



SRI BHUVANENDRA COLLEGE, KARKALA

POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

Sri Bhuvanendra College has a well laid out policy for procurement, maintenance infrastructure and disposal of waste.

A. **Procurement:**

The major procurements are done as per UGC Plan guidelines. Beginning of every year departments place indent for their requirements with the office. Small items like stationary items are sanctioned immediately by the Principal. Bulk buyings like paper bundles for examination purposes are procured from wholesalers scrutinising their quotations by the purchase committee.

B. **Maintenance:**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

1. **Laboratory:** Record of maintenance account is maintained by HODs of the concerned departments.

Maintenance of laboratories are as follows:The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

2. **Library:**

- a. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved in the meeting of the Library Committee and signed by the Principal.
- b. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- c. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exams and also while securing their Transfer Certificate.
- d. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- e. Annual stock verification is done to ascertain the number of books in the library.
- f. Easylib software is used in the Library.
- g. Open access journals facilities are available.

3. **Sports:** Regarding the maintenance of sports equipment of the college is done by the Physical Director.



- a. He places the indent for procurement of goods required with the College office.
- b. The meeting of sports committees decides whether to purchase and place orders with the suppliers after collecting at least quotations.
- c. Writing off the damaged goods is done after annual stock verification and certification of their no usability by the Physical Director.
- d. As far as sports infrastructure is concerned at the requisition of the Physical Director in writing the Principal directs the Campus Manager to get the facilities repaired.

4. **Computers:** -

- a. ICT Coordinator who is also a senior teacher keeps watch on computer facilities and also on their optimum utilisation.
- b. A programmer who is specialized in hardware looks after the repairs and updation under the overseeing of ICT Coordinator
- c. The HoD of the Computer Department ensures optimum utilisation of Computer laboratories.
- d. Any requirement for an additional number of Computers is communicated in writing by the HoD of the Department.
- e. The standard procedure of asking for the quotation from suppliers and after collecting at least three of them they are opened at the purchase committee meeting and the price and terms offer sale services are negotiated before purchase order is placed.
- f. Once the product is delivered in the best condition then it is taken into stock by the Department.
- g. Any depreciation, condemnation or writing off of damaged or worn off ICT equipment needs to be certified and signed by the IT Coordinator and the Principal of the College for its final disposal.
- h. Robosoft software is used for maintaining faculty and students details.
- i. Each Department has an appropriate computer for their requirements.
- j. Internet and WIFI have been Enabled on campus.

5. **Classrooms:**

- a. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.
- b. Estate Supervisor will look after the condition of classrooms and look after the repair of the damaged amenities and student's requirements.

6. **Additional information on maintenance:**

- a. There is a lab attendant in every department, who maintains the stock register by physically verifying the items round the year.
- b. Department wise annual stock verification is done by concerned HoD of the Department.
- c. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by employees appointed for the purpose and campus supervisor and office superintendent oversee these things.
- d. College campus maintenance is monitored through regular inspection.



- e. Upkeep of all facilities and cleanliness of the environment in men's and women's hostels is maintained through the Hostel monitoring committee.
- f. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

C. Disposal :Any major item shall be written off after they are found and certified as unrepairable or unusable by the competent authority and countersigned by the Principal.