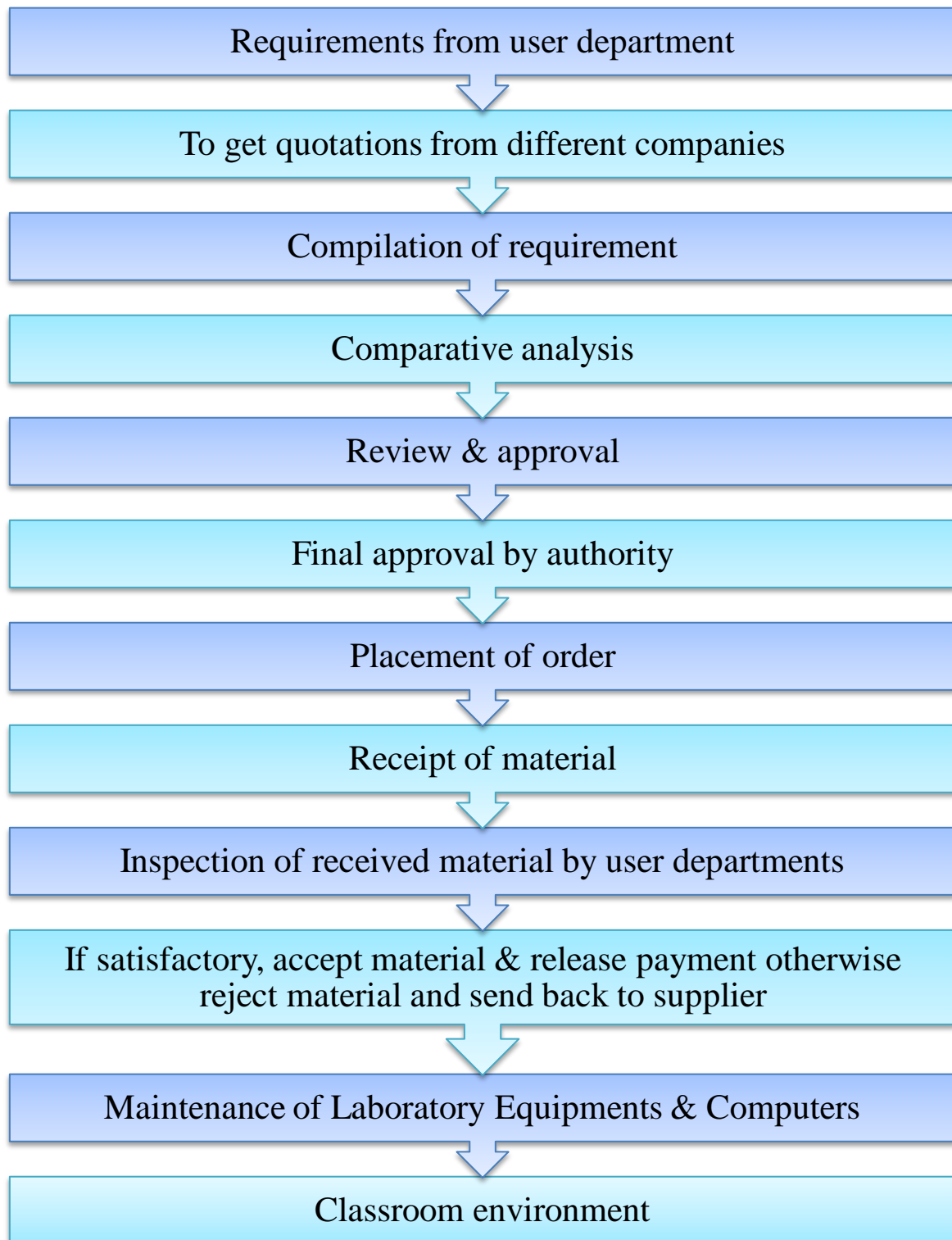


## **POLICY ON PURCHASE AND MAINTENANCE**



**FLOW CHART FOR PURCHASE PROCESS**

**Housekeeping committee** members maintains the record of cleanliness in the college including Garden and Auditorium. Vision and Mission boards are well displayed in college buildings. The energy and save water stickers etc are placed wherever required. LED bulbs for lighting power requirements are installed. Each floor is provided with a register and a daily check table to observe the cleanliness on a daily basis. Students and staff write their complaints of repair and maintenance in the register. The clerical staff brings it to the notice of the Office Superintendent and repair work is carried out. House Keeping Committee in charge also communicates the same to the office staff if action is not taken.

Examination scrap papers are regularly disposed by the staff to scrap dealers who are approved by the University.

#### **Maintenance and utilization of laboratory facilities:**

All the instruments/equipments are properly maintained and calibrated. This is done by training to the concerned persons i.e. teaching as well as non-teaching staff in-house or by sending them to outside agency for requisite training for Repair and Maintenance.

Laboratory safety instructions are displayed in the laboratories.

#### **Maintenance and utilization of library facilities:**

- To collect requirements from faculty
- To compile the requirements and /finalize it after consulting Principal
- To obtain pricelist from different publishers/book suppliers
- To review the genuine requirements and discuss with library committee
- Approval for purchase of books by Hon. General Secretary and Principal
- To inspect the books received in all respect including pages
- Send list to office (account section) for payment of bills

Process of Library maintenance:

- maintenance of books, magazines, newspapers, furniture, stock verification
- weeding from time to time
- keep record of syllabus
- library internet facility

**Maintenance and Utilization of Sports facilities:**

The Gymkhana Committee conducts Annual Sports both indoor and outdoor games . The student from various departments participates in various Sports event in Individual and Team event. Indoor games are conducted on the 4<sup>th</sup> floor of the extension building (Gymkhana Room). Outdoor games conducted on the Campus play ground. Campus play ground is maintained by the person appointed by the K.M.E. Society office.

**Maintenance and utilization of Computer facilities:**

Laboratory assistant maintains Dead Stock Register regularly to keep account of the non-functional equipments and infrastructure. Maintenance and up gradation is looked after by Laboratory Assistant of IT Department from time to time. Annual maintenance of computers used in different departments are renewed regularly to ensure their good service.

**E-waste:** We have a special teaching staff to look after the e- waste to dispose it after the approval of the Principal. At the end of the year e- scraps are handed over to the proper agency.

**Maintenance and utilization of Class Room facilities:**

- Various required teaching facilities like audio visual, projector, laptop, black boards, white boards are properly maintained
- Each classroom has adequate ventilation and lighting
- Each classroom is provided with a dustbin which is regularly emptied
- Each class room has been provided with utilization registers