

MAINTENANCE AND RENOVATION POLICY



U.N. (AUTO.) COLLEGE OF SC. & TECH.,
ADASPUR, CUTTACK

Maintenance and Renovation policy

Teacher representation GB, UGC officer and Rtd. Civil Engineer framed the policy for maintenance and renovation of building, Labs, Library, play ground and college campus.

1. Formation of Construction cum Purchase Committee

- i) Construction cum Purchase Committee comprising of chairman –
Principal, (Ex-officio)
UGC Officer (convener)
Teachers' Representative GB – Member
Rtd. Civil Engineer – Member
One Teaching Staff from Arts / Sc/Com/IT stream nominated by
Principal as member.

2. Term

The construction and purchase committee shall function for two years and after two years, the committee will be reconstituted.

3. Function

- i) The construction and purchase committee will meet regularly once a week. This committee will decide on a priority basis about the new constructions and renovations of college buildings.
- ii) The committee will make a master plan of the campus and recommendations for the construction of new buildings in GB.
- iii) The committee will prepare an estimation and plan for budget allocation.
- iv) All estimations and plans must be approved by the GB.
- v) For purchase of civil material, lab equipment, office stationery, Lib. Books the committee is authorized to call tenders and issue orders for supply.

4. Visit of Experts

The college authority will make arrangements to invite experts from different fields like – Civil Engineering, Fire safety, Chemistry labs, sports complex, Electrical Engineering, water supply, and library for proper inspection of old buildings, Labs, Lib, and sports complex. As per the recommendation of the experts, renovation and repair work should be undertaken.

5. Annual maintenance Arrangements

- i) This should be the provision of regular maintenance of Labs, Lib., Internet facility, computers, Electrical supply, Solar Project, and Sports Complex including the Swimming Pool.
- ii) The college should make MOUs or agreements with reputed institutions or organizations (Govt./Non-Govt.) for regular maintenance.
- iii) If it is required, the college should pay AMC to the registered firms or organizations for the maintenance of the college properties.

6. Permanent Maintenance Team

Permanent Civil, Electrical, and Water Supply technical persons should be appointed for day-to-day maintenance of the concerned section.




23/9/23
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