M S Ramaiah College of Arts, Science and Commerce
Re-accredited 'A' by NAAC, Permanently Affiliated to Bengaluru Central University,
Approved by Government of Karnataka, Approved by AICTE, New Delhi,
Recognized by UGC under 2F & 12B of UGC act 1956

PROCUREMENT
&
GENERAL MAINTENANCE

16.1 Statement:

The policy aims at augmenting infrastructural resources time to time to meet the growing demands for achieving excellence. It also deals with channelizing, stringent monitoring, transparency, accountability in the process to ensure procurement is economical and the goods/services purchased are at their true worth.

16.2 Scope:

This policy and its components is applied to all teaching/non-teaching staff, purchase section, purchase officer and other concerned administrators.

16.3 Objective:

❖ Consistent updating and up gradation to enhance teaching/learning

❖ Establish mandatory, unambiguous model for procurement

❖ Ensure transparency, impartiality, accountability in procurement.

❖ Adhere to the legal and regulatory context while awarding contracts.

16.4 Regulations:

Every Department shall put forth the annual budget proposal for the forthcoming academic year based on the student strength and the curriculum that shall be reviewed by the purchase committee and recommended by the Principal. The consolidated Budget Estimate shall be prepared by the Principal for management approval leading to sanction of funds. The amount sanctioned shall be utilized within that academic year or till the budget for the next academic year is approved.

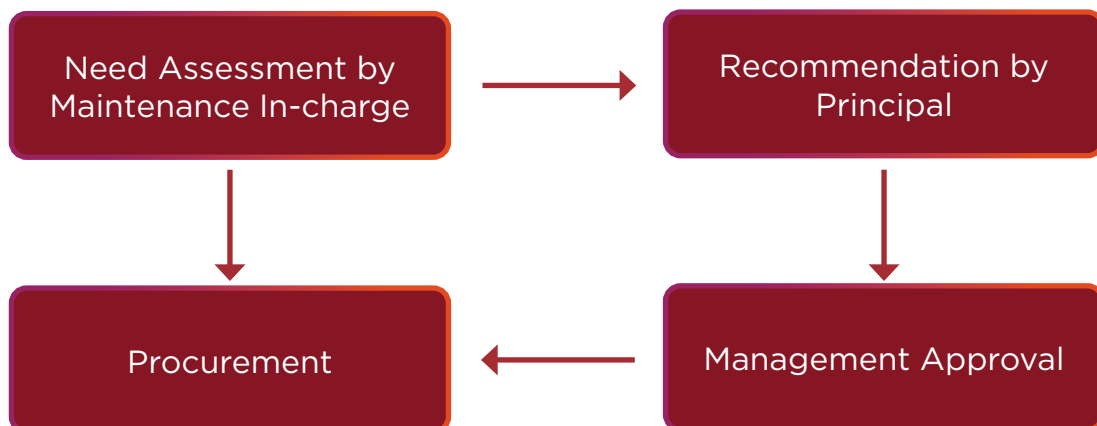| Budget Proposal by HOD | Review by Purchase Committee | Recommended by Principal | Consolidated Budget Estimated by Principal | Approval by Management |

16.5 Process for Up gradation:

Need assessment shall be carried out by the HoD for up gradation of the existing facility like infrastructural modification, extension of laboratory facility, purchase of high end equipment and the recommendation of the same may be submitted to Principal through proper channel as below:

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┌─────────────────────┐
│  Need Assessment    │
│     by HOD          │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│     Purchase        │
│     Committee       │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│     Principal       │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│      CE/CFOI        │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Governing Council For │
│ Management Approval │
└─────────────────────┘
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16.6 Procurement:

For up gradation of Common Facility like water purifier/coolers, furniture, ICT facility, CCTV cameras, UPS, Generators etc., need assessment shall be carried out by the Maintenance In-charge and the recommendation of the same may be submitted to the Management through Principal for approval.

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┌──────────────────────┐          ┌──────────────────────┐
│ Need Assessment by   │ ───────▶ │  Recommendation by   │
│ Maintenance In-charge│          │     Principal        │
└──────────────────────┘          └──────────────────────┘
          │                                 │
          ▼                                 ▼
┌──────────────────────┐          ┌──────────────────────┐
│    Procurement       │ ◀─────── │ Management Approval   │
└──────────────────────┘          └──────────────────────┘
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16.6.1 Process of Procurement/Maintenance:

The purchase section is in-charge of procurement of equipments, computers, instruments, appliances. Approval of Governing Council and Management will be obtained on the recommendations. The Purchase Committee shall invite quotations for supply by adopting the procedure in vogue. On receipt of the quotations, they shall be considered by preparing a comparative statement in the light of the specifications and the rates quoted and after holding negotiations with the suppliers, purchase orders will be placed In case of urgency, purchase orders may be issued with the approval of the management subject to ratification by the governing Council as well. All the purchases shall be entered in the stock registers of the respective departments .All the accounts of the purchase section, are exposed for both internal audit and regular audit periodically.

The procurement of chemicals, equipment, other necessary materials and maintenance of equipment shall adhere to the following procedure:

16.6.2 Identify Potential source:

The procurement of the chemicals, equipment and all the necessary materials and services required by the institution shall be made from the reliable sources. Keeping in mind the Quality and service provided, while operating at the highest standard of ethical conduct the suppliers can either be processing Rate Contract or Direct.

16.6.3 Procurement:

16.6.3.1 Purchase without quotations

The following items shall be purchased through general maintenance fund with the approval from the Principal without inviting the quotations

- ❖ Biological specimens

- ❖ Maintenance items like battery cells, coils etc

- ❖ Raw materials for practical sessions viz., dairy products, fermented food and beverages, vegetables, fashion accessories, fabric, electrical and electronic components, computer accessories, oil, etc.,

- ❖ The said items shall be purchased as per 14.10 procedure.

16.6.3.2 Purchase with quotations

- ❖ It is imperative to call for quotations at least from three different suppliers

- ❖ Generally the lowest bidder shall be preferred however in certain cases the selection of supplier depends on the specification and quality rather than price.

- ❖ The indent list along with three comparative statements (one in case of supplier with rate contract) recommended by the purchase committee and Principal shall be submitted to the central purchase for release of Purchase Order leading to procurement.

16.6.3.3   Receipt of Goods and Services:
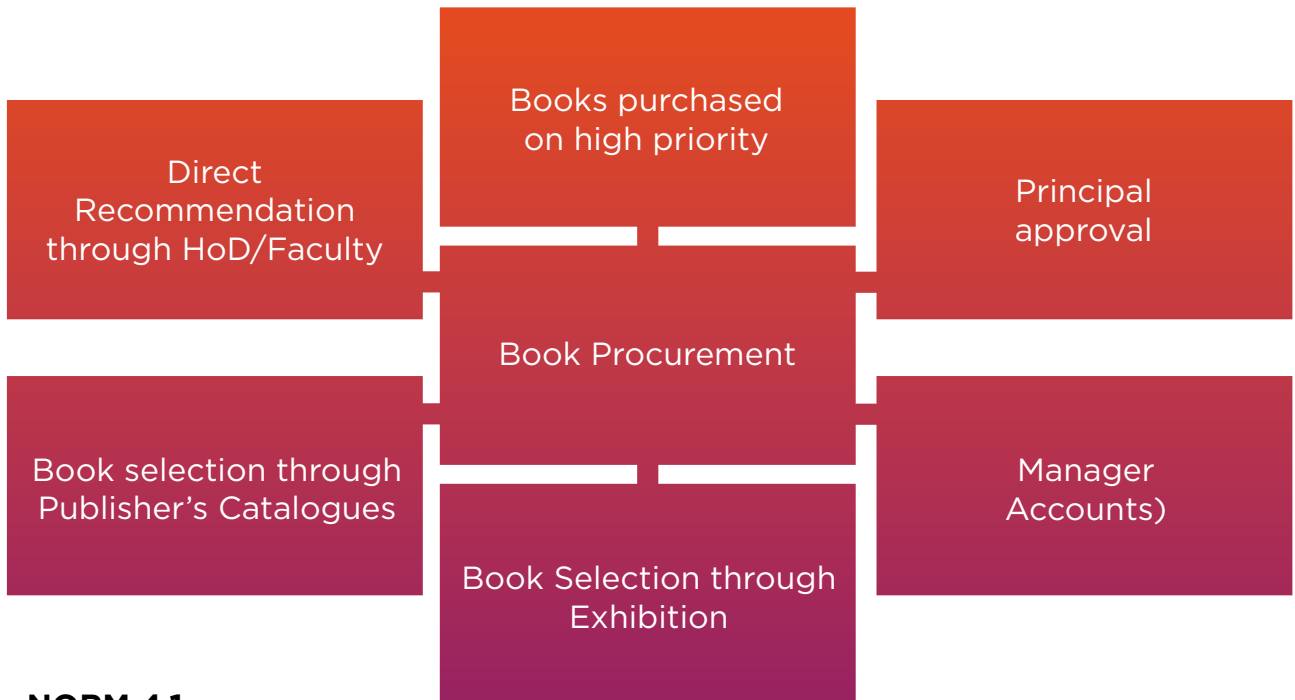
16.6.3.4 Goods procured through sanctioned budget:

❖ Goods shall be received after security clearance

❖ Stock register shall be maintained and details of goods received shall be entered

❖ Invoice shall be certified by HoD and then by Principal

❖ Certified invoice along with Delivery Challan (DC) shall be processed to Manager Accounts section for payment.

❖ Advance payment shall be made for certain items, if it is a company norm.
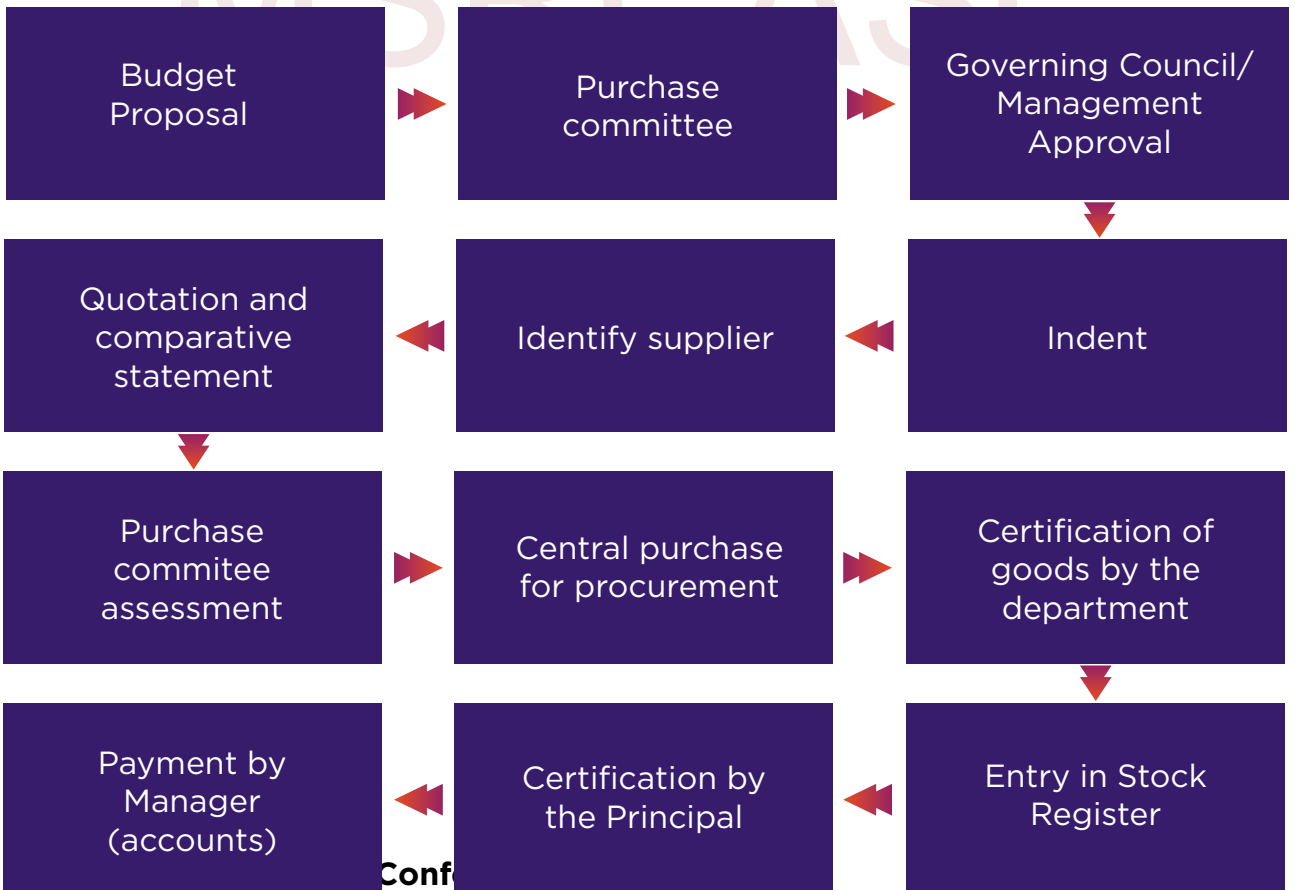
16.6.3.5 Procurement with sponsored Fund:

❖ The grant received from the sponsored agency shall be maintained in the Savings Bank account of M S Ramaiah College of Arts, Science and Commerce (Research) and shall be utilized as per the norms of the funding agencies.

❖ Principal investigator shall have the autonomy to choose the supplier based on approved specification

❖ Procurement shall be recommended by the HoD and approved by the Principal.

❖ PO and payment shall be released by the Principal provided receipt of goods and service are maintained as specified in 4.1 norms.

| Sponsered Fund Maintained in TOCS Research Account | Principal Investigator Autonomy to choose the supplier | R&D Dean Recommendation |
| Purchase Committee Recommendation | Principal Approval | Procurement |

16.6.3.6 Procurement of Books

Book Procurement

	Books purchased on high priority	
Direct Recommendation through HoD/Faculty		Principal approval
Book selection through Publisher's Catalogues	**Book Procurement**	Manager Accounts)
	Book Selection through Exhibition	

NORM 4.1

Budget Proposal	→	Purchase committee	→	Governing Council/ Management Approval
Quotation and comparative statement	←	Identify supplier	←	Indent
Purchase commitee assessment	→	Central purchase for procurement	→	Certification of goods by the department
Payment by Manager (accounts)	←	Certification by the Principal	←	Entry in Stock Register

Conf

- ❖ The fund availed for the conference shall be maintained separately in the specified SB account

- ❖ The Organizing Secretary of the conference shall have the autonomy to procure the items required.

- ❖ Procurement can be made without availing the quotations.

- ❖ The Organising Secretary shall submit the Statement of Expenditure (SE) along with the bills to Accounts Section with Principal's approval.

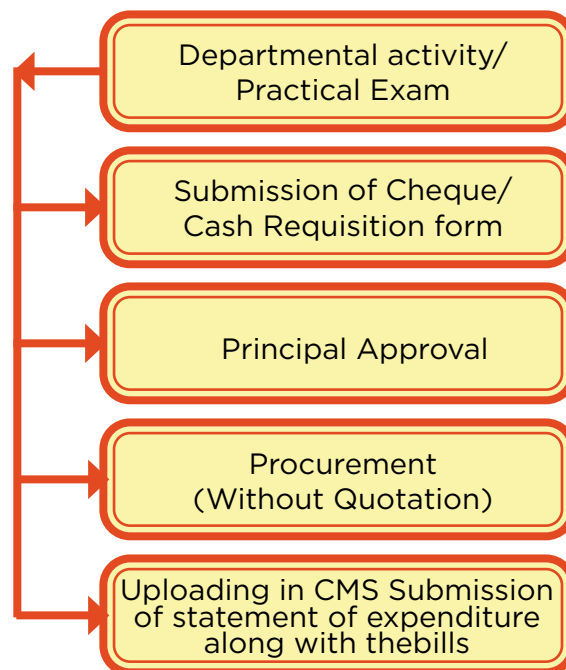### 16.8 Procurement from fund account:

Breakage of the glassware/instruments shall be replaced by utilizing general maintenance fund with the approval of Principal. However, individual breakages shall be replaced by the respective student.

16.9 Maintenance of Common Facility:

The maintenance in-charge shall identify and submit the list of materials required to maintain the common facility like Water purifiers, Electrical items, Equipments for ICT facility, antivirus software, Furniture and other general maintenance items. These shall be approved by the principal for procurement through Fund account.

16.10 Procurement for Departmental activities:

The department shall avail funds for conducting departmental activity/practical exams by adhereing to the following procedure :

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┌─────────────────────────┐
│  Departmental activity/  │
│      Practical Exam      │
└─────────────────────────┘
┌─────────────────────────┐
│   Submission of Cheque/  │
│    Cash Requisition form │
└─────────────────────────┘
┌─────────────────────────┐
│     Principal Approval   │
└─────────────────────────┘
┌─────────────────────────┐
│       Procurement        │
│    (Without Quotation)   │
└─────────────────────────┘
┌─────────────────────────┐
│ Uploading in CMS Submission │
│ of statement of expenditure │
│    along with thebills   │
└─────────────────────────┘
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4.4.2. SOP for Maintenance and Repair of physical Facilities

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

Our institution comes under the GEF (Engineering & General Science) umbrella. The maintenance of common facilities like Civil, Water, STP, Electricity, Plumbing and Computers is taken care of by a central unit employed by GEF. The maintenance and preservation of the infrastructure facilities are carried out with the support of the heads of the particular infrastructure department of GEF.

The Maintenance Cell of MSRCASC has designated personnel and officials for carrying out and overseeing the maintenance of, classrooms, laboratories Maintenance cell meetings are held quarterly.

The College Administrative Officer regularly monitors and supervises the overall infrastructure and ensures its upkeep, repair and maintenance within the college.

The civil maintenance is headed by chief engineer. He is in charge of water and sewage, building, carpentry and gardening. Each division is headed by a supervisor and employs respective skill workers.

There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities.

Submission of Proposal by Head Of the Department	Evaluation followed by call for quotations	Quotes will be verified by Principal	Quotes forwarded to CE and CFO for approval	Purchase of Equipment and entry in stock register

At the end of every financial year stock verification is done by the college office. The same process is done for repair, writing off or repurchase every year.

ICT Maintenance

MSRCASC has an independent IT Department for maintaining the IT resources. Annual maintenance contracts with the suppliers of ICT based instrumentation, hardware and software are in place to take care of the maintenance.

The persons in charge of computer labs (AMC contracted to Aditya Systems and Services), library, laboratories etc. look after the maintenance as well. Tie ups with service providers also ensure infrastructural update.

The computers, Wi-Fi facilities in classrooms, LAN connectivity is maintained and upgraded regularly by team of experts from IT department.

Electrical and Electronic Maintenance

MSRCASC has engineering section that looks after maintenance of electrical installations, lifts, water coolers, air conditioners and generators. The electrical and electronic equipment are looked after by a team of electrical maintenance staff.

Annual maintenance contracts for biomedical equipment, computers and other gadgets are in place. Periodic instructions, reviews, checks, observations by the stakeholders and continuous monitoring helps in maintenance of the entire infrastructure.

Academic Support facilities

Library:

The library committee takes care of the safety and other maintenance issues related to library. A yearly book audit is conducted across all faculties and departments to check the maintenance of books.

Central library regularly monitors the condition of the library stock, collection, issue and maintenance of the books like covering, binding etc.

Apart from Central Library, we also have libraries at department levels that permits students to refer.

Laboratory:

All the equipment's are not only properly insured but also under annual maintenance contract. Each departmental laboratory has well established systems for preventive measures and maintenance records.

Sports:

The sports department maintains the sports grounds, gymnasiums and indoor games equipment.

Maintenance of Physical Facilities:

A team of skilled personnel carry out maintenance works related to civil, plumbing, sanitation, water supply, power backup, electric supply, as well as repair of instruments and machines. The maintenance cell undertakes repair work at institutions, support services, hostels, sports and other central facilities as well as of the campus. Trained personnel take care of housekeeping.

The maintenance cell also undertakes maintenance of roads, lights, gardens, lawns, pavements and other public places within the campus. In addition to work related to landscaping and beautification of the campus.

Day to day maintenance of class rooms, corridors, stairs, ramps, lifts (maintained by Johnson and Johnson) and, wash rooms are ensured by the support staff. Man power is out sourced to M J Enterprises for extra help.

Water purifiers and coolers, snacks vending machines are installed in every floor and maintained with care.

The equipment like generators, water motors, pumps are inspected on a weekly basis. Care is taken that they are installed in the outer vicinity of the college so as to ensure that they are out of the reach of the students.

The Institution provides four wheelers and two-wheeler parking facility for the staff and students.

Four-wheeler parking facility is available in Basement -1 (Area-24,486 sqft) with a parking capacity of 100 Cars.

Two-wheeler parking facility is available in Basement-2 (Area 24,486 sqft) and Basement-3 (Area 16,000 sqft) with a parking capacity of 1000 vehicles.

Round the clock security of the college aids in keeping the college infrastructure secure.

Power backup system enables smooth working of all electronic devices and accessories.

Fire extinguishers have been installed at crucial locations like corridors on each floor, laboratories etc.

Energy efficiency is maintained by the use of LED lighting.

Effective systems for rain water harvesting, bore well recharge, waste water treatment, solid waste disposal, e-waste disposal, chemical waste treatment is in place at our institution.

MAINTENANCE OF PHYSICAL FACILITATES

Maintained By Skilled Technicians	Maintenance Cell undertakes	Maintenance of class rooms, corridors, stairs, ramps, lifts.	Rain Water Harvesting	Maintenance of water purifiers and coolers,	Parking facilities at the campus for both two and four wheeler	Round the clock security facility at the campus
• Civil, • Plumbing • Sanitation • Water supply • Power backup • Electric supply, • Instruments & machines.	• Roads • Lights • Gardens • Lawns • Pavements • Beautification of the campus	• Wash Rooms by support staffs	• e-waste management • Chemical water treatment	snacks vending machines at every floors corridors		