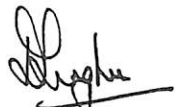


AQAR OF 2019-2020
CRITERIA: IV
QUESTION NO.: 4.1.1


PRINCIPAL
J. D. BIRLA INSTITUTE
11, Lower Rawdon Street
Kolkata - 700 020

**PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING
PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure and facilities before the commencement of each financial year. The Principal collects requirements from all heads of departments, laboratory assistants, administrative officer/ maintenance supervisor and prepares a proposal. The Secretary General of the sponsoring Trust discusses the proposal with the Principal in the presence of the Accounts officer and finalises the budget for the forthcoming session. Funds are allocated under the following heads – block & equipments; repairs & maintenance; salaries & remunerations; repairs & maintenance; advertisements & promotional expenses; examination expenses; teacher training; faculty development; institutional functions; seminar/conference/quiz expenses; career counselling, special lectures & eminent personalities; printing & stationery; books & periodicals (including subscriptions); magazine & calendar including research journals; computer expenses; electricity charges; software & website AMC. Funds are utilized as per the sanctioned budget with the principal as the main approving authority. For each matter, requisition along with proposals are placed before the Principal, and after verification by the accounts officer, it is approved. The budget is verified and revisited during the Now Expected (NE) that is held every 3-4 months by the managing trust.

For maintenance and optimal utilization of the physical, academic and support facilities - laboratory, library, computers, classrooms etc., the college has officers appointed and several maintenance contracts signed. The Administrative officer assisted by a Maintenance supervisor sees to the day to day affairs of infrastructure repairs, maintenance and up gradation as required. Full-time librarians and assistants look after the LRC. Six full-time lab assistants look after the upkeep of the laboratories. IT-Manager ensures availability of uninterrupted IT services for all stakeholders. He is assisted by hardware personal under AMC with Hi-tech Systems, who is available on all working days during college hours for any urgent repairs or correction of malfunctioning of IT services. All are supported by a fleet of full-time group-D staff. Laboratories and the LRC (library) have visibly displayed code of conduct for users and they are adhered to strictly.

Outsourcing is done for maintenance and repairing of infrastructure. There are 26 functional AMC in the following areas pest control and maintenance of fire fighting systems; transformer; elevator; water filter; water coolers; ac machines; xerox machine; duplicator machine; EPBAX and fax machine; CCTV camera; some testing instruments at the instrumentation lab, computers software and hardware, printers canners, LAN & WiFi connection, library management system (KOHA), RFID and website maintenance.

Regular cleaning of water tanks, proper garbage disposal, landscaping and maintenance of lawns is done by Group-D employees of the college.

Maintenance of all infrastructure and facilities at the campuses is monitored through regular inspection by the Principal. For necessary follow-ups, annual stock checking physically verification of all items and resources is carried out by the lab assistants and librarians who also maintain stock registers. The maintenance of the reading room and stock verification of library books is done regularly by library staff. Department wise annual stock verification is done by concerned Head of the Department

