

**OFFICE OF THE PRINCIPAL**  
**D.P. VIPRA COLLEGE, BILASPUR (C.G.)**  
**NAAC ACCREDITED "A" GRADE**

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**Maintenance Procedure (2019-2020)**

Repair and maintenance of Laboratory, library, computer, and class rooms are continuous process and budgetary provisions are sanctioned in every academic year. Further the college has well defined procedures for new construction; repairing and maintenance activities to ensure time bound maintenance work.

1. All the physical, academic and support facilities are maintained through various committees such as Purchase committee, library committee etc.
2. During academic year steps are taken for proper lighting, electrification, new furniture requirements in classrooms, and coloring of the classroom.
3. Library committee is functional and taking care of maintenance of reading rooms, upgrading the automation process, procurement of new books, journals, periodicals, and some rare books.
4. The sports department of the college has taken the responsibility for the creation and maintenance of sports facilities inside the campus for the students.
5. The different software systems in the different sections of the college are regularly upgraded and supervised by Computer maintenance committee of the college.
6. The up gradation and maintenance of the different laboratories are done by the respective departments in collaboration with purchase committee.
7. The college is also getting support from Envicare for the e- waste management.

8. Separate professionals are appointed for regular cleaning, electrical, plumbing and toilet maintenance of the campus like Sweeper, Gardener, plumber, electrician, and carpenter

**The following procedure is adopted for maintaining and utilizing physical, academic and support facilities:**

1. Valuation of work is done.
2. Ascertainment of work certified.
3. Project proposal for material to be purchased.
4. C.G. Bhandar Kray Niyam 2002 rules are followed.
5. Physical verification is done.
6. Entry in the Stock Register.
7. Journal of Dead Stock.
8. Scrap is to be written off.

**The following policies are adopted for maintaining and utilizing physical, academic and support facilities:**

1. A provision is made in the Budget.
2. Demand received from the respective Departments.
3. A Note sheet is sent to the Management for Acceptance.
4. Invitation of Quotation and Tenders.
5. Making Order.
6. Payment through Cheque.



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