

# **CONSTRUCTION & MAINTENANCE COMMITTEE**

## **Policies and Procedures for Construction and Maintenance Committee**

### **The Construction and Maintenance Committee**

The Construction & Maintenance Committee, undertaking the maintenance of existing infrastructure/academic/support facilities, includes the Teaching Faculty; Non-Teaching Staff; and Laboratory Assistants besides the Technical members. Meetings of the committees are held periodically as well as specifically as per requirement. All required norms are followed by the committees. Grants for construction and repair are received from agencies like Rashtriya Uchchar Shiksha Abhiyan (RUSA),UGC etc.The RUSA Coordinator is also member of construction & maintenance committee and purchase committee for smooth and streamlined functioning and usage of the grant .

### **Construction and Maintenance Policy**

It is necessary for the smooth functioning of an organization to have a robust construction and maintenance policy. Following is the construction and maintenance policy of Dayanand College, Hisar for updation, repair and maintenance of Physical, Academic and Support Facilities.

### **Policy and Procedure for Construction and Maintenance of Physical, Academic and Support Facilities**

1. Construction & Maintenance of the stated facilities is undertaken as per the recommendations of a duly constituted Maintenance Committee under the supervision of the Principal.
2. The concerned department makes a request to the Principal for any requirement in the department
3. The Principal allows for the same and office order is given to committee to carry out the work.
4. Meeting of the committee is called by the Principal mentioning the agenda
5. The estimate of expenditure prepared by the members of construction & purchase Committee. Prior Sanction of Principal is required before assigning job work or issuing Work Order.
6. Sealed quotations are invited for assigning the job work as per requirement. A notice inviting quotations is uploaded on the college website alongwith an advertisement published in a daily newspaper to invite quotations for the job.
7. As per requirement, sealed tenders are invited for the construction & maintenance work through a tender notice/advertisement published in a daily newspaper. A notice inviting Tenders is also uploaded on the college website.

8. Sealed Tenders/Quotations are opened in front of all committee members and lowest price quotation/tender is passed but before that price is compared with market price as well. The tenders for construction can be on labour rate with material or without material depending upon the requirements.
9. The progress and quality of assigned task is checked time to time by the committee members on the site. A person from Non-Teaching staff is deputed to mark attendance of labour if any on daily basis.
10. Once completed after visit, verification and satisfaction, the bill is passed by committee members, Deputy Superintendent, Bursar, Principal and recommendation of payment is made through account payee cheque.

  
Principal  
Dewanand College, Hisar