

4.4.2 There are established systems and procedure for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

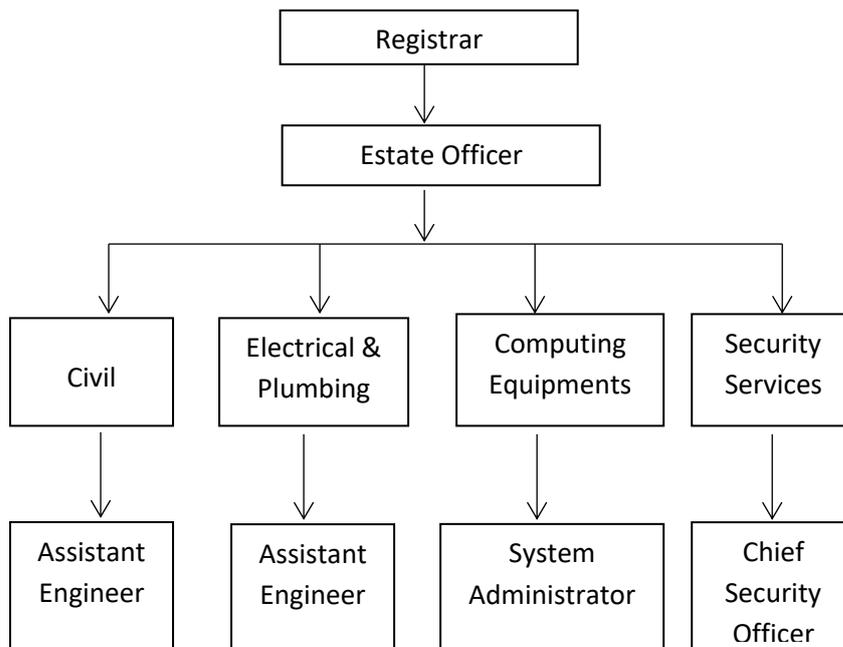
Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities

Policy Details of Systems and Procedures for maintaining and utilizing physical, academic and support facilities.

Estate Maintenance

- To establish a separate Estate Maintaining Wing with adequate support staff.

The organizational structure of Estate Maintenance wing is as follows:



- Estate Maintenance Office oversees the maintenance of buildings and classrooms, electrical fittings, washrooms, gardens and safety & security.
- Adequate in-house staff meticulously maintain health, hygiene, cleanliness and infrastructure to provide congenial learning environment.
- Employed adequate sweepers to clean the entire campus including wash rooms every day. Dust bins are placed in required places.
- **Maintenance of Buildings and Classrooms**
 - To maintain the buildings, class-rooms regularly and repair works are undertaken annually during the vacation periods.
 - To white wash the buildings once in three years and / or depending on the needs.
- **Maintenance of the Furniture and Fittings**

The classroom and office furniture are either in wood and /or steel. The steel chairs / desks, which are rusted are cleaned and repainted every year. Similarly, the wooden items which are broken and need to be repaired are done every year during summer vacation period.
- **Garden**
 - The Green cover of the campus is well maintained by the fulltime gardeners.

- Tree leaves and wooden logs are collected daily and taken to vermi composite yard for converting into manures.

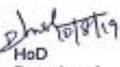
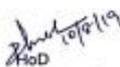
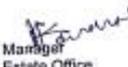
 KARPAGAM ACADEMY OF HIGHER EDUCATION <small>(DEEMED TO BE UNIVERSITY) ESTABLISHED UNDER SECTION 3 OF UGC ACT 1956 POLLACHI MAIN ROAD, EACANARI POST, COIMBATORE - 641 021.</small>	
No. 2101	Date 10.8.19
<u>MAINTENANCE / SERVICE REQUEST FORM</u>	
I request you to service the following repair in Block Name <u>Sankaram (S Block)</u>	
ClassRoom / Lab Number <u>S 107, S 304</u> Department <u>CS, CA + IT</u>	
<input type="checkbox"/> Tube Light / Choke / Complete Set <input type="checkbox"/> Fan / Switches <input checked="" type="checkbox"/> Door / Collapsible Gate / Window / Glass <input type="checkbox"/> Flooring / Plastering White Colour Washing <input type="checkbox"/> Urinal / Closet / Tap <input type="checkbox"/> Ramp / Lift <input type="checkbox"/> Kitchen Exhaust / Toilet Exhaust <input type="checkbox"/> Others	
 HoD Department	Date 10.8.19  Manager Estate Office
Work Completed on 13.8.19	
 HoD Department	Date 13.8.19  Manager Estate Office

Fig. Maintenance / Service Request Form

- Laboratory Equipments

- To purchase laboratory equipments depending on need and to calibrate them periodically.
- To dispose of the broken glass wares through auction.
- To purchase laboratory chemicals basing on the indent submitted by the respective department.

- Computer Systems Maintenance

System Administrator maintains Central Computing Services Unit for the purpose of development, implementation and maintenance of the security of the IT infrastructure of the Institution. It is an in house servicing section for both software and hardware related issues. Network security is maintained and its services are upgraded periodically.

Maintenance of services like ERP, File server management, Firewall maintenance and Wi-Fi services are carried out.

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(Deemed to be University, Established Under section 3 of the UGC Act 1956)
POLLACHI MAIN ROAD, COIMBATORE - 641 021.

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STOCK REGISTER

Date	Ledger Folio	Number & Date of Bill	Details of Items Received	Suppliers Name & Address	Date of Receipt	Value	Director	System Advisor	CEO	Registrar	Remarks
15/6/2020	727	13/6/2020 140	HP Scanjet F50 Flow 7500 Flatbed Scanner B69811100C	Bala Technology	1 No	71,000			71,000		
						CGST 9%			6,390		
						SGST 9%			6,390		
									<u>83,780</u>		

22/5/20	725	215 22/5/20	Logitech webcam Bcc950 NF USB Extm Cable s	Bala Technology	1 No 1 No	17,600 350			17,600 250		
									17,950		
						CGST 9%			1,615.50		
						SGST 9%			1,615.50		
									<u>21,181</u>		
15/6/20	726	29 24/6/2020	Desktop Xeon E3 v6 16GB/1TB/2000	Dntek wise	1 No	48,999.96			48,999.96		
						CGST 9%			4,410.00		
						SGST 9%			4,410.00		
						Round off			0.04		
									<u>57,820</u>		

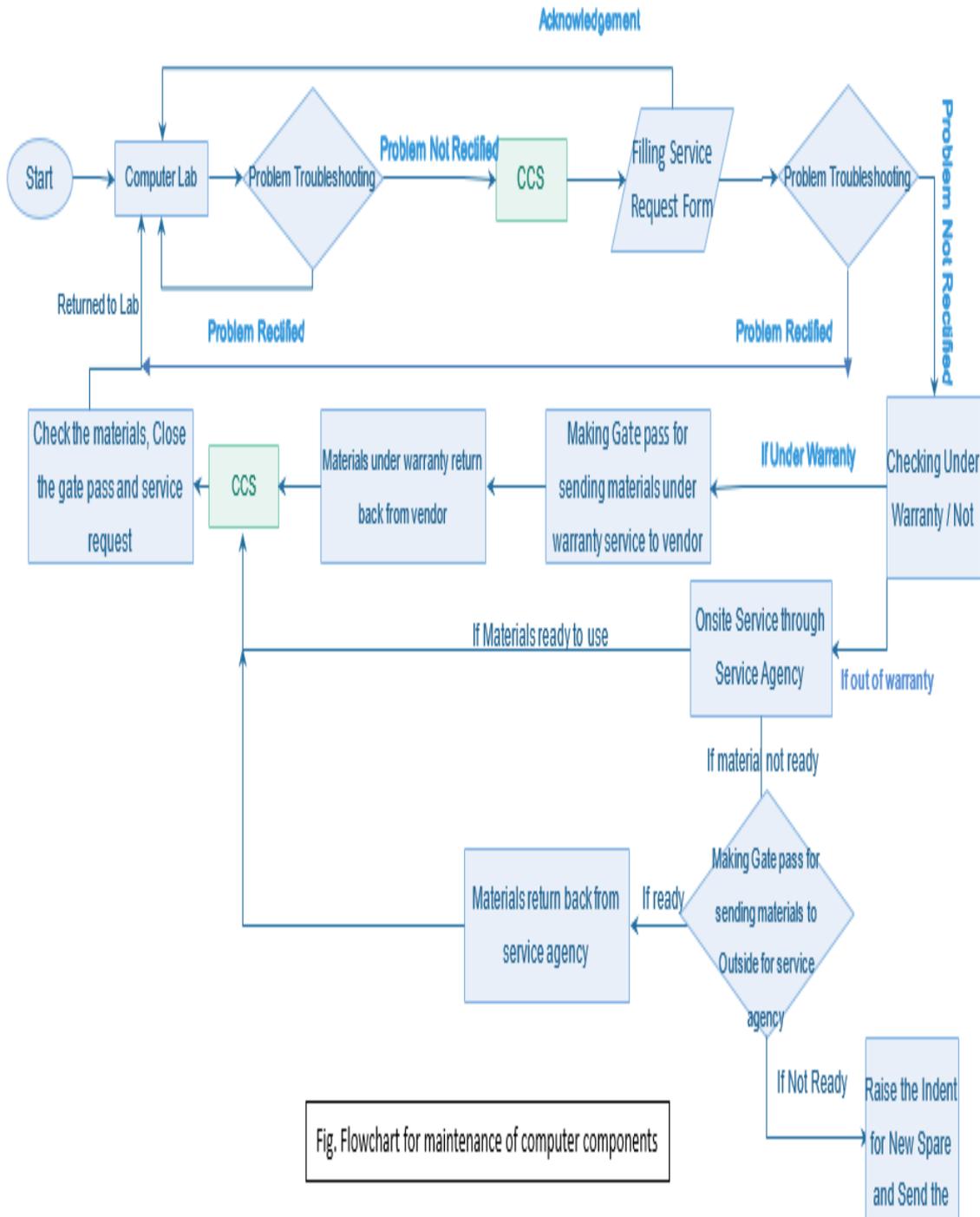
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STOCK REGISTER

Date	Ledger Folio	Number & Date of Bill	Details of Items Received	Suppliers Name & Address	Date of Receipt	Value	Director	System Advisor	CEO	Registrar	Remarks
20/5/20	722	158 11/2/20	SPSS Base 26 - 10U Edu SPSS Adv. Stat. 10U Edu SPSS Data Prep. 10U Edu SPSS Regr. 10U Edu SPSS Cat. 10U Edu	Expertia systems	1 No 1 No 1 No 1 No 1 No	115,605 64,197 49,417 64,197 62,296			1,15,605 64,197 49,417 64,197 62,296		
						CGST 9%			3,201.65		
						SGST 9%			3,201.65		
									<u>1,19,708.30</u>		
6/5/20	722	3 6/5/2020	Logitech webcam Bcc950	Bala Technology	1 No	17,600			17,600		
						CGST 9%			1,588		
						SGST 9%			1,588		
									<u>20,768</u>		

Computer Component Service (CCS) Work



KARPAGAM ACADEMY OF HIGHER EDUCATION
Coimbatore - 641 021.

COMPUTER COMPONENT SERVICE REQUEST FORM

From Sender	KU / CCS / 01.1	CCS No: 1105
Date: <u>18 / 2 / 2020</u>		
Lab / Department Name: <u>NCA LAB</u>		
Block / Floor / Room No: <u>3 / 2 /</u>		
Component Name with serial number: <u>GIABYTE MB GA-H61M-WW WITH I3 PROCESSOR</u>		
Fault Detected Date: <u>18 / 2 / 2020</u>		
Nature Of Complaint: <u>NOT WORKING</u>		
Component No: <u>SN 1425600076081</u>		
Name & Signature: <u>M. KINTHYA / M. Mg</u>		
At Receiver End		
Received Date: <u>18 / 02 / 2020</u>		
Action Taken on the component: Inhouse service <input type="checkbox"/> Sent for service <input type="checkbox"/> Warranty service <input type="checkbox"/> Paid service <input checked="" type="checkbox"/>		
Form Receiver name & Signature: <u>S. Vijay /</u>		
On Sending to Service Agency		
Date on Sending to Agency: <u> / / </u>		
Component sending Agency name: <u> </u>		
Agency Receiver Name & Signature: <u> / </u>		
On Return From Service Agency		
Service Date: <u> / / </u>		
Status of the Component: Service <input type="checkbox"/> Non-Serviceable <input type="checkbox"/> Warranty Replacement <input type="checkbox"/>		
Bill No / Invoice No: <u> </u> Bill / Invoice Date: <u> / / </u>		
Agency Return Person Name & Signature: <u> / </u>		
Return After Service To Sender		
Date on which returned to sender: <u> / / </u>		
Receiver Status: <u> </u>		
Receiver Signature & Name: <u> </u>		
Tech Reference Slip		
Material Submit Date: <u>18 / 02 / 2020</u>		CCS No 1105
Lab / Department Name: <u>GIABYTE GA-H61M-WW motherboard</u>		
Component Name with serial number: <u>SN 1425600076081</u>		
Component Receiver Signature & Name: <u>S. Vijay /</u>		

Fig. Computer Component Service Request Form

- **Sports Facilities Maintenance**
 - The Institution has separate play grounds for different outdoor games and spacious rooms for conducting indoor games.
 - To maintain play grounds periodically as they are used continuously by the students.
- **Safety and Security**
 - To ensure the campus safety and security through CCTVs and 'Security Guards'.
- **Library Books**
 - To maintain Library Stock Register, Book Accession Register, Journal Register in the Library.
 - To classify rare and costly books and kept them as 'Reference books'.

Maintenance of Library

The departments submit their library book requirements every year and the requirements are placed before the Library Advisory Committee and after its approval, the questions shall be called and the publishers who give maximum discount shall be finalized. There is minimum prescribed number of books a staff or student can take at a time which should be returned within a fortnight. There is also a provision that not more than 20% books may be condemned in a year. In case of loss of books by a student, he/ she have to return same new book or reimburse the cost of the book. Fest control of library books and records is done every year to ensure its safety.

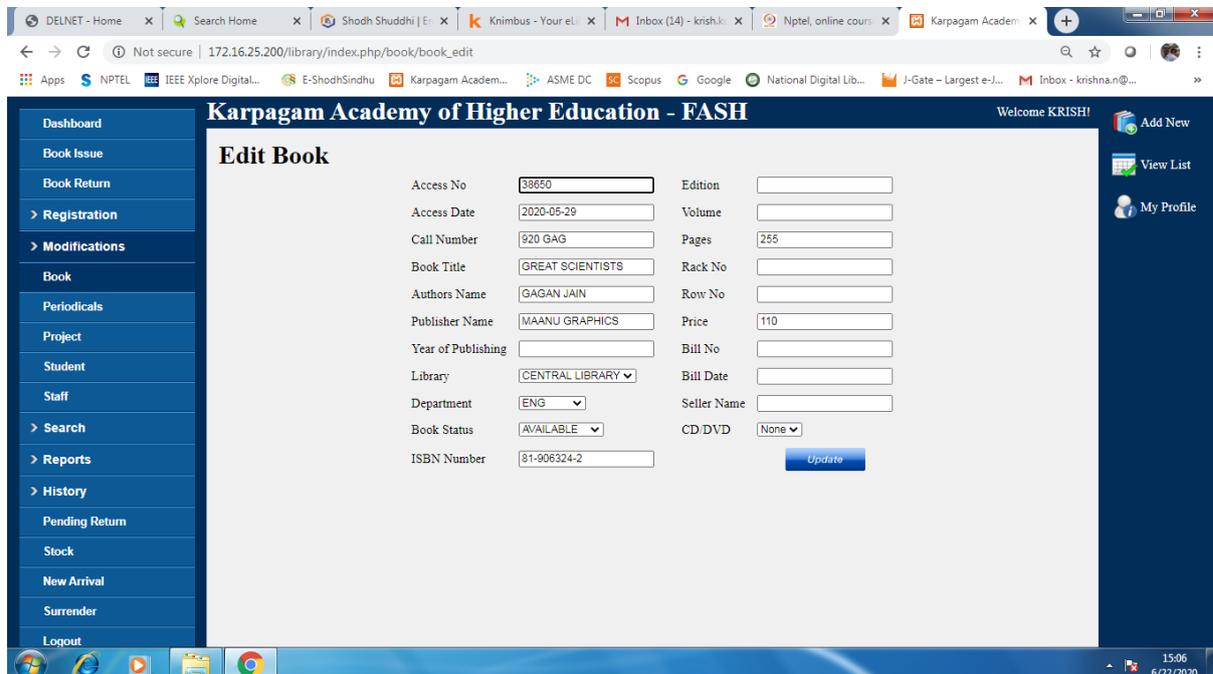


Fig. Faculty of Arts, Science and Humanities Library

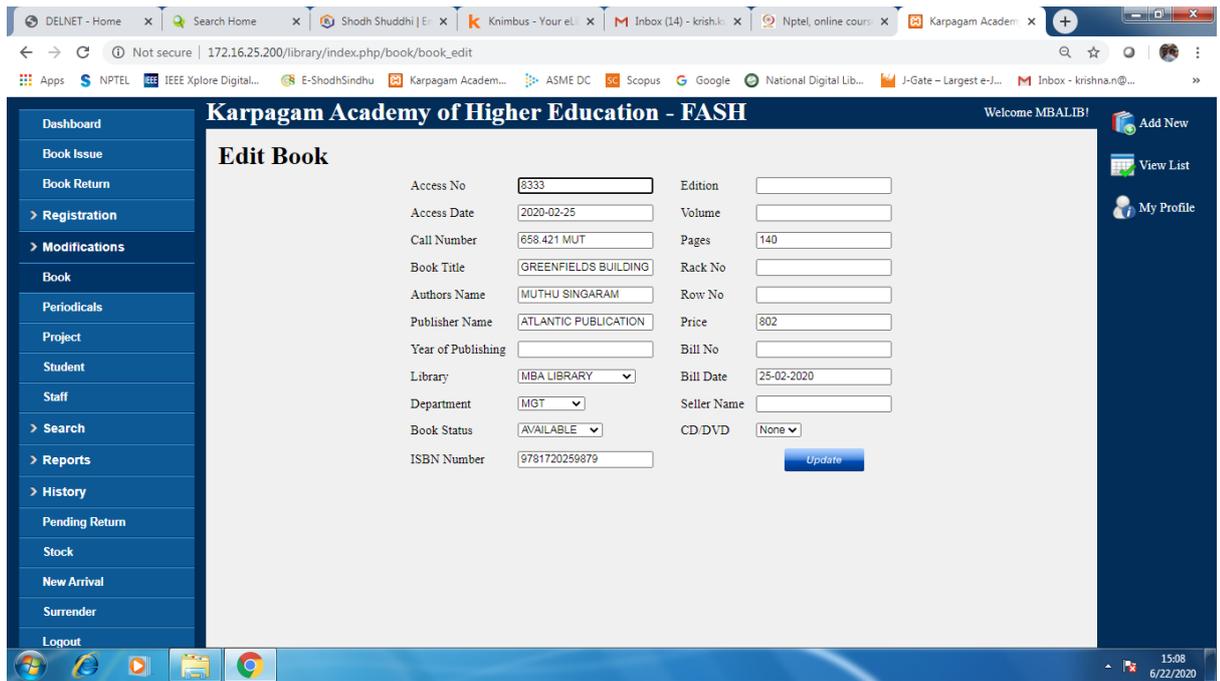


Fig. MBA Library

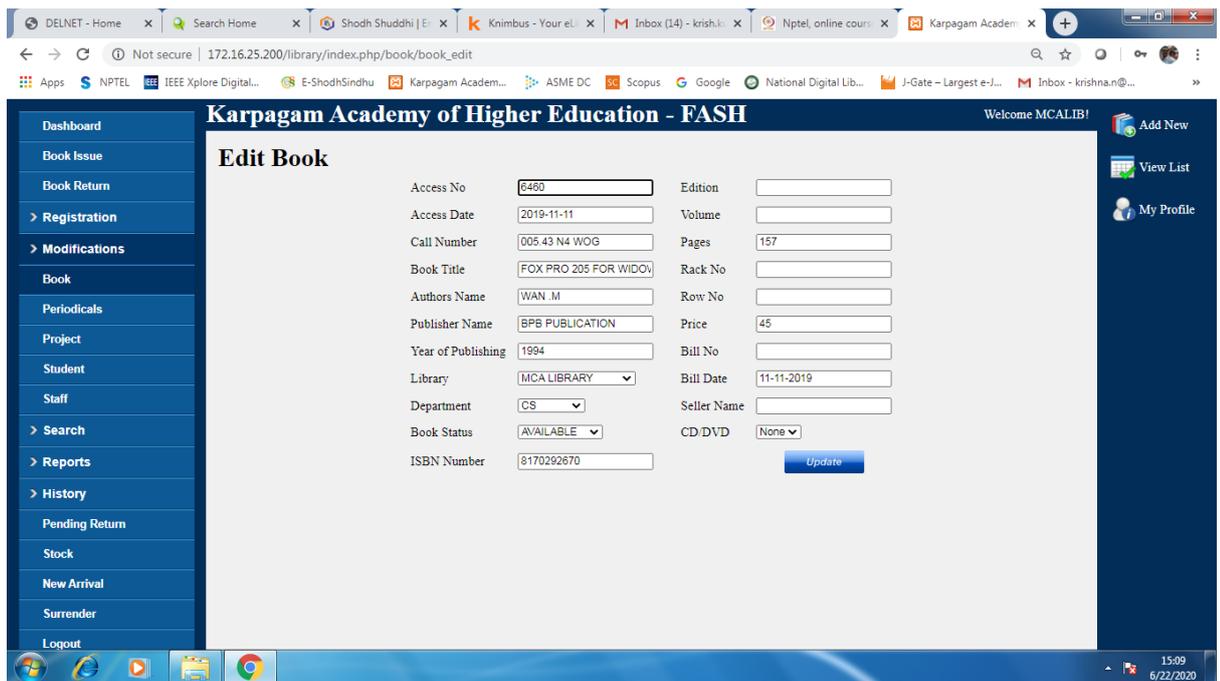


Fig. MCA Library

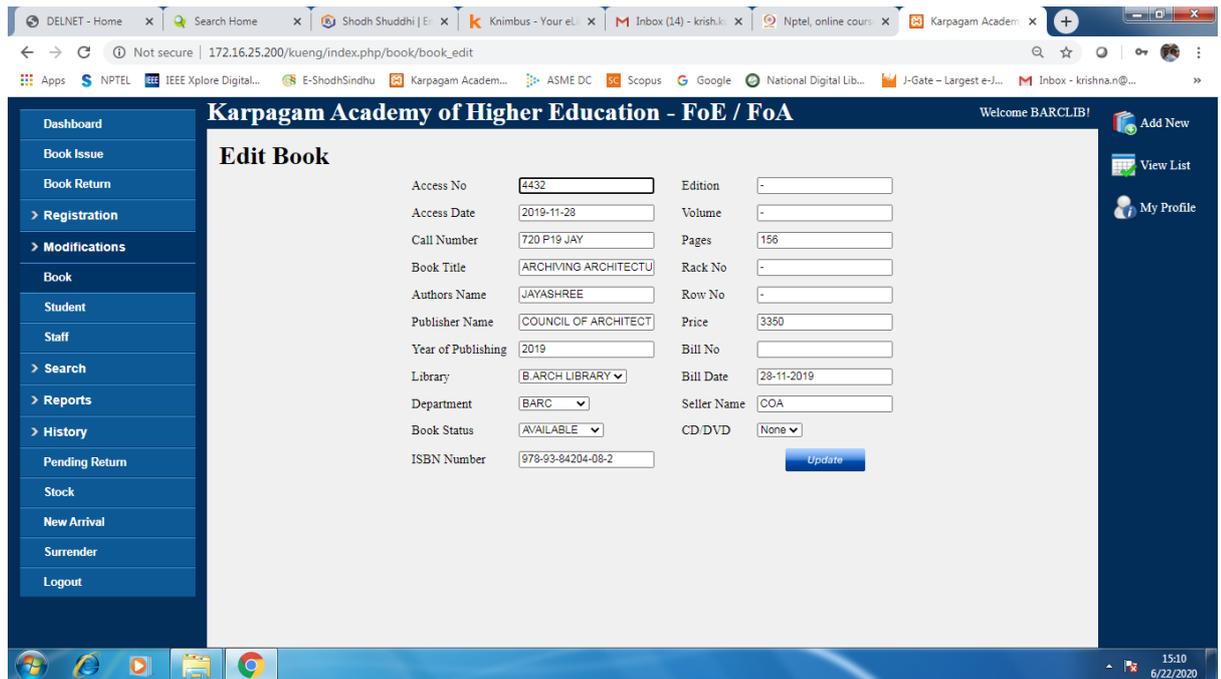


Fig. Faculty of Engineering / Faculty of Architecture Library

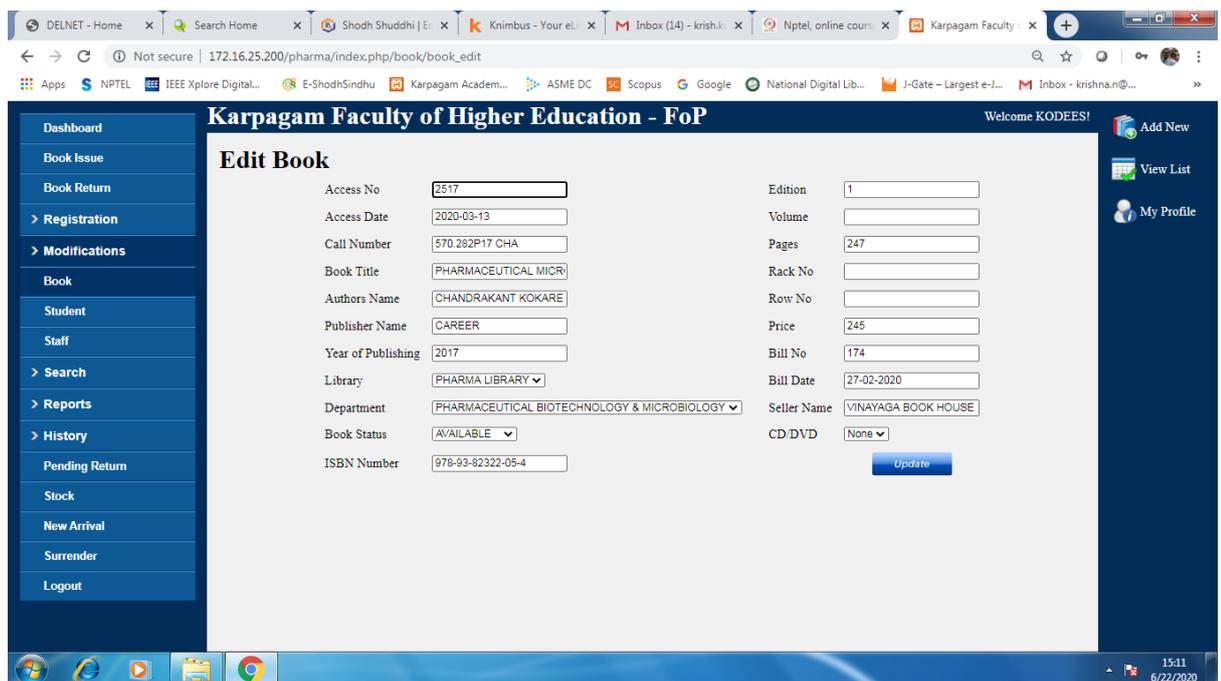


Fig. Faculty of Pharmacy Library

- Procedure of Purchase

For purchase of all items in the Institution the following procedure is adopted.

- The requirements for laboratory equipments and other equipments such as computer systems, printers shall be submitted by the respective Heads of Departments and sections.
- Once it is accepted in principle, the Registrar will be inviting quotations from the reputed / authorized suppliers. A minimum of three quotations has to be received otherwise re-quotation will be asked for.

- The quotations shall be opened by the Registrar before the members of the Purchase Committee (Constituted by the Board of Management) and all the members including Registrar will sign on the individual quotations.
- Then the Registrar office will prepare a comparative quotation.
- Then the Meeting of the Purchase Committee shall be convened on a particular date and the advance notice of the meeting will also be sent to the suppliers who submitted the valid quotations as per the specifications issued to appear before the Purchase Committee for negotiations.
- On the appointed day of meeting the Purchase Committee shall negotiate price with the suppliers and arrive at a lowest price.
- In case of purchase of high value, specialized equipments are concerned the specialist in the field will be invited as a special invitee to the meeting.
- The Purchase Committee will submit its minutes to the Registrar.
- On approval of Minutes by the Vice Chancellor / Board of Management, the purchase shall be finalized.
- In case of buildings / costly equipments the Tenders will be issued and rate will be finalized as per the Tender Transparency Act.
- In case of chemicals and other frequently purchased items 'rate contract' will be finalized and purchase shall be made.

- **Stock Taking Procedure**

1. Every department maintains a stock register for the office and laboratory equipment and furniture.
2. Proper inspection and verification is done at the end of every year by the Institution.

- **Maintenance Procedure**

During the regular working days, the concerned Head of the Department / Section submits a request to the Estate Office mentioning civil or electrical defects identified in the prescribed preforma and the defect shall be rectified within 24 hours or immediately in the case of emergency and inform the action taken to the Registrar.

- **Annual Maintenance Contract (AMC)**

Optimums working conditions of all equipments is ensured through Annual Maintenance Contract wherever applicable. Maintenance of Generators /UPS, Air Conditioners, CCTV Cameras, water purifier and Lifts come under the purview of AMC.