

## Savitribai Phule Shikshan Prasarak Mandal's

## SKN SINHGAD COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to PAH Solapur University, Solapur)
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Date: 17/03/2023

## **Notice**

Following committee members of dead stock verification are requested to attend meeting in board room on 17/03/2023at 4.00 PM

## Meeting agenda:-

- 1. Formation of teams to verify dead stock at different departments
- 2. Understanding of necessity & corrective actions during verification process.
- 3. Understanding of format required to fill& submit after dead stock verification
- 4. Finalizing the required time to compete the task& submission of report.

Sr. No.	Name of Faculty	Signature
1	Prof. A.P. Binavade	CAN DIAS
2	Prof. A.A. Kamble	SIM
3	Prof. S.R. Koli	
4	Prof. S.R. Takale	#
5	Mr. D.S. Tambve	carried
6	Mr. S.P Methre Mhetre	plaf.
7	Mr.S.A. Patil	41

Prof. A.R. Masal

Chairman

Dr. S.G. Kulkarni

Vice Principal

Dr. K.J. Karande

Principal







Minutes of Meetings.

The meeting is held on 17/03/2023 at board zoom. following points are discussed.

I review of the previous meeting.

2) read stock redification process.

All requirements during dead stock verification process like dead stock number. central and lab dead stock verification, summerization of overall report in communication with lab Incharge and head of department

I format

Required format shared on official Maid-ID

to be filled and submit before

while writing format complete the Process

by putting complete Nume of equipment.

deadstock number, quantity and cost.

If the overall labs and central dead stock register should be verified and submit. the report on before 27 March 2013 to Prof. A.R. Musal.

APB-GAMANA

ARK. AM.

SRK- N.

SRT- W.

DST- SPM. Phyp.

SAP- YH