

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

The primary responsibility of the College for developing the College infrastructure lies within the Governing Body of the College, it in coordination with the IQAC makes plans and decides on strategies regarding these matters. Under its direction the College Administration allocates funds generated from students fees and other Agencies by which the necessary developmental works are done. In terms of the College Library, books are arranged in simple but systematic manner to help the user locate the books easily. In order to provide speedy and efficient service, library cards are issued to the students. Periodic up gradation of books and journals are done according to the needs of the students and faculties of various departments. The purchase of chemical & lab equipments is need based MIE has established transparent and robust procedures for the utilization and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. The detailed procedures and related policies are as follows:

A) Policy Statement:

MIE has numerous resources that are utilized for the benefit of faculty, students and staff. Resource in charges is responsible to ensure that

1. Resources are ready and made available whenever required.
2. Resources are repaired, calibrated, maintained and upgraded at optimal levels
3. The availability of the resource is made known to MIE and campus community

B) Utilization of Resources:

- 1) Availability of resource is verified with the concerned In Charge.
- 2) Permission for the utilization is taken from the respective authorities.
- 3) It becomes duty of the person who has generated the query to take care of the belongings.

C) Procedure for Repairs and Maintenance of Resources:

- 1) Every In-Charge regularly checks the resource available in their custody and verifies its working condition.
- 2) Accordingly report of nonworking material is communicated to the HOD.
- 3) HOD complies all the complaints and segregates them in urgent and annual maintenance categories.
- 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Principal

All maintenance work (Civil and electrical) is looked after by a duly nominated Committee appointed by the Principal every year at the beginning the session.

All items/ equipments related to maintenance and purchase is looked after by Purchase Committee and Finance Committee.

The procedure adopted for any purchase etc. is

- Any new item is purchased as per procedure of “Madhya Pradesh Bhandra Kray Niyam”
- Quotations are called as per the requirements. All quotation received are duly signed by the

member of purchase committee and lowest quoted rates are approved by purchase committee as per the comparative chart presented.

- The record of items purchased is maintained in the stock register.
- After satisfactory completion of work / relevant department being satisfied with the items received, payments are made on-line or by account payee cheque.
- TDS is deducted as per the rules of Govt.

Laboratory / Computer

Head of Computer Dept. is in-charge to look after the maintenance of the entire IT infrastructure of the college including Lab. equipments are purchased as per the requirement of the respective departments and the procedure of the purchase committee is mentioned above. Separate stock register is maintained by the respective departments for the item purchased. All Stock verification report is submitted by all Lab. in-charges every year to the Principal. Any fault/loss, damage is repaired and reported as per rules and norms. Students are allowed to do practical work in Lab in their allotted time in the presence of faculty members.

Library

There is a Library Committee to monitor the working of the Library which also supervises the purchase and maintenance of Library resources in coordination with Librarian. In the beginning of every session quotations are called by Librarian as per the demands and estimated budget submitted by the departmental heads for the purchase of Text books/reference books /periodicals / journals etc. For any purchase in the Library the above mentioned procedure is followed in coordination with the Departmental Heads and Purchase Committee. All new books are entered in the main stock register of the library and later transferred or issued to the respective departments. Library has a UGC sponsored network resource center as well. Students can search on-line and also avail Infflibnet facility.

Sports

Any purchase or maintenance of equipment of the sports department is monitored by the Sports Committee and maintenance committee in coordination with the Sports Officer of the Institution

Canteen

The college has canteen that runs on contract under the supervision of Canteen committee. The rates of food items are approved by the Canteen Committee. They supervise on the quality, quantity of food, cleanliness in and around the kitchen and overall functioning of the canteen.