

SIES Nerul College Of Arts Science and Commerce

INFRASTRUCTURE MAINTENANCE PROCEDURES AND POLICIES

The college has established a transparent and detailed procedure for the utilization and maintenance of all physical, academic and support facilities. There are well defined policies for the Purchase and Maintenance of new equipment or other goods. The Laboratories and Library have a detailed SOP aiding the various processes in their daily transactions.

The Management allocates a stipulated budget every year for the repair and maintenance of the college infrastructure and facilities with respect to the requirements gathered every year.

These facilities are regularly maintained through Annual Maintenance Contract (AMC) and Purchase/Replacement based on the inputs from various stakeholders like students and staff through feedback, maintenance books and suggestion boxes. The requirement for facility upgradation/addition is discussed at different forums, viz Capex consisting of Managing Council members, College Development Committee, IQAC and meetings of coordinators with the Principal. The expenditure to be incurred is estimated and sanctioned by the Management and CDC.

Purchase Policy

1. All the departments, office, library, laboratory and gymkhana are asked to submit a Capital and Revenue budget in the month of February. This budget lists the purchases to be made for the next academic year.
2. The budget is presented before IQAC for deliberations.
3. It is further presented to CDC for final approval.
4. Once sanctioned by the management, it is forwarded to the Purchase Department.
5. All purchases and service prescriptions are handled by the Purchase Department by inviting tenders.
6. The central Purchase Department calls for the quotations once a purchase is approved by the management and places the order.
7. Upon receipt of the delivery, it is verified with the Tax invoices and Good Receipt Note (GRN) is made. An entry is made in the Stock/Asset Register.
8. All the invoices are forwarded to the Accounts Department for the final settlement with Purchase order and Good Receipt Note (GRN).
9. The centralised Purchase and Administration Department is in charge of proper maintenance and upkeep of the Infrastructure.

Maintenance Policy

- The College has an Up-Keeping & Maintenance Committee to oversee the maintenance of the College building. It is headed by the Registrar, who in turn monitors the work of the Supervisor at the next level.
- Teachers and students report infrastructural malfunctions through the complaint registers kept in the Staff Room and Administration office.
- These are followed up and rectified by in-house maintenance staff.
- If the amount is less than 1 lakh rupees, the budget is approved by the Principal and forwarded to the Purchase department.
- If the amount is greater than 1 lakh rupees, the budget is initially approved by the Principal and further presented before CDC for final approval.
- Once sanctioned, it is forwarded to the Purchase department.
- Central Purchase takes care of electrical, plumbing, carpentry or any other related maintenance work of the campus.

- The College has a full time electrician & AC mechanic to handle day-to-day issues of malfunction of the electrical equipment and air conditioners.
- The gardener maintains the landscape campus gardens.
- The Bio-Composting pit is maintained by the designated person under the supervision of a faculty and staff of the Environmental Science Department.

Disposal Policy

The Institute follows the policies laid down by the Management for disposal of obsolete/damaged goods. The Management believes in reduce-reuse-recycle. Hence, all the goods are examined if they can be reused before being discarded into scrap. The scrap management is done at the institute level.

LIBRARY

The Library places a request for the Obsolete books in the library. This request is forwarded to the management. If the books can be reused, they are sold at concessional rates to needy students else they are put in scrap.

COMPUTER LAB

The Lab Administrator places a request to the CIO. The CIO reviews the request. If the old computer or devices can be reused, they are transferred to the other institutions of SIES. If the device is not working and cannot be repaired, its components are removed and reused.

All the other broken or irreparable goods are scrapped by the Management.

EXAMINATION ANSWERSHEETS

The Examination Answersheets are discarded every 6 months after the examination by the permission of the Principal. The disputed answersheets are retained until the issue is resolved. The answersheets are outsourced to an approved vendor for shredding.

Given below is a list of resources and its Designated Incharge responsible for maintaining it.

Resource type	Name of resource	Resource in charge	Record Document
Rooms	Classrooms	Upkeep and Maintenance Committee	Timetable
	Laboratories	Lab In-Charge	Timetable, Stock Register
	Conference Room	Office superintendent	Schedule
	Auditorium	Office Superintendent	Schedule
	Staff Rooms	Upkeep and Maintenance Committee	Staff allotment of Desk Space
	IQAC Room	IQAC Coordinator	
Library	Infrastructure, books, e-source, IT facilities	Librarian	Accession Register, Complaint Register, Magazine details Register
	Computers and Server		Dead stock Register,

IT resources	Portable Projectors	Lab Administrator	LCD Booking Register, Asset Register, Student Entry Register, Complaint Register
	Laptops		
	IoT Kits		
	Wi-Fi		
Sports	Gymkhana	Sports In-Charge	Sports equipment