

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The BIET has a well-established system for ensuring best allocation and utilization of the available financial assets in every academic/financial year for maintenance and upkeep of physical, academic, and support facilities. This process is monitored by various committees constituted for this purpose as per the requirements in the interest of students/staff/faculty members' welfare.

PHYSICAL INFRASTRUCTURE FACILITIES:

The BIET is spread over 25 acres of land, economically utilized for the college, playfields and gardens. A team comprising of an administrative officer, civil manager, Electrical team, faculty, and staff members supervises all maintenance activities for management, maintenance, and repair of physical infrastructures in the campus. A 'general maintenance' department operates on the campus for supervising and carrying out all the day-to-day civil and maintenance related works. The regular cleaning of the campus is done by both in-house workers and third-party housekeeping service providers. Five RO plants for providing drinking water throughout the campus. A separate powerhouse facility operates in the campus to take care of all the electrical related facilities and supplies in the campus. Equipment like elevators, UPS, air conditioning units, generators, pumps, water purifiers are maintained by in-house maintenance personnel. Campus-wide fire extinguishers are strategically installed for handling emergency firefighting situations. A carpentry section functions in the campus to make all the required furniture items. The entire campus is under CCTV surveillance. A security wing operates round the clock in the campus to safeguard the campus premises. Other support facilities such as faculty recreation club, canteen, medical, photocopying, and retiring halls for girl students are also provided in the campus. Sewage Treatment Plant (STP) with a capacity of 1,00,00,000 liters/annum is installed and the same is used for gardening through STP sprinkler system. 19% of water requirement is met through recycled STP water. The 4 numbers of 6-inch bore-well were made up to 300 m depth at valley points inside the

campus since they get the highest amount of rainwater runoff, and hence are ideal locations for recharge wells inside the campus. The college has also took the permission from municipal office for water.

LABORATORY:

State of the art laboratory facilities is provided for all the programmes offered by the College. The equipment and machinery in the laboratory/workshop are maintained by the laboratory In-charge(s)/workshop In-Charge(s). A well-defined procedure is followed for the procurement of equipment/machinery/hardware and software for laboratories separate seat attached. The laboratories are equipped with adequate manpower and other facilities for providing hands-on experience to the students in their area of study. Laboratory wastes are disposed of safely through a third-party disposal service provider.

LIBRARY:

A committee headed by the principal, professor in-charge, and librarian ensures the efficient functioning of the Library in the campus. The entire library is automated using BIET Integrated Library Management System (BIET-ILMS koha 19.1). Currently, over 70 thousands of books, 1000 CDs/DVDs, and 180 printed journals are in the library with access to more than 8000 online electronic journals. A separate Digital Library having 30 computers is available in the library premises. Internet facility is provided in the library for the benefit of students/supporting staff/faculty members for availing e- resources and other web-based information.

SPORTS COMPLEX:

The Department of Physical Education covers an area of 10 acres opposite the new building premises. The department has the infrastructure for all indoor and outdoor games. The department is headed by a Physical Director, assisted by one Assistant Physical Directors and one Physical Training Instructor along with two markers as supporting staff. The activities are held throughout the year, every day, from 9.30 am to 5.30 pm. A talent hunt among the first-year students is made every year to include the potential players in the college team. Intra College and Intramural tournaments are regularly organized to provide an opportunity for the students/staff/faculty members to exhibit their talents.

COMPUTERS:

Computers and other allied facilities are provided in all the departments for both students and faculty members. Computers are purchased based on the requirements in every academic year. The outdated computers are scrapped through third-party e-waste management service provider. A separate computer maintenance cell (AMC) and network maintenance cell operate in the campus and are headed by a Dean who takes care of all the computer and network related issues. Utility software is made available in the in-house developed intranet web portal for campus-wide installations.

CLASS ROOMS:

A total of 90 classrooms are available in the campus. The classrooms are well-equipped with teaching aids, furniture, and other utilities. In-house e-governance modules are developed for the allocation of classrooms. The issues related to classrooms are managed by a committee comprising of a Dean and faculty members. Dedicated well-equipped examination halls are available in the campus for conducting continuous assessment tests, semester examinations, and other government examinations. 2 seminar halls (capacity: 30 to 100), closed auditorium (capacity: 250 to 500), and open auditoriums (capacity: 1000 to 3500) are also available in the campus for the conduct of academic and cultural programs.

FIXED ASSETS SUCCESSFUL INSTALLATION CERTIFICATE (SIC)*Guidelines:*

1. Fixed asset register for stores is to be maintained by stores dept. as well as lab/dept for the recording receipt of fixed assets only.
2. Stores in charge and intender should verify where are the assets is as per the specifications mentioned in the purchased order, delivery challan/invoice.
3. Stores in charge should make an entry in fixed asset register for stores only after ensuring quality and quantity from the intender/ Purchase committee.
4. If the asset is not as per the specification mentioned in purchase order, stores in charge and intender will be jointly responsible.

5. Lab in charge or department in charge should issue a SIC only after the demo and successful installation by the vendor in the presence of Purchase committee. A copy of SIC should be sent along with other documents to accounts dept, a copy to stores dept and a copy to be forwarded to admin purchase dept.
 6. For delay in sending documents to the accounts dept for releasing payment to supplier, concerned person where the delay occurs will be penalized.
 7. SIC should pertain to individual asset as per PO only.
 8. HOD should sign in the SIC after confirming all the entries in the lab dept, asset register and asset location register at stores dept.
 9. AO should sign in the SIC only after confirming the entries in the fixed asset register for stores, asset location register and lab/dept asset register.
 10. Asset installation report issued by the vendor should be enclosed with SIC.
 11. Asset wise check list should be maintained by the HOD of every dept for the verification of successful installation of the assets and the same should be enclosed with the SIC.
 12. Successful installation of the asset should be verified by a person nominated by the HOD other than indenter from the same dept.
- Purchasing Committee
 - Role of purchasing committee
 - Maintenance -Process
 - Purchase of stationery process


STOCK/MATERIAL RECEIPT CERTIFICATE

1. Stores in charge and indenter should verify whether the stock is as per the purchase order, delivery challan/invoice.
2. Stores in charge should make an entry in stock register only after ensuring quality and quantity from indenter.
3. If the goods are of inferior quality, stores in charge and indenter will be jointly responsible.
4. Items received should pertain to a single purchase order only.
5. Indenter and AO have to sign in the MRC only after confirming all the entries in the stock register.
6. In case of stationary and miscellaneous items AO has to ensure the quality and quantity, in case of chemicals and specific items one of the indenter has to ensure quality and quantity.
7. If there are more indents for stationary and miscellaneous items, the sign for indenters and HOD is not mandatory.
8. Stores should issue a copy of material receipt certificate to accounts dept. along with other documents and a copy to be filled with stores dept. itself.

ANNUAL MAINTENANCE CONTRACT PROPOSAL (AMCP) FORM

Sr. No.	01054	BHARAT INSTITUTIONS												
		ANNUAL MAINTENANCE CONTRACT PROPOSAL (AMCP)	Date : 											
<small>Note : If same type of assets are more than three and from same vendor attach separate Excel Sheet in the same format. Last sheet must be pre-printed AMCP sheet. If Assets are different or from different vendors use separate AMCP sheet.</small>														
Name of the College/Unit :		Department / Branch :												
Name of the AMC Provider :		AMC File No. :												
AMC Provider (Manufacturer/Dealer/Third Party):		Type of AMC - Service Only / Comprehensive(Including Spare Parts):												
S.No.	Asset Make & Model with Specifications	Specifications	Asset Identification Number	Asset Purchase Details		Fixed Asset Register		Manufacturer Warranty Period/Last (Existing) AMC Details which ever is latest	Location/ Lab / Dept.	Custodian's Remarks				
				a) PO No. with Date	b) Asset Personal File No. :	c) Unit Cost :	Folio No.			Entry No.	Lab/Dept Asset Register	Asset in Working Condition Yes/No	AMC Service, Satisfactory/ Recommending any Other Vendor	Name Sign. with Date
1	a) Make :			a) PO No. with Date				From	To					
	b) Model :			b) Asset Personal File No. :				a) AMC Order No.						
	c) Manufacturer Sr. No. :			c) Unit Cost :				b) Rate per Unit :						
2	a) Make :			a) PO No. with Date				From	To					
	b) Model :			b) Asset Personal File No. :				a) AMC Order No.						
	c) Manufacturer Sr. No. :			c) Unit Cost :				b) Rate per Unit :						
3	a) Make :			a) PO No. with Date				From	To					
	b) Model :			b) Asset Personal File No. :				a) AMC Order No.						
	c) Manufacturer Sr. No. :			c) Unit Cost :				b) Rate per Unit :						
STORES INCHARGE		CHECKED BY (OS/ADMIN OFFICER)		ACCOUNTS INCHARGE		JC, ADMIN / DEAN ADMIN		APPROVING AUTHORITY						
<small>(AMC Process should be initiated one month before expiry of existing AMC)</small> 1. All relevant columns are filled. <input type="checkbox"/> 2. Enclosed (a) Last Two AMC Orders: <input type="checkbox"/> (b) Three Quotations: <input type="checkbox"/> (c) Comparative Statement: <input type="checkbox"/> (d) Copy of Asset PO: <input type="checkbox"/> (e) If assets are same type & from same vendor, excel sheets enclosed total No.:		Above mentioned entries are physically verified in the relevant registers. All PO No.'s are existing and entries in the fixed asset register which are mentioned above are found to be correct.		Above mentioned PO No.'s, unit cost, Existing AMC order No.'s and rates are found correct and within the approved budget.		If expenditure is exponentially high i.e. nearer to the purchase price of asset, then suggest to replace the asset instead of AMC.		Approved / Reject						
Remarks:		Remarks:		Remarks:		Remarks:		Remarks:						
Name :		Name :		Name :		Name :		Name :						
Sign. With Date:		Sign. With Date:		Sign. With Date:		Sign. With Date:		Sign. With Date:						

REQUISITION FOR SERVICING, REPAIRING & REPLACEMENTS (RSRR) FORM



BHARAT INSTITUTIONS

REQUISITION FOR SERVICING, REPAIRINGS & REPLACEMENT (RSRR)

White :
Pink :
Yellow :

No.: **02002**

GUIDELINES: (1) This requisition must be raised by the custodian of the asset. (2) Custodian is fully responsible for the working condition of the asset. (3) Every asset must be covered under comprehensive (Covering Spares & Service both) AMC only. Any asset which can not be covered under Warranty/AMC be raised for genuine paid service. (4) Custodian should ensure that asset is serviced with reasonable expenditure for preventive / wear & tear maintenance only. (5) Stores I/C should verify the service details of this asset from the Asset Personal File and Individual Asset Maintenance Register to ensure the due to Breakdown / Wear & Tear only. (6) During verification if it found that any mis-handling of the asset or any missing parts due to the negligence of the custodian the expenses should be recovered from the custodian. (7) Genuineness of the estimated expenditure in this statement should be verified from (Min.3) from reputed Vendors. (8) If any part is recently replaced for the same asset and is covered under warranty or under performance assurance of the vendor, such part must be replaced by the vendor free of cost. Again requisition for the same part should not be raised by the custodian, expense raised, if it

Name of the Unit :	Dept.:	Name of the Asset :	Location of Asset :	INDENT No.:	Total Amount spent on repairing & Maintenance of this Asset till date :	Date :
Asset PO No.:	Purchase Date :	Asset Identification No.:	Name of Custodian :	Asset Value :		

Sl. No.	Name of the Item	Reasons Specify	Nature / Description of Servicing / Repair	Quantity	Approx.Total Charges in Rs.	Till date No. of times same Asset	Last Servicing / Repairing / Replacement Details of Same Item			
							RSRR No.	Date	Charges in Rs.	Individual Asset Maintenance Register Folio No.
A)	SERVICING	PREVENTIVE / PERIODICAL / BREAKDOWN				SERVICED				
1										
2										
3										
4										
5										
B)	REPAIRING	MIS-HANDLING / WEAR & TEAR				REPAIRED				
1										
2										
3										
4										
5										
C)	PARTS REPLACEMENT	MIS-HANDLING / WEAR & TEAR / MISSING				REPLACED				
1										
2										
3										
4										
5										

It is MANDATORY to physically verify the above entries in the relevant registers by the following Authorities :

(1) Requirement Genuine : Yes / No (2) Within the Approved Budget : Yes / No (3) Enclose Three Quotations : Yes / No (4) Any Negligence / Mis-handling from custodian is involved : Yes

Prepared by Custodian of Asset (Asset wise Individual Asset Maintenance Register to be Maintained) Asset is not covered under Warranty or Comprehensive AMC (Covering Spares & Service both). Paid Service is required and it is genuinely based on actual usage & not due to negligence or mishandling. Remarks : Sign. wt. Dt.-	Verified by Stores I/C. Specify type of Service (Preventive/Periodic/ Breakdown / due to Mishandling or missing of parts), In case any negligence or mishandling by the custodian is found, recommend to recover the amount from the custodian. Remarks : Sign. wt. Dt.-	Recommended by AO/OS (Stores & Housekeeping I/C) Quotations are verified and the estimated expenditure is reasonable. In case any negligence or mishandling by the custodian is found, recommend to recover the amount from the custodian. Remarks : Sign. wt. Dt.-	Verified by Accts. Officer Estimated expenditure for the servicing / Maintenance is within the approved budget. All the service/maintenance expenses are verified from the Individual Asset Ledger A/C. Total expenditure is within reasonable limit only. If expenditure is exponentially high i.e. near to the price of asset, then it is suggested to replace the asset instead of repairing or maintenance. If recommended by authorities to recover amount from custodian, created liability against the custodian equivalent to the cost. Voucher No. _____ Date: _____ Remarks : Sign. wt. Dt.-	Approved by Authorized Signatory (The Approving Authority should be obtained in writing from the Management) Approval to be given in service expenditure Personal File, Individual Register & previous Asset. Present requisition quotations enclosed. Remarks : Sign. wt. Dt.-
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PO No.: Nguda/Jan 2016/Printing/Bajrang Graphics/FI-03/PO No.10 (1+2, 25 set, WPY)

LIBRARY PROCEDURES AND POLICIES

I. Procurement Indent

GUIDELINES:

- (1) Procurement Indent should be used by Indenter only for Procuring (a) Consumables, glassware and non-consumables which are under rate contract on quarterly basis to prepare the budget. (b) A separate item wise Indent should be used for fixed assets and non-consumables (not under rate contract).
- (2) The college authorities should obtain the name of the Procurement Indent (PI) Approving Person from the Management time to time.
- (3) Once the requirement is identified, Indenter should obtain approval from Approving Authority for raising the PI.
- (4) PI should be forwarded with all formalities to stores Incharge within 5 days from the date of identifying the requirements.
- (5) Before raising the Indent, Indenter should keep the site ready and ensure prerequisites for installation.
- (6) Indenter should take initiative in collecting quotations and pursue the management for the formation of purchase committee.
- (7) Stores Department responsibility starts with the preparation of Purchase Proposal (PP). They should not participate in purchase activity. Their role continues only after receiving the material from Vendor, Installation and Allotment of Assets etc.,
- (8) If the required quantity is available with Stores department, Indenter should obtain written approval from Approving Authority issue of material.
- (9) If the quantity available in stores is not sufficient, the indenter should pursue the management for the approval of PP, formation of purchase committee and follow up till the material is purchased.
- (10) Indenter is responsible for following up of the approved quantity of material as per the terms and conditions of P.O. and Successful Installation of the Asset.
- (11) Procurement Indent (PI) will be rejected, if all the relevant Columns are not filled.
- (12) Indenter should identify the requirement atleast one month before the commencement of next semester.

II. PURCHASE PROPOSAL

GUIDELINES:

- (1) Stores department responsibility starts with the preparation of Purchase proposal (PP) but should not participate in purchase activity. Their role continues only after receiving the material from Vendor, Installation and Allotment of Assets etc.
- (2) PP should be raised within 2 days from the receipt of PI from the concerned Indenter.
- (3) A separate purchase proposal (PP) to be raised by the stores Incharge, category wise (I.e., consumables, non-consumables and fixed assets), Item wise (within the consumables – stationary, chemicals etc).
- (4) A separate item-wise Purchase Proposal (PP) should be used for fixed assets.
- (5) The college authorities should obtain the name of the Purchase Proposal (PP) Approving person from time to time.
- (6) Purchase department (H.O.) should act as facilitator to the purchase committee in getting the Quotations, conducting purchase committee meetings, negotiations with vendors, preparing purchase order etc.
- (7) Purchase department o/ Incharge should not be member of Purchase committee for final decision.
- (8) Purchase committee must consult the indenter for obtaining quotations and to finalize the quotations.
- (9) Purchase committee should prepare comparative statement and purchase minutes and both the documents should be signed by purchase committee and approving authority.
- (10) Every page of final quote should be signed by the vendor, purchase committee and approving authority.
- (11) Indent will be rejected, if all the relevant columns are not filled.
- (13) Before preparation of P.P., stores Incharge should check the availability / unused material.
- (14) If the required quantity is available with stores department, Indenter should obtain written approval from Approving Authority for issue of material.
- (15) For consumables, the target date for raising P.O. should not be more than two days.

PURCHASE PROPOSAL (PP) FORM

No. 18002

BHARAT INSTITUTIONS

PURCHASE PROPOSAL (PP) [STO/F-34] (to be filled by Stores Incharge only)

ACCOUNTS DEPT COPY

Date

GUIDELINES : (1) Stores Department responsibility starts with the preparation of Purchase Proposal (PP) but should not participate in purchase activity. Their role continues only after receiving the material from Vendor. Installation and Allotment of Assets etc. (2) PP should be raised within 2 days from the receipt of PI from the concerned Indenter. (3) A separate Purchase Proposal (PP) to be raised by the Stores Incharge, category wise (i.e., consumables, non-consumables and fixed assets), item wise (within the consumables - stationery, chemicals etc). (4) A separate Purchase Proposal (PP) should be used for fixed assets. (5) The college authorities should obtain the name of the Purchase Proposal (PP) Approving Person from the Management time to time. (6) Purchase department / Incharge should act as facilitator to the Purchase Committee in getting the Quotations, conducting purchase committee meetings, negotiations with vendors, preparing purchase order etc. (7) Purchase department / Incharge should not be a member of Purchase Committee for final decision. (8) Purchase committee must consult the indenter for obtaining quotations and to finalise the quotations. (9) Purchase committee should prepare comparative statement and purchase minutes and both the documents should be signed by purchase committee and approving authority. (10) Every page of final quote should be signed by the vendor, purchase committee and Approving Authority. (11) Indent will be rejected, if all the relevant columns are not filled. (12) Before preparation of P.P., stores incharge should check the availability / unused material. (13) If the required quantity is available with stores department, indenter should obtain written approval from Approving Authority for issue of material. (14) For consumables, the target date for raising P.O. should not be more than two days. ★ Applicable for Fixed Assets and Non-Consumables only.

Name of the College / Unit : SPECIFY CATEGORY (Consumables / Non-consumables / Fixed Assets) :				File No.				Date Required at Destination									
Sl. No.	Item Description with Code / Model	★ Department	★ Location / Lab	LAST PURCHASE				Total Qty. Purchased in Financial Year till date	Quantity required		Approximate Cost		Present Balance Available	Quantity approved by Approving Authority Lab./Dept. wise			
				City	Date	Post Asset Reg/ Stock Register			R No.	Quantity	Unit Cost	Total Cost		Approved	Issued from Stores	Balance to be purchased	
						File No.	Entry No.										
Target Date for raising PO (to be given by Approving Authority) :											Total Quantity :						
Justification, reasons for requirement (If the space is not sufficient for Justification, reason for requirement - enclose a separate page) :																	
It is MANDATORY to physically verify the above entries in the relevant registers along with the following requirements by A.O. : (1) Requirement Genuine and Not Excess Y/N <input type="checkbox"/> (2) Within the Approved Budget Y/N <input type="checkbox"/> (3) Enclose Last two purchase orders Y/N <input type="checkbox"/> (4) Three Quotations Y/N <input type="checkbox"/> (5) Comparative Statement Y/N <input type="checkbox"/> NOTE : a) If the items are under the rate contract, then No. 3, 4, 5 are not applicable and stores incharge is the indenter. b) All Indents are Enclosed or Not Y/N <input type="checkbox"/>																	
Reason for Rejection : _____ Signature(s) of Rejecting Person : _____																	
Stores Incharge			Incharge Accounts			Admin Purchase Incharge			Checked by (OS/Admin Offr)			Vc. Admin / Dean Admin			Approved By		
Name : _____			Name : _____			Name : _____			Name : _____			Name : _____			Name : _____		
Sign. with Dt. _____			Sign. with Dt. _____			Sign. with Dt. _____			Sign. with Dt. _____			Sign. with Dt. _____			Sign. with Dt. _____		

PD No. 21/Sep-16/Prdng/Prdng (Growth) / COP/003, Dy. 10/06/17 (1+2, 8+1+1) 32/34
 Details of Qty. Issued before installation should be filled at the back of Stores Copy only

SERVICE REQUEST CUM COMPLETION FORM

BHARAT INSTITUTIONS		
No. 10010	SERVICE REQUEST CUM COMPLETION SLIP	Date
(The Requester should fill following details at the time of service request)		
College/Unit : _____	Dept.: _____	Location/ Building : _____
Nature of Work : _____		
Previous Date of repair for the Same Asset : _____	Estimated Time : _____	
Work Should be completed by Date : _____ Time : _____		
Service Requester Name : _____		Sign : _____
Work Allocated To : _____		Facilities Incharge
Allocation Time : _____ Work Allocation cum Completion Reg Entry No : _____		Name : _____
		Sign : _____
(The Requester should fill following details after completion of work)		
Spares Used : _____		
Internal Consumption Register : Folio No : _____	Entry No : _____	Time : Reported : _____ Work Completed : _____
Remarks : _____		Work Satisfactory : Yes / No
Service Requester :	Work Completed By :	Facilities I/C :
Name : _____	Name : _____	Name : _____
Sign. with Date : _____	Sign. with Date : _____	Sign. with Date : _____
(After completion of work, Facilities I/C should verify the above details & update the same in WAC Register)		

FO: Nguda/Mar-15/Printing/Bajrang Graphics/F-03/PR No.003, 10 books (1+1, 100 set)

LIBRARY INDENT FORM

BHARAT INSTITUTIONS											
LIBRARY INDENT											
							No. 1302	OFFICE COPY			
Name of the College : _____		Course : _____		Branch : _____		Year : _____		Section : _____ Date : _____			
<p style="font-size: small; margin: 0;">NOTE : Please do not repeat the Same Titles on this Page ★ If you want the same book mentioned already by others, please sign against the Serial No. of the Book and your Roll No. on the reverse side of this page.</p>											
To be filled by the Students / Faculty				To be filled by the Concerned Faculty only			To be filled by the Librarian				
Sl. No.	Roll No. & Name of the Student / Faculty	Title	Author	Sign. of the Student / Faculty	Name of the Faculty	No. of Copies required	Sign. of the Faculty	No. of Students using the book	No. of Students want the same book	No. of Copies Available in the Library	No. of Copies Required
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

Name & Sign. of H.O.D.

Name & Sign. of Asst. Librarian

Name & Sign. of the Librarian (with seal)

Name & Sign. of the Library Committee Incharge

Name & Sign. of A.O. / Dean Admin / Principal

FO: No. 5/15/Printing/Changan/FO-15A, 20/6/10, 15 books