



**HANDBOOK ON
INSTITUTIONAL ESTATE MAINTENANCE POLICY**

**Dr. B. K. B. College, Puranigudam,
Nagaon (Assam) -785702**

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INTRODUCTION

Objectives:

The Institutional Maintenance policy has been framed and approved by the Governing Body of Dr. B. K. B. College which envisions proper maintenance and optimal use of the existing physical and academic assets. Maintenance of physical and academic support services and assets has been an area that requires a well-coordinated managerial interference for maintenance and smooth functioning, such as – Keeping records of new purchase of movable and immovable goods along with those purchased or collected over the years, to oversee the management and maintenance of the support services such as Canteen, Hostel, Auditorium, Book Bank, Cloth Bank, Computer Lab, GIS, ICT equipped class rooms etc

Modalities for forming Institutional Assets Maintenance Cell (IAMC)

As a part of the decentralization of corporate activities there shall be a Cell to be formed by the college management and approved by the Governing Body of Dr. B. K. B. College. The Cell will be known as **Institutional Assets Maintenance Cell (IAMC)** headed by the Principal, a Coordinator and six members representing involvement in corporate activities. The Cell shall operate under supervision of the Principal for monitoring and maintenance of the overall institutional estate. The Cell shall be periodically reconstituted depending on needs and compulsion and also to induct fresh ideas into the field.

Functions/ Responsibilities of **Institutional Assets Maintenance Cell (IAMC)**

- a. Keeping records of new purchase of movable and immovable goods along with those purchased or collected over the years
- b. To keep records of all assets and equipments distributed amongst the various constituent units of the college in a specified format/ Stock Register
- c. To oversee the works assigned to cells and employees for the maintenance of the various blocks/ buildings located within the college campus, in matters pertaining to cleanliness and hygiene
- d. To oversee the management and maintenance of the water bodies (pond and the Kalong river)
- e. To oversee the management and maintenance of the water supply system within the college campus
- f. To oversee the management and maintenance of the power distribution system of the college campus, including solar electrical installation facility

- g. To oversee the management and maintenance of the support services such as Canteen, Hostel, Auditorium, Book Bank, Cloth Bank, Computer Lab, GIS, ICT equipped class rooms etc.
- h. Periodical stock verification in the Central Library, Gymkhana and Sports Store,
- i. Ensuring optimal and careful use
- j. Necessary repairing of electronic tools or replacement on reports from the department concerned or on findings during physical verification.
- k. Monitoring safe dumping and periodical sale or disposal of E-garbage as a part of effective and scientific disposal.
- l. Periodical stock verification of books, journals, sports materials and recommendation of assets (Books, Journals etc.) for binding and repairing.
- m. Regular cleaning and washing that keeps valuable assets and electronic gadgets free from darts and pollutant
- n. To undertake all liaison works with local statutory bodies like Assam State Electricity Board (ASEB), Internet Service Provider (ISP), Samaguri Circle Office, Post Office, S. S. Technologies (Website Provider) etc.

An overview of Physical, Academic and Infrastructure facilities:

An overview of Physical, Academic and Infrastructure facilities that IAMC has to keep its concentrated focus for optimal use and smooth functioning through liaison with the constituent units—

1. The campus encompassing sporadically an area of 2.65 acres consists of three blocks – Block 1, Block 2 and Block 3 (the last one is not yet a built-up area for any activities). But the first two blocks have been sufficiently utilised with infrastructural facilities i.e administrative units, Central Library, class rooms, canteen, Girls' Common Room, Boys' Common Room, Labs, academic departments, Gymkhana, Girls' Hostel, Open Library, Auditorium, Principal's quarter, Cloth Bank, Cycle Stand, Office of the Students' Union, NCC etc.
2. Twenty two classrooms of which 9 rooms have been connected with ICT facilities, 2 with projectors.
3. Four labs –GIS, Computer Lab, Lab in Education and Psychology department, Performing Lab in Satriya. Each Lab has been equipped with the required equipments.
4. There are altogether 72 computers – 67 for academic purpose and 5 have been used in the office.
5. One Gymkhana with a trained Instructor.
6. The Auditorium, though not a spacious one has been in use for long.
7. Four numbers of Digital Podium
8. The Central Library is enriched with more than 17 thousand books, partially automated with SOUL 3.0, digital repository.
9. The playground of Bapujee Bhawan and Library used on contract.

10. Basketball ground in the 2nd Block
11. Sports Material
12. Two water bodies – one Pond in the Block 1 and the Kalong River flowing at the margin of Block

Executive Guidelines:

This cell chaired by the head of the institution shall be responsible for maintaining stock of goods and assets purchased periodically through recommendations of the purchase committee and handing over the same to the department or cells concerned. The cell shall maintain the central stock register with continuous entries, due dates, details of the assets purchased with transaction vouchers. While handing over the assets and tools to the departments the committee also shall brief at the same time on maintenance of departmental stock register, ensuring safe stock in a dust and pollutant free hygienic place, regular cleaning and optimal use. This exercise is also an attempt at decentralizing corporate and academic activities under tutelage of the college authority. **Institutional Estate Maintenance Cell** does in fact perform liaison works with the various constituent cells, committees, and departments while discharging its duties.

The IEMC, Dr. B. K. B. College shall render its service to coordinate with specific cell, committee and persons assigned with specific task of using and taking care of the existing support services and academic facilities. It shall collect feedback from these constituent cells and departments on the effective use and range of benefits enjoyed by the learners. In case of any lapses or assets getting out of order or lying underutilized, the IEMC shall take up the issues in a meeting with the people immediately responsible for it and corrective measures shall be worked out.

The IEMC shall ensure deployment of ground staff such as bearer, instructor, caretaker and also CCTV surveillance where necessary for smooth functioning and protection against theft or wilful damage of public property.

The IEMC shall organize periodical training cum orientation programme for teachers using ICT, electronic devices, digital source of E-resources so that efficacy and optimal uses of assets and facilities may be ensured.

The IEMC shall perform liaison with Assam State Electricity Board, S. S. Technologies for website facilities, Office of the Joint Health Director, Nagaon, Police Station at Samaguri, Post Office at Puranigudam for services required from time to time.

IAMC - 2020

The Institutional Assets Maintenance Cell (IAMC), Dr. B. K. B. College was reconstituted in 2020 in order to induct new members with fresh ideas which has since been performing.

1. Dr. Nripen Ch. Das, Principal – Chairman
2. Mrs. Debita Kemprai – Coordinator
3. Mr. Santonu Bordoloi - Member
4. Dr. Assaduz Zaman – Member
5. Dr. Ghanashyam Taid - Member
6. Mr. Jitya Ranjan Saikia – Member
7. Mr. Ankur Bania – Member
8. Mrs. Lalpiengmawi Changsan – Member