



Kannada Sangha Pune's
KAVERI COLLEGE OF ARTS, SCIENCE AND COMMERCE,
PUNE

Procurement, Usage and Maintenance
Policy

Kaveri College of Arts, Science and Commerce
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Procurement, Usage and Maintenance Policy Document

At Kaveri College of Arts, Science and Commerce, the parent body, Kannada Sangha Pune adopts a planned approach in order to make the infrastructural facilities available for use and to maintain the facilities. This policy also provides a framework for the optimal use of physical assets as well as regular review of the College's space needs. Following is the Procurement, Usage and Maintenance policy followed at Kaveri College of Arts, Science and Commerce.

Procurement: -

- College needs to send its major purchase requirements of equipment, facilities and infrastructures through separate requisition to the Kannada Sangha.
- Sangha on receipt of such requisition shall invite the quotations from various service providers.
- The purchase department after a thorough study of the requirements and the quotations received approve the suitable quotation.
- Other purchases can be done at college level in consultation with Kannada sangha.

Usage: -

- On receipt of the required infrastructural facilities, the concerned Heads need to maintain record of utilisation of the facilities made available by Kannada Sangha.

- For utilising the facilities like classroom, laboratories, sports facilities etc. time table shall be prepared annually and accordingly the utilisation takes place to ensure optimum utilisation. The classrooms may be allocated according to number of courses and student strength of each class.
- Availing, utilising and maintaining the learning resources of the Library shall be taken care by the college library.
- Prior booking for the utilisation of Audio - Visual Rooms is necessary.
- To ensure the optimum utilisation of common facilities like Ground, Auditorium, Gymnasium etc. are made available to the outsiders on rental basis, prior booking for utilising these facilities is necessary.

Maintenance: -

- The custodians of the equipment or facility frequently need to examine them for timely maintenance and repairs to ensure its performance.
- Annual Maintenance Contracts shall be done with varied service providers for services like CCTV, UPS, Biometric System, Air Conditioners, Coolers, Duplicator, Pest Control, Generator set, Elevator and automation service provider, ERP Software etc.
- For creating and maintenance of electrical infrastructure and electrical equipments full time staff members (as required) shall be recruited by Kannada Sangha.

- A full time IT Administrator shall be appointed to handle hardware, software and internet maintenance related requirements.
- Additional in-house support staff like carpenter and plumber for specific requirements shall be appointed as and when required.
- Maintenance and utilization of library resources shall be done strictly by following the library rules.

The above policy must be followed to ensure the maximum utilisation of the equipments facilities and infrastructure.
