J.D. BIRLA INSTITUTE
Departments of Science, Commerce & Management

AQAR OF 2017-2018
CRITERIA: IV
QUESTION NO.: 4.4.2

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

Before the commencement of every financial year, the Institute sets budgetary provisions under various headings for maintaining and utilizing the campus infrastructure facilities. The Principal collects requirements from all department heads, laboratory assistants and officers, and prepares a proposal before the end of a financial year and discusses it with the Secretary General of the sponsoring Trust in the presence of the Accounts officer to finalize the budget for the forthcoming session.

Funds are allocated under the following heads – block & equipments; repairs & maintenance; IT related expenditure; books & journals (for library); examination related expenses; advertisement & PR; printing; stationery and sundry; research (seed money); faculty development activities; conferences, seminars & lectures; and college functions and activities and others. 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.

For maintenance and optimal utilization of the physical, academic and support facilities - laboratory, library, computers, classrooms etc., the college has a number of officers and personals appointed, and several maintenance contracts signed with different vendors. Under these contracts, regular upkeep of the machines, equipments, gadgets and services is done. Equipments at the laboratories that are not covered under 16 number of formal AMCs are checked before the commencement of the academic session; problems, if found, are recorded and after necessary discussion with the Principal, they are serviced. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of software is done by lab assistants.

Maintenance pertaining to infrastructure such as buildings, classroom rooms, furniture and fixtures, electrical fittings and plumbing are supervised by the Maintenance Supervisor under instruction by the Administrative officer. Complaints are noted in the Maintenance Complaint Register on regular basis and actions taken after necessary discussion with the Principal.
Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Fourth Class Employees. Regular maintenance of the water cooler and water purifier is done by outsourcing agent.

Six full-time lab assistants have been appointed to look after the upkeep of the different laboratories. For supervision of other IT-related infrastructure, an IT-Manger is appointed and under an AMC, hardware personnel are available on all days during college hours. Full-time librarians and assistants look after the LRC. All are supported by a fleet of full-time group-D staff.

Annual stock checking through physically verification of all items and resources is carried out at the end of each academic session by the lab assistants and librarians who also maintain stock registers. Department wise annual stock verification is done by concerned Head of the Department.