

SHRI BINZANI CITY COLLEGE
Umrer Road, Nagpur

**Maintaining and Utilizing Physical, Academic and Support Facilities
Policy**

1. Policy Title :

Policy of systems and procedures for maintaining and utilizing physical, academic and support facilities

2. Policy Objectives :

The objective behind formulating this policy is to carry out the maintenance work of all the facilities smoothly so that all the facilities provided can be utilized fully. The college policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

3. Scope of the Policy :

Equipments covered by this policy comprises of all the equipments pertaining to academic, physical and support facilities such as office equipments, laboratory equipments, equipments used for research and academic purpose, library software and other support system, furniture, computers, generators, water coolers, audio video equipments and ICT.

4. Step by step Procedure :

1. Requisition / Proposal of work.
2. Constitution of Committee
3. Approval of work by competent authority
4. Sanction of amount by competent authority.
5. Permission / Notice for obtaining / inviting quotations / tenders
6. Opening of Quotation
7. Recommendations of the committee along with comparative statement.
8. Order Letter
9. Completion of work to the satisfaction of the committee
10. Receiving and verification of bill by the committee.
11. Stock entry if required and submission of bill to the office.
12. Note of account section stating therein regarding scrutiny of the bill and their proper order.

5. Outcome :

This policy helps in equitable allocation and efficient utilization of available facilities and infrastructure. This results in a quality learning and working environment for students, faculty and staff. This policy also provides a framework for the optimal use of physical assets as well as regular review of the infrastructural needs of the college. Maintenance of infrastructure, equipment and other facilities is either carried out at institutional level or AMC basis. College allocates budget at the beginning of the academic year for all infrastructural requirements.

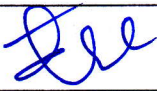

6. Period of measurement : Annual

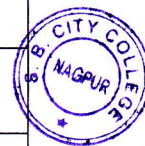
7. Policy execution responsibility rests with : Members of Purchase Committee

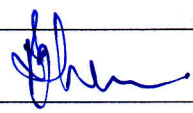
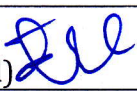
8. Review to be made by : Principal and Office supervisor

9. Review frequency : Quarterly

Approved By:

NAME	SIGNATURE	DATE
Dr. Sujit G. Metre, Principal		06.01.2022
Dr. Pranjali Kane Coordinator-IQAC		06/01/22



Document Updates	
Policy Date	01.01.2022
Created by	Dr Mohini Bherwani 
First Revision	
Approved By:	Dr Sujit Metre (Principal) 
Second Revision	
Approved By:	



Purchase Committee

Objectives

- The Purchase Committee is formed to ensure consistent and correct norms of procurement practices. The Committee members meet as and when required and are primarily responsible for monitoring, verifying and ensuring that approved procurement procedures have been applied properly.
- To support the educational activities by providing necessary infrastructure for the smooth functioning of the College
- To procure material at the reasonable cost consistent with quality required

Scope of the Committee

- Looking after the maintenance of the infrastructure
- Looking after the safety and security of the college infrastructure
- It will not cover the purchases related to Library books, magazines etc. However, purchases required for the Library Infrastructure will be covered under this policy.
- Purchases made under the instructions and orders received from the Management will not be covered under this policy.
- Any other responsibility entrusted by the Head of the college with written orders



Secretary
Purchase Committee



Chairperson
Purchase Committee



Shri Binzani City College
Umrer Road, Nagpur

Date: 08/08/2017

Notice and Agenda (2017-18 Meeting 1)

Meeting of purchase committee will be held on 12/08/2017 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

1. To discuss repair of photocopiers.
2. To discuss equipments to be purchased for psychology lab and sports department.
3. To invite the requirements of the teaching and administrative departments.
4. To form a committee to check the existing stock.



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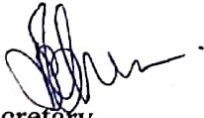
Shri Binzani City College
Umrer Road, Nagpur

Date: 12/08/2017

Minutes of Meeting (Meeting 1)

Meeting of purchase committee was held on 12/08/2017 at 11:00 am at staff room. The meeting was attended by Dr. Afroz Sheikh, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Ms. Arti Shukla. Following points were discussed in the meeting.

1. Three photocopiers are at standstill condition, one will be repaired which costs Rs.6000/-.
2. Quotations will be called for equipment purchase and will be sent to the society office for sanction.
3. Staff has been informed to send the infrastructural requirement for their department.
4. Stock was verified with the existing record.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 03/04/2018

Notice and Agenda (Meeting 2 2017-18)

Meeting of purchase committee will be held on 07/04/2018 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

1. To confirm minutes of last meeting.
2. To review stock taking report
3. To discuss printing of prospectus and library borrower tickets
4. Repair of water filter of staff room


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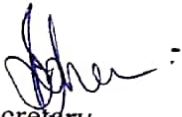
Shri Binzani City College
Umrer Road, Nagpur

Date: 07/04/2018

Minutes of Meeting (Meeting 2, 2017-18)

Meeting of purchase committee was held on 07/04/2018 at 11:00 am at staff room. The meeting was attended by Dr. Afroz Sheikh, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Ms. Arti Shukla. Following points were discussed in the meeting.

1. The stock taking report was reviewed and was found ok.
2. Three quotations will be called for the printing of prospectus and fabrication of library borrower tickets.
3. The quotation for repair of water filter will be sent to society office.
4. Filling of the requisition as and when required.



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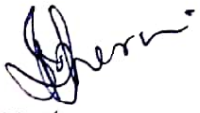
Date: 24/07/2018

Notice and Agenda (2018-19 Meeting 1)

Meeting of purchase committee will be held on 29/07/2018 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To discuss repair of broken benches and desks.
- To discuss repair of broken stairs at the entrance to college.
- To discuss construction of ramp at the entrance of hall.
- To discuss budget requisition for various purposes.


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Umrer Road, Nagpur

Date: 29/07/2018

Minutes of Meeting (Meeting 1 2018-19)

Meeting of purchase committee was held on 29/07/2018 at 11:00 am at staff room. The meeting was attended by Dr. Afroz Sheikh, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Ms. Arti Shukla. Following points were discussed in the meeting.

- A list of broken furniture was prepared.
- Budget estimate of Rs 4000.00 was calculated for repair of stairs and requisition was sent to management office.
- Construction of ramp at the entry point leading to hall from classrooms was approved.
- Budget requirement for various purposes was discussed and sent to management office.



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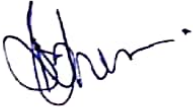
Date: 23/03/2019

Notice and Agenda (Meeting 2 2018-19)

Meeting of purchase committee will be held on 28/03/2019 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- To discuss the matter of name plates for various departments.
- To discuss printing of prospectus and library borrower tickets.
- Repair of biomatrix machine.



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Date: 28/03/2019

Minutes of Meeting (Meeting 2, 2018-19)

Meeting of purchase committee was held on 28/03/2019 at 11:00 am at staff room. The meeting was attended by Dr. Anil Shende, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Ms. Arti Shukla Following points were discussed in the meeting.

1. Minutes of last meeting were read and approved by the members.
2. The requirement of various flaps and name plates was checked out and approved.
3. The matter of printing of college prospectus and library borrower tickets was approved.
4. Repair of bio matrix machine was approved.



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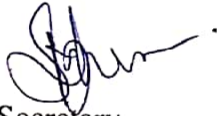
Date: 28/07/2019

Notice and Agenda (Meeting 1 2019-20)

Meeting of purchase committee will be held on 03/08/2019 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To discuss purchase of new computers for computer lab.
- To discuss the matter of clogged tube lights and fans.
- To discuss other budgetary requirements.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 03/08/2019

Minutes of Meeting (Meeting 1 2019-20)

Meeting of purchase committee was held on 03/08/2019 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Requisition for purchase of new computers for computer lab was received and sent to the management office.
- A list of clogged tube lights and fans was prepared and quotation for repair was called.
- It was decided that the requisition will be sent to the management office as and when required.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 25/03/2020

Notice and Agenda (Meeting 2 2019-20)

Meeting of purchase committee will be held on 28/03/2020 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- To review the stock taking of college.
- To discuss printing of prospectus and library borrower tickets.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 28/03/2019

Minutes of Meeting (Meeting 2, 2019-20)

Meeting of purchase committee was held on 28/03/2019 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Minutes of last meeting were read and approved by the members.
- Stock taking of various instruments, purchases and library will be taken during summer vacation.
- The matter of printing of college prospectus and library borrower tickets was approved.


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Shri Binzani City College
Umrer Road, Nagpur

Date: 01/08/2020

Notice and Agenda (Meeting 1 2020-21)

Meeting of purchase committee will be held on 04/08/2020 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To discuss purchase of new computers for computer lab.
- To discuss the matter of clogged tube lights and fans.
- To discuss other budgetary requirements.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 04/08/2020

Minutes of Meeting (Meeting 1 2020-21)

Meeting of purchase committee was held on 04/08/2020 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Requisition for purchase of new computers for computer lab was received and sent to the management office.
- A list of clogged tube lights and fans was prepared and quotation for repair was called.
- It was decided that the requisition will be sent to the management office as and when required.



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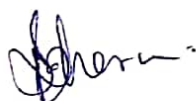
Date: 28/03/2021

Notice and Agenda (Meeting 2 2020-21)

Meeting of purchase committee will be held on 03/04/2021 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- To review the stock taking of college.
- Purchase of bar coding machine for library.
- To discuss printing of prospectus and library borrower tickets.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 03/04/2021

Minutes of Meeting (Meeting 2, 2020-21)

Meeting of purchase committee was held on 03/04/2021 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Minutes of last meeting were read and approved by the members.
- Stock taking of various instruments, purchases and library will be taken during summer vacation.
- Purchase of bar coding machine for library was approved.
- The matter of printing of college prospectus and library borrower tickets was approved.



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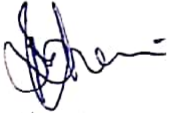
Date: 01/08/2021

Notice and Agenda (Meeting 1 2021-22)

Meeting of purchase committee will be held on 04/08/2021 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- Computer to be purchased for accounts and cash counter section.
- Construction of new washrooms and common room for girl students .
- To construct ramp for handicapped students at various point in the college.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 04/08/2021

Minutes of Meeting (Meeting 1 2021-22)

Meeting of purchase committee was held on 04/08/2021 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Purchase of computer for accounts section and cash counter was approved.
- Looking at the need of washrooms and common room for girls, a requisition letter will be sent to the management office.
- Ramp at various entry points will be constructed for easy movement of wheel chair.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 28/03/2022

Notice and Agenda (Meeting 2 2021-22)

Meeting of purchase committee will be held on 03/04/2022 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- To review the stock taking of college.
- To discuss printing of prospectus and library borrower tickets.
- Installation of Solar panels.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 03/04/2022

Minutes of Meeting (Meeting 2, 2021-22)

Meeting of purchase committee was held on 03/04/2022 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Minutes of last meeting were read and approved by the members.
- Stock taking of various instruments, purchases and library will be taken during summer vacation.
- The matter of printing of college prospectus and library borrower tickets was approved.
- A request for installation of solar panel on college and library building will be sent to management office so that electricity charges can be saved.



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Shri Binzani City College
Umrer Road, Nagpur


Date: 06/07/2022

Notice and Agenda (Meeting 1 2022-23)

Meeting of purchase committee will be held on 08/07/2022 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- Construction of washroom for handicapped students in library building.
- Construction of Ramp in library building.
- Fabrication of new borrower tickets.



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Shri Binzani City College
Umrer Road, Nagpur

Date: 08/07/2022

Minutes of Meeting (Meeting 2, 2021-22)

Meeting of purchase committee was held on 08/07/2022 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Minutes of last meeting were read and approved by the members.
- Construction of washroom and ramp for handicapped students in library building was approved and requisition was sent to management office.
- As many of the old borrower tickets have become soiled and unusable, fabrication of 2500 new borrower tickets was approved.



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