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CLASS X · PHYSICAL ACTIVITY TRAINER (418) · SKILL SUBJECT · CBSE BOARD EXAMINATION 2027

PART B · UNIT 4

Monitoring and Inventory Management

Unit Booklet · Short Notes · Board-Pattern Questions · Model Answers

Part B · 10 of 40 theory marks | 29 questions with model answers | Geetesh Sir | Taught: Thu 26 Nov

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STUDENT DETAILS

NAME _____

CLASS & SECTION _____

ROLL NO. _____

UNIT FINISHED ON _____

OBJECTIVE SELF-CHECK _____ / 16

1

READ THIS FIRST · SHORT NOTES

Unit Notes

What inventory is, why sports equipment must be checked regularly, the steps of keeping an inventory and the registers used, and how to prepare equipment reports, estimate funds for new equipment and repairs, and write a money report.

THIS UNIT IN THE BOARD PAPER

10 / 40

Unit 4 carries **10 marks**. Expect one-mark items on registers, consumable and non-consumable items and stock checks, a 2-mark question on the importance of periodic inventory checks, and a 4-mark question on the steps of maintaining inventory or on estimating costs for new equipment and repairs.

SYLLABUS 2026–27 · WHAT CBSE LISTS FOR THIS UNIT

- Inventory: meaning; importance of periodic inventory checks
- Process of maintaining an inventory; listing equipment
- Report of listed equipment
- Estimating funds for new equipment
- Estimating repair costs
- Monetary report of equipment purchased and repaired

HOW THE CBSE SKILL-SUBJECT PAPER IS SET (THEORY 50 MARKS · 2 HOURS)

1 mark
Objective: MCQ, assertion–reason, fill in the blank, true/false, match. Q1 is Part A; Q2–Q5 (answer 5 of 6 in each) are Part B.

2 marks
Short answer in **20–30 words**: two clear points. Part B: answer any 4 of 6 (Q11–Q16).

4 marks
Long answer in **50–80 words**: four points, or 2 + 2. Answer any 3 of 5 (Q17–Q21); often case-based.

Part B = 40
Objective 20 + short 8 + long 12. Part A (Employability Skills) = 10. Practical = 50.

Write in points, start each point with the key word, and stay inside the word limit. Objective answers: write the option letter **and** the answer.

PRACTICAL WORK FOR THIS UNIT

Paragraph on the importance of listing equipment · flowchart of the steps in listing equipment · report on the equipment in the school sports store room · report on the condition of sports equipment.

1 What is inventory?

> **Inventory:** a complete, up-to-date list of all the equipment and materials in the sports store, with the quantity, condition and place of each item.

Inventory management means keeping this list correct: recording what comes in and goes out, checking condition, getting items repaired or replaced, and planning purchases.

Type	Meaning	Examples
Consumable	Used up or worn out quickly; bought again and again	Shuttlecocks, lime powder, marking tape, whistles, first aid items
Non-consumable (permanent)	Lasts many years	Goal posts, gym mats, hurdles, high-jump stands, table-tennis tables

2 Why periodic inventory checks matter

- **Safety:** torn mats, loose goal posts and cracked bats are found and removed before they cause injuries.
- **Availability:** the right equipment is ready for every class and match.
- **Accountability:** loss, theft and misuse are noticed; each item is accounted for.
- **Longer life:** small repairs done early save money.
- **Budget planning:** shows what must be bought or repaired next year.
- **Audit:** school records match what is actually in the store.

Checks are done at the **end of every term** and a full **physical verification once a year**, with quick checks before each use.

3 Process of maintaining inventory

1. **Receive** – check new items against the bill and order
2. **Record** – enter in the stock register: name, quantity, date, rate, supplier
3. **Label** – give each permanent item a code or tag
4. **Store** – dry, airy room; racks, bins and hooks; heavy items low
5. **Issue and return** – entry with date and signature in the issue register
6. **Check** – count and inspect regularly; mark the condition
7. **Repair, replace or write off** – and **update** the register

4 Registers used in the sports store

Register	What it records
Stock register (permanent)	Non-consumable items, their codes, cost and date of purchase
Consumable register	Items used up, with quantities received and used
Issue register	Items given out: date, borrower, signature, date of return
Repair register	Items sent for repair, the fault, cost and date back
Condemnation (write-off) register	Items beyond repair, removed from stock with approval

5 Listing equipment – the steps

- **Identify** each item and its category (balls, nets, bats, mats …).
- **Count** the quantity.
- **Describe** it: size, make, colour, code.
- **Check condition:** *good*, *needs repair* or *unserviceable*.
- **Record** it in the register and tag it.
- **Compare** with last year's list; note shortages.

ONE LINE OF A LISTING

Football (size 5) – 12 – 10 good, 1 needs repair, 1 unserviceable – rack A.

6 Report of listed equipment

After the check, the facilitator writes a short report for the principal. It has:

- **Heading:** name of school, 'Sports Equipment Report', date, checked by.
- **Table:** item, quantity in register, quantity found, condition, remarks.
- **Shortages and damage** found, with reasons.
- **Recommendations:** what to repair, buy or write off.
- **Signature** of the facilitator and the in-charge.

7 Estimating funds for new equipment

- Decide the **need**: number of students, games offered, shortages from the report.
- Get **at least three quotations** from suppliers; choose the best quality at a fair price.
- **Cost of each item = quantity × rate**; add them for the subtotal.
- Add taxes and delivery as on the quotation, and a small **contingency** (extra for price rise).

WORKED EXAMPLE

Footballs 10 × ₹650 = ₹6,500 · shuttlecock tubes 20 × ₹450 = ₹9,000 · badminton nets 2 × ₹750 = ₹1,500. Subtotal = ₹17,000. Contingency 10% = ₹1,700. **Estimate = ₹18,700**.

8 Estimating repair costs

- List each damaged item and its **fault**.
- Ask a repairer for the cost of **parts + labour**.
- Repair only if the cost is much less than a new item; otherwise **write it off**.

WORKED EXAMPLE

Re-stitching volleyballs 4 × ₹120 = ₹480 · re-netting a goal post ₹1,500 · new rubbers for TT bats 2 × ₹350 = ₹700. **Repair estimate = ₹2,680**.

9 Monetary report of purchase and repair

At the end of the year the facilitator shows how the money was spent:

Head	Amount
Budget sanctioned	₹25,000
Spent on new equipment	₹17,000
Spent on repairs	₹2,680
Total spent	₹19,680
Balance	₹5,320

Attach the **bills and receipts**; list each item, quantity, rate and amount; sign and submit to the principal or accounts office.

Key terms

12 terms

Inventory: complete list of items with quantity and condition

Consumable item: used up quickly, e.g. shuttlecocks

Non-consumable item: lasts long, e.g. goal posts

Stock register: main record of permanent items

Issue register: record of items lent and returned

Physical verification: counting items to match the register

Unserviceable: cannot be used or repaired

Write-off / condemnation: removing useless items from stock

Quotation: supplier's written price offer

Contingency: extra money kept for price rise

Estimate: expected cost worked out in advance

Monetary report: statement of money spent and balance

Common mistakes and exam tips

AVOID THESE

- Consumable = **used up** (shuttlecocks); non-consumable = **lasts years** (goal posts).
- In cost questions, always show **quantity × rate** for each item, then add.
- Balance = **budget – (purchases + repairs)**.
- Get at least **three quotations** before buying.
- Every issued item needs a **date and signature** in the issue register.

A

PART A · 1 MARK EACH

Objective Questions

16 questions: MCQs, assertion–reason, fill in the blanks and true/false, like Q2–Q5 of the board paper. Answers in Part E.

ASSERTION–REASON: HOW TO ANSWER

(a) Both A and R are true, and R is the correct explanation of A.
(b) Both A and R are true, but R is not the correct explanation of A.
(c) A is true, but R is false.
(d) A is false, but R is true.

A1. A complete list of sports equipment with quantity and condition is called: [1]

(a) A timetable
(b) An inventory
(c) A report card
(d) A fixture

A2. Which of these is a consumable item? [1]

(a) Goal post
(b) Gym mat
(c) Shuttlecock
(d) Table-tennis table

A3. Which register shows who borrowed a cricket kit and when it was returned? [1]

(a) Stock register
(b) Issue register
(c) Repair register
(d) Attendance register

A4. A full physical verification of the sports store should be done at least: [1]

(a) Once in five years
(b) Once a year
(c) Only when items are lost
(d) Never

A5. Items that can no longer be used or repaired are recorded in the: [1]

(a) Issue register
(b) Consumable register
(c) Condemnation (write-off) register
(d) Purchase order

A6. The cost of 8 basketballs at ₹900 each is: [1]

(a) ₹7,200
(b) ₹8,100
(c) ₹6,300
(d) ₹9,000

A7. Budget ₹20,000; purchases ₹14,500; repairs ₹2,300. The balance is: [1]

(a) ₹5,500
(b) ₹3,200
(c) ₹16,800
(d) ₹2,700

A8. Before buying new equipment, a school should get at least: [1]

(a) One quotation
(b) Three quotations
(c) No quotation
(d) Ten quotations

A9. Arrange the steps of maintaining inventory: [1]
P. Record in register Q. Receive and check R. Store S. Label

(a) Q, P, S, R
(b) P, Q, R, S
(c) R, S, Q, P
(d) S, R, P, Q

A10. Which is NOT a reason for periodic inventory checks? [1]

(a) Finding damaged equipment
(b) Preventing loss
(c) Planning the budget
(d) Increasing the number of students

A11. ASSERTION–REASON [1]

Assertion (A): Torn gym mats should be removed during an inventory check.

Reason (R): Damaged equipment can cause injuries.

(a) Both A and R are true, and R is the correct explanation of A.
(b) Both A and R are true, but R is not the correct explanation of A.
(c) A is true, but R is false.
(d) A is false, but R is true.

A12. ASSERTION–REASON [1]

Assertion (A): A contingency amount is added to a purchase estimate.

Reason (R): The issue register records the borrower's signature.

(a) Both A and R are true, and R is the correct explanation of A.
(b) Both A and R are true, but R is not the correct explanation of A.
(c) A is true, but R is false.
(d) A is false, but R is true.

A13. FILL IN THE BLANK [1]

The written price offer given by a supplier is called a _____.

A14. FILL IN THE BLANK [1]

Repair cost = cost of parts + cost of _____.

A15. TRUE OR FALSE [1]

Goal posts and hurdles are consumable items.

A16. TRUE OR FALSE [1]

Heavy equipment should be stored on lower shelves.

B — Short Answer Questions

PART B · 2 MARKS EACH

Answer in 20–30 words: two clear points. Model answers in Part E.

B1. Why are periodic inventory checks important? Give two reasons. MUST DO [2]

B2. Differentiate between consumable and non-consumable items. [2]

B3. Name any two registers kept in a sports store and their use. [2]

B4. Estimate the cost of 15 skipping ropes at ₹80 each and 6 sets of cones at ₹350 each. MUST DO [2]

B5. What should a report of listed equipment contain? [2]

B6. When should a damaged item be written off instead of repaired? [2]

C — Long Answer Questions

PART C · 4 MARKS EACH

Answer in 50–80 words: four points, or two points with an example each. Model answers in Part E.

C1. Explain the process of maintaining an inventory of sports equipment. MUST DO [4]

C2. How do you estimate funds for buying new sports equipment? [4]

C3. Budget ₹30,000. Bought: 12 volleyballs at ₹700 and 4 hurdles at ₹2,500. Repairs: ₹3,400. Prepare the monetary report. MUST DO [4]

C4. Describe the steps of listing sports equipment. [4]

C5. Give four benefits of good inventory management to a school. [4]

D

PART D · CASE AND COMPETENCY BASED

Case-Based Questions

Read the situation, then answer from it and from the unit. These are the 4-mark board questions that test application.

D1. Case-Based · The messy store room [4]

The new PE teacher finds the school sports store in a mess. Balls are lying on the damp floor, two hockey sticks are missing, a gym mat is torn and no one knows who borrowed the cricket kit last week. There is no list of what the store should contain.

(i) Which record is missing that would show what the store should contain? [1]

(ii) Which register would have shown who took the cricket kit? [1]

(iii) Suggest two steps to improve the store. [2]

D2. Competency-Based · Planning next year's purchase [4]

The principal gives ₹15,000 for sports equipment. The teacher needs 10 footballs at ₹600 each and 6 badminton rackets at ₹850 each. Two old table-tennis bats need new rubbers costing ₹300 each.

(i) Find the cost of the footballs and rackets. [1]

(ii) Find the repair cost. [1]

(iii) Find the total and the balance. Is the budget enough? [2]

E

PART E · ANSWERS IN CBSE MARKING-SCHEME STYLE

Answers

Objective key with a reason, then model answers: numbered value points, key word first, the mark for each point in orange, and the word count under each answer. Any other correct, relevant point also earns the mark.

Objective questions – answer key

Part A

Write the option letter **and** the answer, as the marking scheme does.

Q	Answer	Why (one line)
A1	**(b) An inventory**	Inventory = stock list.
A2	**(c) Shuttlecock**	Worn out quickly and bought again.
A3	**(b) Issue register**	Records issue and return with signature.
A4	**(b) Once a year**	Annual stock check.
A5	**(c) Condemnation (write-off) register**	Removed from stock with approval.
A6	**(a) ₹7,200**	8 × 900 = 7,200.
A7	**(b) ₹3,200**	20,000 − 16,800 = 3,200.
A8	**(b) Three quotations**	To compare price and quality.
A9	**(a) Q, P, S, R**	Receive → record → label → store.
A10	**(d) Increasing the number of students**	The others are real benefits.
A11	**(a) Both true; R explains A**	R explains A.
A12	**(b) Both true; R does not explain A**	Both true but unrelated.
A13	**quotation**	Compare three.
A14	**labour**	The repairer's charge.
A15	**False**	Correct: they are non-consumable (permanent); they last many years.
A16	**True**	Safer to lift and less likely to fall.

Short answers

Part B · 2 marks

B1. Why are periodic inventory checks important? Give two reasons. [2]

1. **Safety:** damaged equipment is found and removed before injuries. 1
2. **Accountability:** loss or theft is noticed; budget can be planned. 1

19 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1 | MUST DO

B2. Differentiate between consumable and non-consumable items. [2]

1. **Consumable:** used up quickly and rebought, e.g. shuttlecocks. 1
2. **Non-consumable:** lasts many years, e.g. goal posts. 1

15 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1

B3. Name any two registers kept in a sports store and their use. [2]

1. **Stock register:** records permanent items with cost and date. 1
2. **Issue register:** records items lent, borrower's signature and return. 1

18 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1

B4. Estimate the cost of 15 skipping ropes at ₹80 each and 6 sets of cones at ₹350 each. [2]

1. **Ropes:** 15 × ₹80 = ₹1,200; cones 6 × ₹350 = ₹2,100. 1
2. **Total:** ₹1,200 + ₹2,100 = ₹3,300. 1

18 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 (working) + 1 (total) | MUST DO

B5. What should a report of listed equipment contain? [2]

1. **Table:** item, quantity, condition and remarks. 1
2. **Findings:** shortages, damage and recommendations, signed. 1

12 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1

B6. When should a damaged item be written off instead of repaired? [2]

1. **Cost:** when repair costs nearly as much as a new item. 1
2. **Safety:** when it cannot be made safe to use again. 1

21 words · CBSE asks 20–30 words | Marking: 1 + 1 = 2 | 1 + 1

Long answers

Part C · 4 marks

C1. Explain the process of maintaining an inventory of sports equipment. [4]

1. **Receive and record:** check items with the bill; enter in the stock register. 1
2. **Label and store:** tag items; keep in a dry, orderly store. 1
3. **Issue and return:** record date and signature. 1
4. **Check and update:** inspect regularly; repair or write off; update register. 1

42 words · CBSE asks 50–80 words | Marking: 1 + 1 + 1 + 1 = 4 | 1 mark each | MUST DO

C2. How do you estimate funds for buying new sports equipment? [4]

1. **Need:** find shortages from the equipment report and student numbers. 1
2. **Quotations:** get at least three; compare quality and price. 1
3. **Calculate:** quantity × rate for each item; add for subtotal. 1
4. **Extras:** add tax, delivery and a contingency amount. 1

37 words · CBSE asks 50–80 words | Marking: 1 + 1 + 1 + 1 = 4 | 1 mark each

C3. Budget ₹30,000. Bought: 12 volleyballs at ₹700 and 4 hurdles at ₹2,500. Repairs: ₹3,400. Prepare the monetary report. [4]

1. **Volleyballs:** 12 × ₹700 = ₹8,400. 1
2. **Hurdles:** 4 × ₹2,500 = ₹10,000; purchases = ₹18,400. 1
3. **Total spent:** ₹18,400 + ₹3,400 = ₹21,800. 1
4. **Balance:** ₹30,000 − ₹21,800 = ₹8,200. 1

28 words · CBSE asks 50–80 words | Marking: 1 + 1 + 1 + 1 = 4 | 1 mark per step | MUST DO

C4. Describe the steps of listing sports equipment. [4]

1. **Identify and count:** name each item; count quantity. 1
2. **Describe:** size, make and code. 1
3. **Condition:** good, needs repair or unserviceable. 1
4. **Record:** enter in the register, tag it, compare with last year. 1

30 words · CBSE asks 50–80 words | Marking: 1 + 1 + 1 + 1 = 4 | 1 mark each

C5. Give four benefits of good inventory management to a school. [4]

1. **Safety:** fewer injuries from faulty equipment. 1
2. **Availability:** equipment ready for every class. 1
3. **Saving money:** timely repairs; no duplicate buying. 1
4. **Transparency:** records match stock; audit is easy. 1

26 words · CBSE asks 50–80 words | Marking: 1 + 1 + 1 + 1 = 4 | 1 mark each

Case-based answers

Part D

D1. Case-Based · The messy store room (passage printed in Part D) [4]

(i) Which record is missing that would show what the store should contain? [1]

An **inventory / stock register**.

(ii) Which register would have shown who took the cricket kit? [1]

The **issue register** (date, borrower, signature, return date).

(iii) Suggest two steps to improve the store. [2]

(1) **List and tag** every item and keep the stock register up to date. (2) Store balls on **racks** in a dry place and **remove or repair** the torn mat.

Marking: 1 + 1 + 2 = 4 | 1 + 1 + 2

D2. Competency-Based · Planning next year's purchase (passage printed in Part D) [4]

(i) Find the cost of the footballs and rackets. [1]

Footballs 10 × ₹600 = **₹6,000**; rackets 6 × ₹850 = **₹5,100**.

(ii) Find the repair cost. [1]

2 × ₹300 = **₹600**.

(iii) Find the total and the balance. Is the budget enough? [2]

Total = 6,000 + 5,100 + 600 = **₹11,700**. Balance = 15,000 − 11,700 = **₹3,300**. **Yes**, the budget is enough.

Marking: 1 + 1 + 2 = 4 | 1 + 1 + 2