

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Primarily a group of teaching and non-teaching staff being entrusted by the Governing Body takes care of the maintenance needs of all equipment, computers, furniture and fixtures, etc. in consultation with the Principal in order to ensure the optimum utilization of the financial resources. The resources available are optimally and efficiently used as per the need-based priority and budgetary provisions. If the required amount needed exceeds the budgeted amount, requisition for additional fund is placed by the Principal before the Governing Body.

However, private service providers on contract are being engaged from time to time, in order to maintain the computers and other system related software and hardware, network facilities, inter-communication online network facilities, etc. The Xerox machines, LED television, projectors, and other ICT devices are also taken care by external agency.

Depending upon the amount of expenditure a requisition is to be placed under e-tender system (above Rs. 5 lacs) for which technical assistance of the South DumDum Municipality is sought as per GB resolution. In absence of expertise in civil engineering etc. the work estimates and the process of vetting are being carried out by the South DumDum Municipality as per GB resolution.

For expenditure below Rs 5 lacs - Subject to the approval of the Governing Body, an insertion in Newspaper / local advertisement/ college website is made for the appointment of a vendor needed for the regular maintenance of the civil structures as and when required. The vendor selected after necessary official formalities carries out the scheduled work. For new construction, at first a specialised person in the field of Building consultancy is appointed. Then a paper insertion is made inviting Quotations from reputed contractors. The lowest bidder is selected and then approved by the Governing Body. The contractor appointed works with his team under the supervision of the Architect/ Engineer.

The college follows the similar formalities regarding the petty (up to Rs. 50,000/-) manufacture or repair of the fittings, furniture and facility systems like electrical and water supply networks, motors, pumps, pipelines, large number of class rooms, offices, furniture items, etc.

In order to ensure the maintenance, upkeep, calibration and repairs of several types of measuring equipment in our laboratories, several work arrangements have been made with the local service providers. If any equipment is found to be performing poorer than it should actually perform or is found unserviceable within the guarantee period or within the warranty period, then the instrument should be returned to the suppliers for calibration service or replacement service.

The college has its own 7.5 KVA 3 phase green generator of Kirloskar that ensures uninterrupted supply of power in the administrative block. One 20 KVA generator on hire for uninterrupted power supply during University Examination is available. Moreover, Inverter facilities in prime locations are available, especially in the Laboratories and Library.

- 24 X 7 security deployment for protection of properties.

- Our own electrician keeps a check over all the electrical equipment.
- A plumber on contract looks after the entire water supply systems.
- Regular maintenance of all the equipment is ensured by the college authority.