

Office of the Principal

Pandu College, Pandu
Guwahati-781012



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Phone: +91-361-2570450

From: *Dr. Jogesh Kakati, M.A., Ph. D., Principal*

POLICY FOR PHYSICAL, IT INFRASTRUCTURE AND CONSUMABLE

Objectives: Policies for Procurement, Maintenance and Utilization

The Institute has a well-structured management system whereby physical, academic and support facilities are systematically monitored and maintained. Regular meetings of Principal, Teaching and Non-Teaching Staff and various committees are held for this purpose

Policy for Procurement:

- The matter related to Infrastructure- Physical, Consumables and IT is to be discussed at the institutional level i.e. meetings of concerned committee members as well as staff meetings.
- Short listing of the requirements for the resources- physical/IT
- Quotations/tenders are invited publicly by publishing the same in the college website and/or news papers
- Compare and prepare a consolidated statement for approval of College Development & Construction Committee/Purchase Committee.
- The proposal for the additional requirements of physical/IT is prepared and put for College Governing Bodies approval
- Governing Body to approve the proposal
- The concerned elements are procured with duly stamped Invoices from the shortlisted Vendor
- Appropriate Purchase Order is issued by the Principal

Policy for Maintenance:

- The matter related to Infrastructure- Physical, Consumables and IT is to be discussed at the institutional level i.e. meetings of concerned committee members as well as staff meetings.
- Short listing/Freezing of the requirements for the resources- physical/IT
- Quotations/tenders are invited publicly by publishing the same in the college website
- Compare and prepare a consolidated statement for approval of College Development & Construction Committee/Purchase Committee.
- The proposal for the additional requirements of physical/IT is prepared and put for College Governing Bodies approval
- Governing Body to approve the proposal
- The concerned elements are procured with duly stamped Invoices from the shortlisted Vendor
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General Procedure for maintenance of different support facilities

- Adequate in-house staff is employed to meticulously maintained hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment.
- Classrooms, Staff Common Rooms, Seminar halls and laboratories etc. are cleaned and maintained regularly by non-teaching staff assigned for these works.
- Washrooms and rest rooms are well maintained and dust bins are placed in various places of the campus.
- Optimum working condition of all properties, equipments on the campus is ensured through annual maintenance contracts. The AMC cost per view includes maintenance of generator, air conditioners, CCTV cameras and water purifiers apart from contract workers. The college hires experienced electrician and plumber as and when necessary.
- The campus maintenance is observed regularly through a large number of CC cameras placed at various places of the campus.
- Every department maintains a stock register for the available equipment, instruments and chemicals.
- The civil and electrical work is adequately monitored and maintained by the MTA appointed for this purpose
- Requirement of repairs and maintenance are submitted by the Head of the Departments to the Principal and these requirements are processed and completed in the earliest possible time.
- The Estate Manager is involved in the maintenance of infrastructure facilities. He looks after the regular maintenance of civil works such as furniture repair, carpentry, plumbing and housekeeping.
- The non-teaching staff is trained for maintenance of Science and computer equipment of the respective departments
- The gymnasium and the equipment's are maintained by the Sports Club and Gymnasium Secretary, PCSUS.
- The MTA is responsible for the maintenance of the computers and other IT Infrastructure installed in the college.
- The hostels of the college have Hostel Superintendent and a mess staff to manage the functioning of the hostel. This is under the supervision of a Hostel Supervision Committee chaired by the Principal
- Canteen committee ensures the efficient management of canteen towards providing hygienic and cost effective food for the students.

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Policy for Library Resources:

- The matter related to Library Resources is to be discussed at the institutional level i.e. meetings of Library Committee members as well as staff meetings.
- Short listing of the requirements for the library resources i.e. Reference books, Text Books, e-resources like e-books, journals and subscription to online journals.
- Catalogues of various publishers for the concerned requirements are to be obtained
- Compare and prepare a consolidated statement for approval of the Governing Body
- The proposal for the additional requirements of library resources is prepared and put for approval of Governing Body
- Governing Body to approve the proposal
- Appropriate Purchase Order is issued by the Principal
- The concerned items are procured with duly stamped Invoices from the shortlisted Vendor/s

Policy for IT Infrastructure:

- The College purchases computers as well as other peripherals and equipments with latest technology whenever necessary. In the annual budget adequate provisions are made for the same.
- Institute keeps budget allocation every year for maintenance and upkeep of various facilities.
- As and when the maintenance is required for the infrastructure and the facilities, institute puts up these issues to the management and the work is carried out accordingly.
- The MTA appointed for this purpose takes care of the maintenance of the computers, supporting hardware, LCD Projectors, Digital Boards, CC Cameras, LAN and Wi-Fi across the campus
- Generally, there are 3 Years warranty period on all new items which are purchased from vender.
- Maintenance person is called over phone or by issuing letter as and when required. They come to the college to address the issue by identifying the problem as early as possible
- If the machine is in warranty period call is logged with the vendor by phone. It is repaired by the vendor's authorized person. If machine is not within the warranty period the repairing is done on the basis of charges. The bill is paid through recurring budget.

Policy for utilization of physical & IT Infrastructure and Library Resources

Every teaching, non-teaching staff and student must observe following on, before and during usage of physical & IT Infrastructure and Library Resources:

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- Must use the resource as if it is his/her own
- Must enter in the concerned register before commencing its usage
- Must not damage or misuse the resource
- Must keep the resource up-to-date and in excellent physical working condition
- Must switch off electrical appliances before exit
- Must keep the concerned premises tidy and clean
- Must keep silence and maintain decorum of the place
- Must maintain overall discipline and follow ethical norms and or behaviour
- Must abide by the above else will need to face disciplinary action

Policy for utilization of Shared Resources:

Shared resources include:

- 1) Class Rooms and Laboratories
- 2) Gymnasium
- 3) Girls' and Boys' Hostels
- 4) Girls' and Boys' Common Room
- 5) Canteen

These resources are shared and hence are to be utilized on requirement basis.

- Must use the resource as if it is his/her own
- Must enter in the concerned register before commencing its usage
- Must not damage or misuse the resource
- Must keep the resource up-to-date and in excellent physical working condition
- Must switch off electrical appliances before exit if any
- Must keep the concerned premises tidy and clean
- Must keep silence and maintain decorum of the place
- Must maintain overall discipline and follow ethical norms and or behaviour
- Must abide by the above else will need to face disciplinary action

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