

Procedures & Policies for Maintaining & Utilizing Physical, Academic & Support facilities – Laboratories, Library, Sports (Gym) Computers, Classrooms etc.

Procedures & Policies for purchasing

The following different types of items / services are generally purchased by the institution.

Physical facilities:

- Capital items.

Academic Facilities:

- Printing related items / services (Examination & Result papers).

Support Facilities:

- Recurring stationary items like pads, pencils, pens. Registers etc.
- Library books, Journals. Magazine etc.

Generally for above items / services purchase committee gets involved and ensures timely delivery of items / services in coordination with registrar's office.

For recurring low value stationary items the orders are placed on local suppliers. No purchase request / order is made, as suppliers are generally known to the institution and are associated with it for many long years. However, visual inspection is done on item supplied on sample basis at the time of receipt of material.

Books, Journals, periodicals required by students and teaching faculty are procured by the librarian based on information received. The books recommended by university for different courses shall be purchased by the librarian from publishers recommended by the university. This process is initiated by library committee and actions taken by librarian.

Capital items [chairs, tables, fan, AVs, Cupboards, PCs, printers, scanners, etc], need budget sanction and purchase for these are initiated by purchase committee after getting management approval. As far as possible, orders are placed only to reputed dealers supplying quality items.

Items & services related to printing operations are given to approved printers. The printer is evaluated for their capability and should have approval of purchase committee.

For canteen services the contractor is selected by purchase committee.

For maintenance

The annual maintenance contract for computers, hardware, housekeeping, canteen etc. shall be initiated by the registrar. The performance of these suppliers shall be monitored and feedback given to them.

For critical items, the list vis – a – vis names of approved suppliers shall be maintained in the office. The evaluation of such suppliers shall be done by registrar's office once in a year. Wherever possible, supplier quality rating shall be worked out and supplier performance monitored [on time delivery, quality, durability, other feedback].

For canteen services the performance of services is monitored by attributes like menu, variety, quality, hygiene, cleanliness and feedback given for improvement, by the canteen committee.

The college ensures availability of other resources like laboratories, library, canteen, gymkhana etc, to meet students other needs. The building is utilized for lectures, exams, college festivals and other professional exams.

Library services are maintained regularly. Gymkhana facilities are maintained on the basis of requirement.

For Utilization

Computers are given for use on a need based requisitions. Library is used by students and faculty on all days. Facility for library books issue and faculty area is made available. Examination stationery is kept under the control and supervision of the exam committee. Gymkhana facilities are utilized by students regularly. Intra college competitions and tournaments are conducted to engage students in sports activities. Log books are maintained for this. Canteen facilities are used regularly.