



# **N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN**

**(Autonomous)**

**No. 41, Dr. Besant Road,  
Triplicane, Chennai-600 005**

## **INSTITUTIONAL POLICY GUIDELINES FOR PURCHASE, MAINTENANCE AND UTILIZATION OF PHYSICAL, ACADEMIC & SUPPORT FACILITIES**



## **TRANSFORMING STUDENTS TO GLOBAL EDUCATORS**

**Approved by the College Committee in its Meeting held on 12<sup>th</sup> May 2022**

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# **Institutional Policy Guidelines for Purchase, Maintenance and Utilization of Physical, Academic & Support Facilities**

## **1. Background**

N.K.T. National College of Education for Women, established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist, is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers Graduate, Post Graduate and Research Programmes in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position "Second to None", and has been upgrading its curricula and pedagogies on par with the global standards.

The College has adequate facilities for teaching and learning with wi-fi enabled classrooms, well equipped laboratories, updated technological facilities and well maintained campus with required basic amenities. The College ensures fair allocation and resourceful utilization of facility based on the critical needs of educational, research and administrative activities to establish standard procedures for the use of physical, academic and support facilities.

## **2. Purpose of the Policy**

The overall purpose of this policy is to ensure that our College gets the highest quality of desired goods and services at the best price possible. Further, the regulations are aimed at streamlining the process of purchase while maintaining adequate controls. These procedures apply to all equipments and materials involved in the maintenance and utilization process and to all types of materials that have been purchased in our College premises. This policy describes the maintenance responsibility for facilities, equipment and infrastructure when maintenance is required and how it is utilized. It also

specifies the terminologies used, explains the decision-making process that governs the assignment of maintenance priorities, cost analysis process selection and quality assurance.

### **3. Objectives**

The Objectives of the Policy are:

- To provide standardized purchase, utilization and maintenance procedures of Resources;
- To ensure constant, uninterrupted and smooth functioning of physical, academic and support service facilities;
- To emphasize reducing the probabilities of accidents at the College for ensuring safety;
- To instruct timely up-gradation, replenishment, repairing and replacement of resources and services;
- To achieve optimum utilization of facilities and services for the benefit of stakeholders based on needs of education, research and administration;
- To assist the coordination between facility allocation and utilization for ensuring optimal usage of all academic resources like, classrooms, laboratories library etc. inside the campus;
- To encompass an effective mechanism in place for the upkeep of the infrastructure and other facilities to have optimum utilization of the facilities in order to have an effective and smooth functioning of the college; and
- To prevent misuse and misconduct of resources and services.

### **4. Purchase and Maintenance Committee**

The Purchase & Maintenance Committee shall be responsible to make decisions related to purchase, and maintenance of the physical, academic and support facilities. The Committee consists of the Principal and eleven Faculty members. Meetings are conducted periodically to identify and monitor the requirements for all academic and administrative purposes. The members check on the need and credibility of the quotations received and finalizes the requirement, subject to the approval of the

Secretary of the College. Further the Committee scrutinizes the final purchases that have been recommended for purchase in the earlier meetings by the Committee.

The responsibilities bestowed upon the Purchase and Maintenance Committee are:

- to procure items and materials of good quality;
- to work on cost effectiveness of materials to be procured;
- to adhere to the prescribed procurement procedures; and
- to record the decisions made by the Committee.

## **5. Guidelines for Purchase, Maintenance and Utilization of Physical, Academic & Support Facilities**

There is a well established system in the College for the optimum use of available infrastructure and its regular maintenance. The transparent SOP (Standard Operating Procedure) is followed for this purpose to have clarity about respective duties and sense of responsibility among staff members. There is an effective distribution and delegation of work through the comprehensive system of committees to ensure active participation of staff and to achieve overall efficiency in carrying out different tasks. These committees work independently for their allotted work under the overall supervision of the Principal. Besides this, Faculty members of various disciplines are to take care of the matters related or allied to their fields. The works so distributed are well understood and there are unambiguous channels to supervise the college facilities for their utilization, maintenance and up-gradation. There is a set procedure to purchase any item or get the work done for the College and it involves the assessment of the need, the calculation of estimate cost, the approval of administrative sanction, the formation of committee of get quotations from open market, the comparing of rates of the quotation, the placement of order to the lowest bidder and the final payment after the completion of the process by the Purchase and Maintenance Committee with the approval of the College Secretary.

### **5.1 Purchase**

A requisition shall always be raised for any purchase of new tables, benches, chairs, boards, screens, curtains and other consumables and submitted to the Purchase and Maintenance Committee. The same shall be presented before the Management for approval. Quotations are invited from various supplier and vendors. The members shall

validate the received quotations, and finalize the requirements, subject to the approval of the Secretary of the College. Further, the Committee scrutinizes the final purchases that have been recommended for purchase in earlier meetings by the Committee.

### **Vendor Selection Criteria**

The following criteria are to be followed for deciding on a choice of vendors:

- a) Price
- b) Product/ service quality
- c) Delivery of goods/ services within the specified time frame
- d) After-sale services, such as parts/supplies availability
- e) Performance and service history of the bidder
- f) Financial stability of the vendor
- g) Payment conditions
- h) Warranty offered
- i) Possibility of providing samples

### **5.2 Maintenance**

The Principal of the College discusses the appropriate physical, academic and support facilities with faculty members in the Faculty meetings. In addition, the required facilities are discussed with the Planning and Evaluation Committee and a detailed report is presented for approval to the Finance Committee. An approval from the Finance Committee, the report is presented to the College Autonomous Governing Body for final approval and implementation of all purchases and up gradation of infrastructure. The Purchase and Maintenance Committee micromanages all purchase and maintenance requirements of the College with the approval of the College Secretary. Faculty members and non-teaching support staff are given responsibility to maintain the physical, academic and support facilities under their supervision. For appraisal and review, an annual audit and stocktaking of the physical, academic and support facilities is also administered periodically. Further the Environmental Sustainability Maintenance Committee reports the periodic review of the repairs and maintenance requirements of the physical and academic facilities to conserve water and energy and maintain waste to sustain a clean and healthy environment.

## **(i) Maintenance of Physical Facilities**

The maintenance staff, electrician, carpenter and painters are outsourced to maintain the electrical, carpentry, painting of the (i) classrooms and the whole campus throughout the year and extensive repairs are completed over the summer vacation.

Fire extinguishers and First Aid Kits are inspected periodically and refilled on time. College Front Office, Principal Room, Controller of Examination Unit, Classrooms, Halls, Laboratories, Staff Rooms, Library, Hostel, Sports Complex, Corridors and Pathways are cleaned on a daily basis by the support staff. With the support of sanitation workers, restrooms and the College campus are routinely cleaned and maintained. Green and Red Dust Bins are placed in all the places for the collection of dry solid waste which facilitates ease of disposal. The safety measures of the campus are maintained by the watchman and security guards. CCTV cameras have been located at high vantage points to ensure the safety of the entire campus.

Annual Maintenance Contracts (AMCs) are signed periodically for Drinking Water Purifiers, Generators and Surveillance Cameras, which are cleaned, maintained and calibrated on a regular basis.

## **(ii) Maintenance of Academic facilities**

### **Classrooms**

Black Boards, Green Boards and White Boards are fixed in the classrooms. Flannel Boards are found inside and outside of the classrooms for pinning of information related to academic, scholastic, non-scholastic, awareness articles, posters, etc. In order to promote technology-based teaching and learning, classrooms are provided with wall mounted LCD screens or movable screens. Classrooms have adequate furniture that is well spaced and arranged. The facilities in all classrooms are regularly checked and cleaned by technical and support staff of our College.

### **Laboratories**

Every year, all the equipment, instruments, glassware, specimens, electronic machines and other items are checked in all the laboratories and the detailed report is submitted to the College Office for further action. Fault registers and log books are kept up to date in all

laboratories and repairs are done immediately. For any kind of maintenance or repair in the laboratory, the concerned Faculty in-charge forward the issue to the Principal and the maintenance is carried out after the approval of the Purchase and Maintenance Committee and the approval of the College Secretary.

### **NKT Central Library**

Each year the list of required books are purchased on request by the Faculty members with the approval of the Library Advisory Committee. The Department Library is taken care of by the concerned Pedagogy Faculty in-charge of the Library. All books in the library are categorized by classification. The Library support staff assists with the maintenance of the library books and other utilities. The annual stock verification is done regularly in the library during summer vacation. When stock verification is done, the damaged and worn-out books are segregated and the damaged books are sent for binding to hold them in good condition. The worn-out books are condemned with the permission of higher authorities by following appropriate procedures for condemning books.

### **Sports**

The playground is cleaned and the courts are marked regularly for sports activities. The Directress of Physical Education maintains the stock register of all Physical and Gym equipments. Worn-out and condemned equipments are repaired/ replaced and disposed periodically following appropriate norms and procedures.

### **Computers**

A Lab Assistant and a Faculty member are in-charge in the Computer Laboratory. Computer hardware technicians are responsible for the maintenance and service of the computers. All computers, LCDs, copier machines, printers and other equipment are checked, tested, and repaired on a routine basis by trained technicians who are outsourced. All computers are protected with anti- virus software. Students are taught strictly to follow basic operating procedures when using systems in order to avoid system failure due to improper usage.

### **5.3 Utilization of Physical, Academic and Support facilities**

The staff and students have access to all academic buildings for teaching, learning and research. At the time of commencement of the semester, new entrants shall undergo orientation/induction programmes to understand availability, access and utilization of physical, academic and support facilities and to take care of the College property.

Classrooms are all well equipped with adequate furniture and technology. It is ensured that electrical equipment is switched off after use, and classrooms are locked in the evening.

Laboratory logbooks are maintained for the use of equipments. Safety measures and important instructions about the use of equipment inside the laboratories are displayed. For optimum utilization of these facilities, classes shall be divided into batches of appropriate size.

Our Institution has well-furnished and adequately equipped laboratories. An exclusive 'Science on Wheels' kit along with a manual helps student-teachers of Physical Science to educate students in the Practice Teaching Schools to comprehend basic Science concepts through simple experiments with easily available materials in addition to all required apparatus, consumable and non-consumable materials. The Biological Science Laboratory has all necessary consumable material, non-consumable equipment with provision for both classroom teaching and practical work. Psychology tools and tests available in the Psychology Laboratory are utilized by Research Scholars and Faculty members. The Language Laboratory facilitates individual tutoring by Faculty members, as well as self-learning by student-teachers to acquire proficiency in the English Language. Special Education Laboratory caters to the special needs of the visually challenged students by giving access to computers with JAWS, computerized Braille Printer, Recreational Items, etc. Use of Audio-Visual resources in the classroom stimulate the senses to assimilate more information and at a faster rate. Computer Laboratory and Technology Laboratory are both equipped with computers and internet connectivity. Student-teachers are motivated to use the laboratories to gain hands-on experiences to upgrade and qualify themselves with latest applications.

Our College Central Library has a wide and exclusive collection of Text, Reference and Competitive Examination books, National and International Journals, CD's and DVD's,

Theses and Dissertations, Syllabi, Question Banks, Back volumes of Periodicals, electronic resources of INFLIBNET N-List and Open Educational Resources (OER) having 10 computers with wi-fi facilities are utilized by the faculty members, Research Scholars and Student-teachers.

The College has an Open Air Theatre and Gallery with an open space to accommodate 3000 audience and the huge stage, popularly known as NKT Kalamandapam has heritage value.

An Outdoor Playground is available in the campus to conduct various outdoor games and various Collegiate and Intercollegiate Sports Meet. As a part of the outreach activity, NKT College has NKT Indoor at the NKT Centre for Outreach to conduct indoor games for the benefit of children after their school hours.

A huge Outdoor Playground, Indoor games area and NKT Fitness Centre is utilized by the students and Faculty members. NKT Fitness Centre is provided with Gym equipment, Treadmill, Rowing Machine, Multi gym, Recumbent Bike, Home Gym, Gym Ball, Medicine ball, etc., for the benefit of faculty members and student-teachers.

NKT Studio emphasizes with studio settings where students are learn to draft and design with instructional help at a College. The studio environment is characterized by the workspace where the students do visually-centred activities in a constructive teaching environment. It allows for students to engage each other, help each other, and inspire each other while working e-content development/ ICT based activities. NKT Studio having the features of editing, content distributing, lecture capturing and graphic designing, etc.

Kamala Nehru Students Hostel in the campus affords the residential facility for students. The hostel situated within the campus with all the amenities, can accommodate around 80 students.

Some of the other significant facilities in our College are Admin Front Office, Office of the Controller of Examinations with a Strong Room, Purified RO Drinking Water Unit, 125 KVA Generator for uninterrupted power supply, Mobile Generator, Power Backup, Biometric Attendance System, Surveillance Cameras, Fire Extinguishers for the safety of the campus and a well maintained NKT Canteen.

The entire campus is wi-fi enabled with the high speed internet connection. All buildings in the institution are provided with ramps, rest rooms with incinerators, separate restrooms for the differently-abled people and separate Gent's toilet. Well maintained parking areas for both four-wheelers and two-wheelers are available at the entrance area. The College provides First Aid medical nursing services to students, faculty and support staff during the College hours. The College has adequate provision for storing with five store rooms.


## 6. Responsibilities of Institution

The Institutional Policy Guidelines for Purchase, Maintenance and Utilization of Physical, Academic and Support Facilities shall be prepared/ reviewed by the Internal Quality Cell of the College.

The Policy shall be reviewed, once in three years, to ascertain the effectiveness of the purchase, utilization and maintenance practices and to explore changes, if any, to be included in the Policy for improving the existing practices.

The Policy shall be appraised and approved by the College Committee and implemented by the Principal.

Policy Confirmed by



Dr. M. Arumugam

Secretary

Policy Approved by



Dr. (Mrs.) Mano Bakthavatsalam

President