

Infrastructure Maintenance

Lab Equipments

Stage I: Listing of Faulty Instruments

- i. A list of faulty instruments shall be made.
- ii. It should be entered in the department register assigned for the same.

Stage II: Request for Repair

- i. Teacher-in-charge or Department Committee shall formulate the estimate for instruments that require repair.
- ii. The repair budget thus made shall be submitted to the college office.
- iii. As per the funds available, Teacher-in-charge or Department Committee will take the permission of the principal for the repair of instruments.
- iv. The order shall be placed for repair or quotations can be invited whatever deemed fit by the authorities.
- v. The receipt of items given for repair to the vendor will be collected.

Stage III: Verification of the Bills and Payment

- i. The repaired items must be thoroughly checked by the faculty.
- ii. The names of repaired items once found up to the satisfaction should be struck off the register.
- iii. Once the items repaired have been checked and found to be in good working condition, the bills are to be submitted to the account section for making the payment to the vendor.

Building/Institution Maintenance

Stage I: Submission of the Requirements to Caretaker

- i. All departments will submit their maintenance requirements to the caretaker.
- ii. The caretaker will place the requirement lists before the Building/Institution Maintenance Committee.

Stage II: Applying to PWD

- i. The Institution Maintenance Committee will prepare its recommendation list regarding the requirements submitted to it.
- ii. The Committee will submit its recommendations to the Principal.
- iii. Once the approval is obtained, the recommendations will be submitted to the PWD.

