they can be contaminated or cause obstruction.
- Pay attention to electrical safety: avoid using extension cords, equipments must be properly grounded, do not overload electrical circuits, do not create electrical hazards in wet and damp areas, frayed cords must be promptly replaced, loose cords properly coiled up.
- Work areas and equipments should be left in a safe condition after use. They should be wiped down with appropriated disinfectant at the end of each procedure or immediately following a spill.
- Working concentrations of the appropriated decontamination agents e.g. bleach (10%- Changed daily), Virkon S (1% - changed when solution is not pink) and Ethanol (70%), should be available at all times.

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- Designated bins for biohazard waste and sharps should be conveniently located. Wastes should be disposed of safely and promptly.
- Unsafe conditions must be rectified as soon as possible.

## 2. EMERGENCY EQUIPMENT

Keep the following emergency equipment in view and accessible:

- Telephone
- Wash Sinks
- First Aid Kit
- Fire Extinguisher
- Fire Alarm
- Eye wash station/Emergency Shower
- Spill Kits

**Note: Emergency equipment must be properly maintained and regularly serviced.**

## 3. CHEMICALS

- Bulk chemicals should be stored in their designated cabinets or store-rooms and not on the bench top or lab floor. This will free up bench space and also minimize exposure if a spill does occur.
- All chemicals properly and adequately labeled should be stored in their respective designated cabinets. Hazardous and combustible materials should be kept to the minimum.
- All containers must be capped & sealed, except when being used. This is to reduce the possibility of a spill and reduce any release of fumes into the lab.
- Flammable and Combustible liquids must be stored in designated cabinets marked "FLAMMABLE" and must not be stored near hot plates or other ignition sources.
- Do not use fume hoods for storage of chemicals and other items.
- All compressed gas cylinders must be securely strapped to prevent them from falling over
- Promptly and safely dispose of all unused or old chemicals according to recommended guidelines.
- Maintain a good up to date chemical inventory for ease of tracking.

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**CODE OF CONDUCT**

**TRAINING & PLACEMENT DEPARTMENT**

**Student Code of Conduct**

1. Students must be formally attired in College Uniform whenever they participate in any Placement Activity in campus or off campus.
2. Students must bring their identity cards with them whenever they go through a placement process in campus or off campus.
3. Direct communication of students with the company officials is not allowed.
4. Attendance of shortlisted/eligible students in placement drive is mandatory.
5. Each student must participate in 2 ODCs in a semester.

**Debarring/Blacklisting grounds for Students**

1. Students may be debarred/ blacklisted from placement if he/she is found involved in any in disciplinary activity or engaged in any malpractices.
2. Any eligible student who has not participated in any recruitment drive without prior approval of T&P Department.
3. Students providing wrong data/information in T&P, he/she will be debarred/ blacklisted from placement activity for the rest of the academic year.
4. Students cannot drop-out from selection process once he/she has been shortlisted/ selected by the property, without prior approval/intimation. A disciplinary action will be taken against defaulter student/s.
5. Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those involved will be debarred/ blacklisted from future campus placement.

**Grooming Points to be noted**

1. A neat, conservative and well-trimmed hairstyle.
2. Modest amount of hair gel or spray may be used.
3. Hair neatly tied in a bun for ladies with black hair accessories.
4. Make up should be light, subtle & worn at all times during work.
5. Gentlemen should be clean shaved.
6. Nails should be closely clipped & should not extend beyond the tip or the finger.
7. Shoes must be polished at all time. Black oxford shoes for gentlemen & black bellies for ladies.

R.K.Bhandari  
(Principal)



Manish Malhotra  
(Training & Placement Head)

## COMPUTER LAB RULES & REGULATIONS

### DO's

1. All staff/students should record the use of computers in the **Computer Usage Register** mentioning time-in/out.
2. Students have to enter and leave the Lab at their scheduled time otherwise they will be marked absent.
3. Students/Staff are required to maintain silence inside the Computer Lab.
4. Use only your assigned computer.
5. Scan Floppies/Pen Drives/Memory Cards etc. before use.
6. Help others with your mouth and not their mouse.
7. Students are allowed to open the prescribed applications according to the GGSIP University Syllabus.
8. All students/staff will be responsible for keeping the Computer Lab clean.
9. Report all problems related to the system/software to the lab-in charge.
10. Save all work at the allotted location on the computer.
11. Before downloading any material, please consult your instructor and save the downloaded files as told by the lab In-charge.
12. Internet facility is strictly for educational purposes only.
13. Be responsible when using equipment, software and facilities in the lab.
14. The students/staff should properly shutdown the workstations before leaving.
15. Switch off all power supplies before leaving the Computer Lab.

### DONT's

1. Do not enter the lab unless permitted by the Faculty/Lab In-charge.
2. Do not use cell phone inside the Computer Lab
3. Do not install or uninstall any program/game into the Computer.
4. Do not use computers in the Lab for any personal work.
5. Do not browse non-academic Internet Sites in the Computer Lab.
6. Do not attempt to repair or tamper with any part/s of the computer or any other device in the Computer Lab.
7. Do not use Floppies/CD's/Pen Drives/Memory Cards etc. If required prior permission of Lab In-charge is needed.
8. Do not move any equipment from its original location.
9. Do not change the settings of any equipment/device in the Computer Lab.
10. Do not carry bags, food and drink into the lab.
11. Do not press print option without permission. If permitted, press the option once only.
12. Do not edit files that do not belong to you.
13. Do not touch the screen of the monitor.
14. Do not browse unauthorized sites.
15. Do not download anything without permission.

**Note:- The Instructor/Lecturer will be the sole authority to judge the disciplinary behavior inside the laboratory. For violation of any of the above rules, the management reserves the right to take appropriate disciplinary action.**



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# Banarasidas Chandiwala Institute of Hotel Management & Catering Technology



## RULES OF THE LIBRARY

### 1 LIBRARY HOURS:

- 1.1. The Library shall remain open on all days to its members from 9:00 A.M to 5:00 P.M..  
except Sunday and Holidays.
- 1.2. Issue of documents / books shall be closed half an hour before the closing of the library.

### 2. ADMISSION:

- 2.1. A member desirous of using the library should bring with them their library cards.
- 2.2. Identity cards, when demanded, should be shown.
- 2.3. Bags of any kind and eatables are not allowed inside the library.
- 2.4. Cell phones if carried inside should be in silence mode or switched off.
- 2.5. Spitting and smoking strictly prohibited.
- 2.6. No person shall write or make any mark upon any book.
- 2.7. The reader shall be responsible for any damage done to the book or any other property  
belonging to the library, and shall be required to replace or pay the value thereof.
- 2.8. Before leaving the library the reader shall leave any books which he/she had taken for  
consultation at the desk where he/she has studied.

### 3. LOAN:

- 3.1. Members (Students) are allowed to borrow only two books for a period of a week.
- 3.2. Each borrower should submit his/her borrowers' card and the same will be returned on  
surrendering the book borrowed.
- 3.3. Borrowers who lost a book should replace the book by a new one.
- 3.4. Borrowers willing to reissue a book shall do so three days ahead of the due date  
provided no other member has booked of the same.
- 3.5. Reference books are not issued. They will be consulted in the library premises only.

### 4. GENERAL RULES

- 4.1. Library staff should be allowed to check any books issued while taking out.
- 4.2. Breaking the rules will render the privilege of admission and borrowing.

**\*\*MAINTAIN STRICT SILENCE\*\***

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Stores


Doc.  
No.BCIHMCT/Stores/001  
Issue No.01 Date 04.04.2017  
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**STANDARD OPERATING PROCEDURE  
FOR STORES**

# STANDARD OPERATING PROCEDURE FOR **STORES**




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	<b>Stores</b>	Doc. No.BCIMCT/Stores/001
	<b>COVID-19 Safety Guidelines for store</b>	Issue No.01 Date 04.04.2017 Rev.No.00 Date: 00

- All receiving staff will wear face masks and disposable gloves.
- All materials, boxes, crates, sealed packets and trolleys will be sprayed with disinfectant.
- Vendors will follow recognized food safety standards as accredited by reputed certification bodies to ensure safe manufacturing, handling and delivery practices
- Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.)
- Physical distancing of at least 6 feet (2 gaj ki doori) to be followed as far as feasible.
- Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
- Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline. vi. Spitting shall be strictly prohibited
- Installation and use of Aarogya Setu app shall be advised to all.
- Contactless mode of ordering and digital mode of payment (using ewallets) to be encouraged.



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	<b>Stores</b>	Doc. No.BCIHMCT/Stores/001
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### General Procedures

- Indent should be submitted by Thursday afternoon for upcoming week and incase stores will not get the indent on desired day then concerned Chef is responsible for purchases.
- All the unused raw material should be returned to stores by last day of practical.
- Only authorized persons shall have access to the Store House.
- Store house shall not be kept open unattended during working hours.
- All materials will be issued on First-in-First out (FIFO) basis.
- All materials will be received at the store house and person / department concerned will be notified promptly on receipt.
- All materials should be stacked properly.
- All materials approved after inspection shall be stored in the designated locations.
- Hazardous materials are to be stored separately.
- All materials rejected shall be kept at a designated place and arrangements for their disposal made on the advice of concern purchasing official.
- Expensive and attractive articles should be stored in steel cupboards and always locked up.
- Items issued on CREDIT should be periodically verified with credit records.
- Rejections should be handled promptly and with good judgment. When material rejection occurs, immediate action must be taken to return, replace and / or dispose of the rejections.
- Decision to return, replace and / or dispose of the rejected materials is the sole Responsibility of Purchasing official with the prior approval should be taken from principal/Dy. Director Administration.
- All the items entering in the stores should be properly checked by Store Assistant and recorded in stock register at the same time.
- All keys of storehouse and stockyards should be numbered and specific persons must be made responsible for them. During off-duty hours these



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keys are to be kept in a locked almirah at a convenient place (Recommended place is principal's office)

- No one except the authorized staff should be allowed access into the stores. Staff coming to receive materials issued from the Stores should not have access to the storage
- Good housekeeping is one of the major responsibilities of every Stores Supervisor.
- Any loss of stores shall immediately be reported to the institutional head . When the person responsible for such loss is unable to explain a discrepancy, Loss statement will be prepared. After the approval of the Loss Statement, write-off should be done and stock records adjusted accordingly

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## Receiving

**Policy:** All food should be checked to ensure the purchased quality and quantity are delivered and received in the facility, and that packaging to protect integrity of food is intact. Temperature Controlled for Safety (TCS) Foods should be received at specified temperatures to ensure safety.

**Procedure:** Employees receiving food should:

**General Principles:** 1. Receive only one delivery at a time from approved suppliers. Verify credentials of delivery person

2. Check to make sure frozen food is solid and does not show evidence of thawing and re-freezing.

3. Check to ensure that refrigerated foods are received at or below 41°F

4. Accept only pasteurized dairy products.

5. Reject foods with damaged packaging such as torn bags or cans with swelled tops or bottoms, leakage, incomplete labels, flawed seals, rust, or dents

6. Evaluate quality of products by odor, sight, and touch. Reject unacceptable products. Products must meet order specifications and quality requirements. If any foods are deemed unacceptable, they should be rejected and put in a designated area for credit.

7. Assess quantity of delivered foods meets purchase order information.

8. If foods must be delivered during non-operating hours, the vendor should be an approved source and product inspected as soon as possible. Check that product is unadulterated, is quality and quantity ordered, and is protected from contamination



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### Receiving Dry Goods:

1. Check dry goods for leaks, flaws, or broken packages. Dry goods should be dry, free of mold, and free of insects. If the packages are flawed, they should be rejected and put in a designated area for credit.
2. Inspect cans for leaks, dents, bulges, or other visible signs of damage. Notify a Store incharge if a damaged can is found.
3. Date boxes and cans with receiving date.
4. Separate chemicals from foods.
5. Check delivery invoice against the items delivered, and the purchase order.

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## Purchasing

- Policy: Food is purchased only from approved vendors to assure the safety of Students & Staff.
- The product itself must be inspected for safety by a Store assistant..  
Additionally, meats and poultry must be inspected for freshness
- Store assistant / In charge must Observe the delivery vehicles to ensure that they are clean, and temperatures are controlled and request photo ID badge of delivery person when receiving foods.
- Store In charge must use written product specifications to ensure that the vendor knows what is to be delivered and what are approved substitutions.
- Store assistance must Coordinate delivery times with vendors/suppliers to ensure that deliveries are made when they can be stored immediately.  
Schedule receiving times when product quantity and quality can be checked, including product temperatures.



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## STORAGE

The term storage refers to the physical act of storing the materials in a Storehouse on pallets, shelves, racks, boxes, almirah, etc. with the objective of retrieving them later for issue to the user.

The purpose of any storehouse is to provide to users the right materials, in the right quantity, at the right time and at the lowest possible cost.

The following main objectives for storage shall be considered carefully while storing the materials:-

- Maximum utilization of space consistent with adequate care and protection of materials.
- The storage system has to be such as to enable accurate identification of the materials stored. Ease of storing and picking, thus enabling speedy operations.
- All materials must be protected from temperature, moisture, pilferage, insects, rodents etc. A very important principle in store keeping is FIFO or First-in-First-out. Most materials have a shelf life and this is specially so in the case of paints, cement, food, etc. The oldest stock has to be issued first.
- Environmental Conditions with in the storehouse should be conducive in terms of lighting, temperature, ventilation, access to the racks, trade wise stacking.

### Policy

- Only authorized persons shall have access to the Store House.



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locations.

- Hazardous materials are to be stored separately.
- All materials rejected shall be kept at a designated place and arrangements for their disposal made on the advice of concern purchasing official.
- Expensive and attractive articles should be stored in steel cupboards and always locked up.
- Items issued on CREDIT should be periodically verified with credit records.

### RETURN OF REJECTED MATERIALS

- Rejections should be handled promptly and with good judgment. The responsibility for return of rejected materials lies with the Store Keeper and the Inspecting persons. When material rejection occurs, immediate action must be taken to return, replace and / or dispose of the rejections.
- Decision to return, replace and / or dispose of the rejected materials is the sole Responsibility of Purchasing official.

### SCRAP MANAGEMENT

Scrap is inevitable in a training institute. Scrap has a value and must be treated as any other stores item. It should be accounted for properly and stores personnel are responsible for it.

Collect, sort and prepare the scrap material and waste. Each has a different value and if all are mixed up, their value may fall very low. Different items

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will have their own buyers. Sorting, categorizing and preparing the scrap are therefore, important.

## STOCK VERIFICATION

Physical Stock Taking is the process of counting, weighing, measuring, etc. of all the items in the stock and recording the results of such an exercise.

The objective of stock taking is as follows

- It is a statutory necessity.
- To verify the accuracy of the stock records.
- To disclose the possibility of fraud, theft, loss etc.
- To reveal any weakness in the overall storage system, so as to make improvements.
- To enable better control of inventories.

## SECURITY OF STORES

Security in all Stores should be properly planned and organized. Doors should be strong and provided with good locks.

The internal layout is arranged in such a way that there is a spacious issue counter where people can obtain materials without entering the storehouse.

**Custody of keys:** All keys of storehouse and stockyards should be numbered and specific persons must be made responsible for them. During off-duty hours these keys are to be kept in a locked almirah at a convenient place (Recommended place is principal's office)

Only authorized persons shall be allowed for handling of keys concerned to their departments

**Entry into Store Premises:** No one except the authorized staff should be allowed access into the stores. Staff coming to receive materials issued from the Stores should not have access to the storage area.

**Housekeeping:** Good housekeeping is one of the major responsibilities of every Stores Supervisor. Neat and orderly premises are not only a morale booster but also an important element in accident prevention.



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**Loss of Stores:** Any loss of stores shall immediately be reported to the institutional head (Dy. Director Admin/Principal). When the person responsible for such loss is unable to explain a discrepancy, Loss statement will be prepared. After the approval of the Loss Statement, write-off should be done and stock records adjusted accordingly



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