

Maintenance, Housekeeping and Write-off Policy

Policies of Maintenance Work of Physical Facilities:

1. The Department which is in need of repair and maintenance work has to register a written complaint to the Principal through respective HOD. The details of the maintenance work need to be mentioned.
2. The maintenance must be executed by the manufacturer of the equipment as far as possible.
3. Maintenance Person inspects the site and completes the task.
4. Once the task is completed, The Lab in-charge signs the job Completion report.
5. Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
6. All monthly maintenance bills are brought to the notice of the Principal.
7. The college has Annual Maintenance Contracts for Security and housekeeping.

Policies of Academic and Support Facilities:

Utilization and Maintenance of Class Rooms:

1. Classrooms are allotted as per the student strength.
2. Concerned departments are given responsibility for the maintenance of their class rooms.
3. Department Head, informs the Concern maintenance person regarding maintenance and requirement of repairs / cleanliness.

Utilization and Maintenance of Laboratories:

1. Laboratories are allotted for Practical session as norms of apex bodies.
2. Standard Operational Procedures for handling various chemicals, equipments and instruments are to be strictly followed.
3. Dead Stock register is maintained and updated regularly.
4. Dead Stock verification and inspection has to be carried out by the departments at the end of the Academic Year.
5. The maintenance of laboratories equipments will be taken care by laboratory In-charge and the Technical assistants of department in case of minor faults. If required the maintenance is to be carried out by external agencies as far as possible by the manufacturer of the equipment.
6. Old and outdated equipments, chemicals and instruments are discarded by standard procedure.

Utilization and Maintenance of Computer Laboratories:

1. The computer laboratories are allotted to the departments as per curriculum requirement of SPPU; Respective Heads of the department prepare the schedules for allocating the



- computer labs to the students as per the timetables.
2. The maintenance of computer laboratories are taken care by laboratory In-charge and the Technical assistants of Computer Engineering take care of the repairs and maintenance of all computers. If required the maintenance is carried out by external agencies.
 3. For maintenance of Computers the lab in-charge forwards the complaint through the head of the department of concern department to Head of Computer Engineering Department. The Head of Computer Engineering Department instructs the technical assistant of the department to execute the maintenance process.
 4. All outdated and under configured computers are disposed.
 5. Additional requirements, if needed are processed by the concerned Head of Department during budget proposal through the Principal.

Utilization and Maintenance of Library:

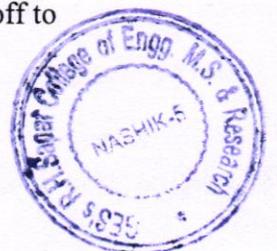
1. The book list requirement is received from the concerned department through the Principal as per their curriculum modifications and as per the variation of intake or any relevant reason.
2. The students are instructed to get an Identity card to access the library.
3. Each student is allowed to take four books for the period of 15 days.
4. Each faculty borrows 8 books for each semester.
5. If student fails to return the book in time, fine has to be paid by the student.
6. During maintenance if any books are found missing through students / faculty they are fined as per the cost of book.
7. The functions of library book borrowing and lending etc. are monitored by library software.
8. Students can utilize the library daily on all working hours from 10.15 am to 5.00 pm as per their timetable and beyond working hours any one can access up to 6.00 pm.
9. Library reading room is open for extended hours during Examination period.
10. All staff and student can access online journals and magazines through Digital library.
11. Periodically, conditions of all the library books are monitored and old books are maintained by binding the books if needed.

Policy for Physical Infrastructure:

1. Maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocate duties to the respective staff.
2. The maintenance schedules are executed with the support of external agencies.
3. The consolidated report of the monthly maintenance is recorded by Administrative officer for reference.

Policy for write-off:

1. Equipments which are beyond repair or have lost functional significance are intimated to higher authorities through the Heads of Department.
2. The status of the equipment is checked by the committee appointed by Principal and conveys the decision for further action like repair from outside agencies or write-off to



higher authority.

3. For write-off of equipment, DSR records are updated by respective lab In-charge and same is authenticated by Head of Department and Principal.
4. Accordingly such equipments are write-off at with permission of Management and Principal.



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PRINCIPAL
PRINCIPAL

G.E.S.'s R.H.Sapat College of
Mgt. Studies & Research
Prin. T.A. Kutkarni Vidya Nagar, Nashi-5



RHSCOEMSR		
Edition: 1	QUALITY PROCEDURE	RHSCOEMSR/QPR/EPPS
EXTERNALLY PROVIDED PRODUCTS & SERVICES		

1. Purpose:

To ensure quality and quantity of material, equipments/ instruments, books, journals, periodicals, stationary, furniture, computer peripherals and other items required for establishment services as per need raised by office and different departments from Approved Vendors/Suppliers at competitive prices.

2. Scope:

Materials including capital items and consumable items used for teaching and training purposes and services including Teaching and Examinations.

3. Responsibility:

College Level: Principal and the Purchase Committee

Note: Institute shall follow the Purchase procedures laid down by of the Gokhale Education Society.

Constitution of Purchase Committee

- Principal – Chairman of the Committee
- Management Representative.
- Concerned Head of the Department (Invitee)
- Registrar/ Office Superintendent/ Accountant – Secretary of the Committee

Types of Items

A. Capital Items

- Infrastructure development Items required for construction, extension and repairs of building
- Machinery and Equipment
- Furniture- Tables, Chairs, cupboards, benches etc.
- Library books
- Sports Material & equipment

B. Consumable Items

- Stationery, Computer Peripherals
- Printing of answer books
- Teaching Material: Chalk, Dusters, Transparencies, Overhead projector (OHP) Markers and Sketch Pens etc.
- Other day-to-day laboratory requirements.
- Sundry requirement of the Office and other departments

C. Sources of Funds

- Budgetary provisions for different items based on fees collections
- Misc. Receipts – Sale of old newspapers, old furniture and scrap items.

D. Sources of Purchase/ Services

- Local/State Level/National Level /International Level

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F. Modes of Purchase of Products and Services

- Consumables Items from local approved vendors/suppliers as per purchase rules of Gokhale Education Society after approval of Director Projects.
- Other Items as per purchase rules of Gokhale Education Society after approval of Director Projects.

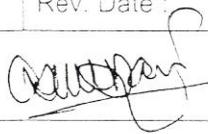
4. Inputs:

1. Departmental requirements, purchase standards, Specification and Norms.
2. Budgetary Provision and availability of funds
3. Standards specified by ISO/ISI etc.
4. University Acts and Statues, Gokhale Education Society.

5. Procedure:

1. The Head of the Department shall convene a meeting of the members of Department to prepare the Purchase requirement after taking into consideration the Departmental need, budgetary provisions and stock position.
2. Head of the Department shall be responsible to keep a record of all such meetings convened for Purchase requirements. These meetings shall be held at the beginning of each term and if necessary as and when required.
3. Institute's Purchase committee verifies the need for the purchase, budgetary provisions and availability of funds and decides whether to approve purchase requisition or not.
4. Items costing more than Rs. 50000/- required by the college shall get prior sanction of the Gokhale Education Society. For this purpose, Principal of the concerned college should state their requirement with specifications and tentative amount for such purchase.
5. The enquiries are sent to Reputed/ Approved Vendors/Suppliers through dispatch section of the Institute.
6. Evaluation of vendors/suppliers: Selection of Vendors/suppliers is done after verifying their credibility/reliability with reference to
 - Financial Ability to comply the order
 - Reputation in the Market
 - Past Performance
 - Relation with the College
 - Reliability
 - Quality of Material
 - Timely Delivery
 - Agreement on verification methods
 - Provisions for settlement on quality disputes
 - Price
 - After Sale Services

Evaluation of vendors is based on 5-point scale :(5) = Excellent, (4) = Very Good, (3) = Good, (2) = Average, (1) = Below Average.
7. The Institute should keep a list of approved suppliers and periodical reassessment of vendors/suppliers should be done.

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8. Purchase Order shall specify the following details:
Type, grade, class, process requirement, inspection instructions or other precise identification/ specification
9. All the quotations/tenders are received by the Principal's Office and sent to Purchase Committee
10. Purchase Committee headed by Principal opens the quotations.
11. The comparative statement and vendor rating is done. Purchase Committee verifies and scrutinizes the terms and conditions and approves rate for purchasing.
12. The quotation approved by the purchase committee is placed before Principal for processing.
13. The Principal shall instruct the office through Registrar to place the purchase order and copy of the purchase order is send to the concerned department for reference.
14. The Principal shall keep the minutes of Purchase Committee meeting.

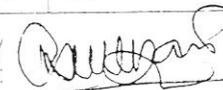
Note: For Items costing above Rs.50000/-, after purchasing is over copies of quotation with comparative statement along with the purchase committee report should be submitted to the Gokhale Education Society.

• **Receipt of material and payment to the vendor**

1. The material is received by the concerned Head of Department/ Office Registrar/Office Superintendent through the Principal/ Registrar/ Head of the Department.
2. The supplied material is Inspected / Tested/ Demonstrated/ Installed in concerned department /lab/ section and then a Material Receipt Report, Test/ Inspection/Report, Installation Report is prepared by the concerned Head of the Department and Technical Expert whenever necessary which is forwarded to the Principal and copies are sent to
 - Purchase Department for comparing with Purchase Order and entering into the Purchase Register
 - The Original Copy is sent to stores department for entering into Stock Register
 - Copy is sent accounts department for attaching as an evidence of receipt and correctness
 - The fourth copy is kept by the receiving department for future reference
3. The information regarding the supply of material / quantity/ quality as per specification is sent to the Principal to enable him to clear the payment to the Vendor as per Purchase/ Supply agreement.
4. If the material received is found not as per specifications and norms in the purchase order during Testing/ Inspection/ Installation or after observing operational performance, it will be returned to the Vendor/ Supplier and Good Return Note is prepared.

• **Recurring and Miscellaneous Purchase (Consumables Purchase)**

To meet the casual and day to day requirement of labs/department/section, the institute allows Advance Amount on which the purchase can be made without any quotation.

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6. Outputs:

1. Purchase Report
 - a. Department wise
 - b. Duration wise
 - c. Item wise
2. Purchase Orders
3. Stock Registers
4. Test/Inspection Report
5. Installation Report

7. Records:

1. Purchase Requisitions-received from different departments
2. Consolidated Purchase Requisitions
3. Request to send Quotations
4. Comparative Statement
5. Purchase Orders sent to various vendors/suppliers
6. List of Approved Vendors/suppliers
7. Delivery Challans
8. Invoices
9. Goods Received Note
10. Goods Returned Note
11. Stock Register
12. Purchase Register

8. Measurements:

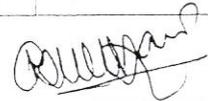
1. Quality Standard's Norms by ISO, ISI
2. Timely supply
3. Competitive Price
4. Testing, Installation and Demonstration Report
5. Operational Performance Report
6. Operational: Whether it is working properly or not as per mentioned
7. Comparative Statement

Guidelines for Purchase Process

Depending upon need, urgency, cost and budgetary provisions the Purchase Committee shall follow the following guidelines

1. Invite Quotations from approved vendors/suppliers
2. Accept or reject quotations as per specifications/ norms
3. Short listing of the vendors/suppliers for further negotiation
4. Negotiate terms and conditions of purchase contract with the short-listed vendors/suppliers.
5. Place order
6. Inspection of incoming material.
7. Accept or reject material supplied.

Note: The Principal or Head of the Institution shall obtain the necessary financial sanction from the Gokhale Education Society to process purchase orders.

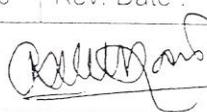
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RECORD TABLE

Record ID	Record No.	Life of Record	Responsibility of record Maintenance	Media	Location	Indexing	Safety & Security
1.	Purchase Order	5 Yrs.	Office Sup/Registrar	Hard Copy	Purchase File	Chronological order	General
2.	Request to send Quotation	1 Yr.	Concerned HOD office	Hard Copy	Dept File Requisition File		General
3.	Quotations red.	5 Yrs.	Concerned HOD office	Hard Copy	Quotation File		General
4.	Purchase Order	5 Yrs.	Concerned HOD office	Hard Copy	Purchase Order		General
5.	List of Vendors	1 Yr.	Concerned HOD office	Hard Copy	Vendors File		General
6.	Delivery Challan	5 Yrs.	Concerned HOD office	Hard Copy	Purchase file		General
7.	Invoices	5 Yrs.	Concerned HOD office	Hard Copy	Invoice File		General
8.	Stock Req	5 Yrs.	Concerned HOD/office	Hard Copy	Departments		General
9.	Vendor Evaluation	1 Yr.	Accountant	Hard Copy	Vendor evaluation file		General

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MAINTENANCE OF MEASURING DEVICES		

1. Purpose:

To maintain the functioning of Devices including Instruments, Computers, etc. used in laboratories during regular practical and at the time of practical examination to the satisfactory level with required accuracy.

2. Scope: All laboratories and Workshop

3. Responsibility:

HOD, Workshop Superintendent, Practical Incharge and Laboratory Incharge of the concerned Laboratories.

4. Inputs:

- List of Instruments, equipment with specifications & identification details.
- Class wise practical list.
- Class wise time table for regular practical.
- List of vendors for repairing work.
- Class wise time table practical examination.

5. Procedure:

Different departments involving laboratory work follow different procedures. The procedures are available in the respective departments.

6. Outputs:

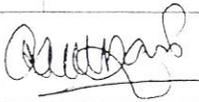
- List of instruments, equipment, computers, etc with updated tags with title either working or not working.
- List of instruments, equipment & computers required and available.

7. Records:

- Maintenance registers.
- Record of the expenses incurred for the repairs.

8. Measurements:

- Number of times the instrument, device fail to perform satisfactory working.
- Comparison of actual expenses with budgeted towards the repairs and maintenance of the instruments, equipment.

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