

*Procedures and policies for purchase of equipment, maintenance and utilization of Physical, Academic and Support Facilities*

The Institute has a well established policies and procedures to create the infrastructure at par with the standards and norms of AICTE and SGBAU with respect to the human resources, laboratory equipment, built-up area, learning resources and other teaching learning aids. The required demands are satisfied whenever the variation in existing intake or new courses were introduced. The infrastructure required is planned by various departments and annual budget is prepared. After getting the approval from the Chairman, the necessary actions are initiated. The policy comprehensively includes but not limited to:

- To plan for class rooms as per the requirements.
- To establish laboratory as per the syllabus.
- To have seminar halls board rooms.
- To provide amenities like canteen, transport, playgrounds etc.
- To establish class rooms and laboratories for newly sanctioned departments/ increase in intake
- To purchase books in central and departmental library to meet the requirements.

Purchase Policy:

The following guidelines should be followed to finalize the purchase of goods / equipment:

- The lab in-charge raises the demand for any annual purchase of equipments. HODs submit these requirements along with the budget estimation for the academic year by May / June to the Principal.
- The lab in-charges call the quotations for the equipment from different agencies and prepare the comparative statement.
- A departmental purchase Committee consisting of concerned HOD and the faculty coordinator after relevant discussions forwards the purchase request to the Stores/ Purchase Officer.
- The Stores/ Purchase Officer after duly evaluating the comparative statement and recommended agency for purchase, forwards it to the Principal along with his remarks
- The Principal places the purchase demand from various departments in College Development Council (CDC) for final approval. In case the CDC is not being convened in near future the purchase demand is forwarded to the Management for their final approval.
- On receiving the requisite approval, the Purchase order is issued by Stores/ Purchase Officer in coordination with the Principal, to the respective company/agency.
- After receiving the equipment along with the bill, the department will test and verify as per specifications mentioned in the purchase order.
- If the department is satisfied with the equipment, the bills will be recommended for payment by the Stores/ Purchase Officer and the bills will be sent to the office for payment. Also the Stores/ Purchase Officer will make the entry into Central Stock Register before clearing the bills for payment.
- The Office after receiving the bills will clear the bill and make necessary payments.
- The department shall maintain copy of all the correspondences and will make entry in separate stock registers for recurring and non-recurring items for each laboratory.

### **Infrastructure Maintenance Policy and Procedure:**

Maintenance wing of the Institute will look after the physical infrastructure and other essential services like water, fire equipment, garden, drainage, sanitation, etc. The departments should follow following guidelines for works requiring manpower and/or replacements and/or repairs from maintenance department.

1. The Faculty In-charge should report to their respective Head of Department (HoD) about the maintenance work in proper format.
2. The HoD after being satisfied with the demand being raised shall forward the request letter/ document to the Principal after duly assigning his/her remarks on the letter/ document.
3. The Principal shall forward the request to the Maintenance Wing In-charge after ascertaining the work along with his/her remarks.
4. The Maintenance Wing In-charge along with his team shall provide the necessary services to the department within a limited time frame as decided from time to time.
5. In case the work demands purchase of new goods/ spares, the Maintenance Wing In-charge shall report it to the Principal in appropriate purchase format.
6. The Principal will forward such demands of purchase to the Purchase Officer for necessary action.
7. The Store/Purchase Officer will ensure that the goods are procured after following due procedures. He/ she shall hand over the goods/ spares/ items to the Maintenance Wing.
8. The department, after completion of the required work to their satisfaction will record the same with the Maintenance Wing by duly signing the work order.

### **Equipment Repair Policy and Procedure:**

As far as the equipment maintenance is concerned each department will have in-charge faculty to look after the repairs, calibration, and configuration of equipments. Following procedures need to be adopted while carrying out the maintenance work:

1. The laboratory in-charges will report to the faculty in-charge, if any equipment requires major repairs/ calibration.
2. The lab in-charges will ensure that minor faults are rectified using in-house facilities.
3. In case of major repairs / calibration of academic support facilities the concerned agencies should be contacted and quotations should be invited.



4. After acceptance of the quotation the faculty in-charge of the department will contact the required agency and ascertain whether the repairs can be done within the campus.
5. In case the repairs/ calibration cannot be carried out within the campus the equipments will be transported to the repair facilities of the concerned agency.
6. The faculty in-charge in coordination with Store Officer should ensure that proper gate pass is issued while transporting the equipment outside the campus.
7. As and when the equipment is delivered to the department after repairs, the faculty in-charge in coordination with lab in-charge and subject in-charge will make sure that the equipment is in working condition and free from any external damage.
8. In case of damage the faculty in-charge shall report it to the Store Officer for further necessary action.
9. The bills should be certified for clearance only when the faculty in-charge is satisfied with the repair works carried out by the concerned agency and there is no damage to the equipment.

**Policy and Procedure for Maintenance of Computing Facilities:**

The Institute has enormous number of computing facilities in its campus. In order to ensure that they are maintained properly following procedures should be followed:

1. System Manager will be responsible for maintaining all the computing facilities and should ensure that they are in working condition.
2. The departments will report to the System Manager in case of minor repairs of computing facilities/ for replacements of any computing ancillary item.
3. System Manager along with his/her team will carry out in-house minor repairs of computing facilities as and when required.
4. He/ She shall forward demands received from various departments, for purchase of computing systems, software, networking equipments and computing ancillary to the Principal after duly vetting the demands.
5. He/ She will be responsible for any replacement/ replenishment required in the maintenance of computing facilities.
6. Similarly he/ she will ensure proper installation of software's, hardware's etc. in respect of all the departments.

7. He/ She will also maintain the Internet services required by various departments and Offices. In case of requirement of additional internet facilities he/ she will raise the demand and forward it to the Principal for his/ her sanction.
8. System Manager along with his team will maintain all the LANs, Servers, Networking equipments, Firewalls etc. for smooth functioning of the computing facilities.


**Policy and Procedure for Maintenance of Sports Equipment:**

1. The Director (Physical Education) will be responsible for providing and maintaining all the sport equipments of the Institute.
2. He/ She will report to the Principal for purchase of new equipments as well as for carrying out maintenance of existing equipments.
3. He/ She will responsible for maintaining the sporting arena and play ground.
4. In case of any repairs are required for the ground/ sporting arena he will raise the demand for such work with the Maintenance Wing of the Institute after obtaining due permission from the Principal.
5. The Director (Physical Education) will ensure that sporting items issued to students are returned to the department in proper condition. In case of damage, he/she will report the damage to the Principal along with necessary details.


The Library should follow the given policy and procedure to maintain and preserve books.

1. Pest Control operations should be carried out on regular basis.
2. Books which are torn/ damaged be rebinded at the campus with the help of external agency.
3. Rare books should be digitized and the digitized copy should be maintained.
4. Librarian should take care of all the DVDs/ CDs/ External drives should be stored and maintained properly.

The Institute should always strive for optimal utilization of all its existing facilities. As a matter of policy each department should display utilization chart in their Laboratories. Drinking water should be utilized in appropriate manner. Similarly waste water should be treated and reutilized for gardening purposes.

  
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