INFRASTRUCTURE MAINTENANCE POLICY

SR&BGNR College has established systems and procedures for maintaining and utilizing physical , academic, and support facilities - laboratory, library, sports complex, computers, classrooms, etc. The college believes in adhering to policies and procedures laid down as per existing rules and regulations of the State Government and the Commissionerate of Collegiate Education, as well as those of RUSA from 2019-20, as funds to the tune of Rs. 2.0 Crore were sanctioned under RUSA 2.0, Component. The college also strictly enforces optimal utilization of all resources.

The policies and procedures for procurement, maintenance, and utilization of physical, academic and support facilities are detailed as follows:

A. Policy for Physical, Consumables, and IT Infrastructure:

Procedure for Procurement:

All matters related to the procurement of Infrastructure (Physical Consumables and IT) are discussed by the concerned committee at the institutional level:

- At the Department Level the In-Charge and Members discuss the requirement
- The Department In-Charge puts forward the requirement with the Principal and Staff Council
- The Principal and Staff Council, along with the Purchase Committee, finalize the requirement.

The procedure for procurement varies depending on the nature of funds to be utilized for the procurement of infrastructure:

From Accumulated Funds:

- Requests with proper justification are made to the Commissioner of Collegiate Education for permission to utilize the Accumulated Funds of the College.

- Upon receiving sanction from the CCE, purchase orders are placed with the appropriate agencies approved by the CCE for furniture/lab equipment/ IT infrastructure

- Payment is made after all the items received from the said agencies are verified and found correct.

- A report of compliance is sent to the O/o the CCE.

- All items procured are entered into the respective stock registers.

From Special/Addl. Special Fee of the College:

- The Principal after due consultation with the Staff Council approves the procurement, to be met from the College Fee.

- Quotations are called for from the appropriate agencies and the consolidated comparative statement is prepared

- Once the Principal and Staff Council approve the agency/supplier, an appropriate purchase order is raised

- Payment is made after all the items received from the said agencies are verified and found correct.

- All items procured are entered into the respective stock registers.

From RUSA:

- All items/requirements are finalized at the college level with the approval of the Principal and Staff Council.

- Proposals with proper justification are sent to the CCE and SPD, RUSA, for approval.

- Once sanctioned, purchase orders (Furniture, IT equipment, etc.) are placed with the agencies identified and approved by the CCE.
- When items are received and found correct, the same is intimated to the Project Director who facilitates the release of funds with the permission of the SPD, RUSA, and payment is made.
- Utilization certificate is sent to the CCE and SPD, RUSA,
- All items procured are entered into the appropriate stock register

Procedure for Maintenance:
- All matters regarding maintenance of Infrastructure (Physical and IT) are discussed by the Principal with the appropriate committees.
- Quotations from vendors are called for and the consolidated statement is prepared.
- The proposal is submitted to the Principal and Staff Council for approval and the appropriate purchase order is raised.
- Approved agency/vendor is hired for maintenance activity and duly stamped invoices are taken.

Policy for Library Resources:

Procedure for Procurement:
- All matters for finalizing requirement are discussed by the Principal in consultation with the Library Committee and the In-Charges of the departments.
- Short listing of requirements (Reference Books, textbooks, subscription to journals, e-resources, etc.) is done.
- Catalogues/quotations from various publishers for the requirement are obtained.
- Quotations are compared and the consolidated statement is prepared for approval from the Principal and Library Committee.
- An appropriate purchase order is raised.
- Payment is made after the requirement is supplied and duly stamped bills/ invoices All items procured are entered into the appropriate stock/accession register.

Procedure for Maintenance:

- All books, journals, etc., are to be maintained properly.
- Rules and regulations regarding the borrowing of books to be displayed prominently.
- Students and staff are expected to make proper use of the resources.
- Failure to return books will be viewed strictly and No-Dues Certificate will not be issued at the time of leaving the college, withholding the Transfer Ce1tificate until the book's value is paid by the student.

Policy for Utilizing Physical/IT Infrastructure and Library:

- Every member of the Teaching and Non-Teaching Staff and student must observe the following with reference to the utilization of all Physical Infrastructure (including classrooms and laboratories); IT infrastructure; and Library resources:
- Enter the resource in the appropriate register before using it
- Make use of the resource with care and caution
- Avoid damage or misuse of the resource
- Keep resource in excellent physical and working condition
- Switch off all electrical appliances related to the resource
- Keep the concerned premises clean and tidy
- Maintain decorum/silence appropriate to the place
- Maintain the overall discipline and ethical standards of behaviour at all times
- Abide by all the above or face disciplinary action

PRINCIPAL
SR&BGNR GASC(A)
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