

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.

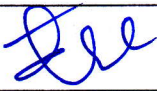

6. Period of measurement : Annual

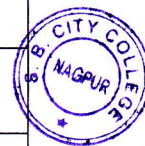
7. Policy execution responsibility rests with : Members of Purchase Committee

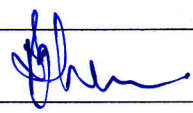
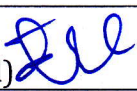
8. Review to be made by : Principal and Office supervisor

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:	

