



Estd. 1971

MYSORE DIOCESAN EDUCATIONAL SOCIETY

## St. Joseph's College of Education

Jayalakshmipuram, Mysuru

Accredited by NAAC/Affiliated to University of Mysore/Recognized by NCTE

### INFRASTRUCTURE PURCHASE AND MAINTENANCE POLICY

#### Physical and Academic Facilities

The college upgrades its infrastructure based on the need. The infrastructural amenities are timely upgraded and properly maintained. A full pledged Committee was constituted solely for this purpose giving representation of each department. To meet the quality standards and needs, the IQAC as well as the purchase committee makes proposals for infrastructure development to the Planning Committee chaired by the Principal. Depending on the nature of the construction, the Planning Committee presents the proposal before the Management for their concurrence. The Management committee takes the final decision on a priority basis. After scrutinizing the rate and quality given in quotation, the dealer will be called and order is placed. New infrastructure is created and existing upgraded to enhance academic standards and increase efficiency. After procuring the item it is added to the stock register. The voltage and power supply is regularly checked by the appointed electricians. The service of an electrician and a plumber is made available in the campus.

#### Purchase Committee

Sl. No	Members	Designation
1	Rev Fr. Vijayakumar	Secretary MDES
2	Rev Fr. Avinash H .N	Administrator
3	Dr. Priya Mathew	Principal
4	Mr. Yogesh K.A	Faculty
5	Mrs. Meenakshi V.B	Office Assistant
6	Mrs. Sheela D	Office Assistant
7	Mr. Ashwath K	Technical Assistant

## **Procedure and Policy of Purchase of Items**

### **Infrastructure**

1. Stock Verification of the items is done before 31st of March every year
2. Identify the items worn out and to be maintained
3. Submit proposal and place before the purchase and maintenance committee
4. Based on the priority and budget of the year present the requirement before the management for their decision and approval
5. Seek, quotation or tender based on the cost
6. Place order from the best quote and quality

### **Laboratories (Biology, Physics, Chemistry and Psychology)**

1. Proper maintenance is done for successful use of lab equipment.
2. A lab assistant maintains the lab apparatus, cleans up the lab every day
3. The lab assistant maintains an issue register
4. Students enter details of the required lab items / apparatus for use during practice teaching in the issue register maintained by the staff in-charge
5. Fire safety equipment is set up at the lab
6. Hand washing sinks are washed thoroughly
7. Hand wash, disinfectant soaps and towels are kept within reach.
8. Daily glassware cleaning and broken glass is thrown in a separate rubbish bin
9. Stock verification is done regularly at the end of the academic year.
10. Inventory maintenance and timely disposal of expired items
11. Based on the requirement consumable and non-consumable items are purchased following the procedure

### **Library**

1. Every year in the beginning of the session, students are motivated to register themselves in the library to use INFLIBNET.
2. Students are given an opportunity to utilize the books during the exams by paying cost of the book which will be returned after they return the books.

4. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in the exam.
5. The proper account of visitors (students and staff) on a daily basis is maintained.
6. Other issues such as weeding out of old titles, schedule of issue/ return of books, etc., are chalked out / resolved by the library committee.

### **Sports Facilities**

The Department of Physical Education monitors the maintenance of sports equipment and service of sports facilities at least once a year. It's the bounden duty of physical education director to ensure that the players wear their safety gears before getting in to the sports arena to avoid injuries during the practice time.

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2. Identify the items worn out and to be maintained
3. Submit proposal and place before the purchase and maintenance committee
4. Based on the priority and budget of the year present the requirement before the management for their decision and approval
5. Seek, quotation or tender based on the cost

### **Computer Lab**

1. All the systems in the lab are monitored on time and are maintained by installing or updating the antivirus time to time.
2. The operating system and soft wares are also updated.
3. Students and faculty utilize the Internet facility for their academic purpose and also for developing/ creating e-content.
4. Register is maintained to issue the technological items such as laptop, speakers, mouse, etc.
5. Separate register is maintained to use the computer in the lab.
6. Every year stock verification is done
7. Worn out items are disposed and prepare budget for purchase of required items and update systems

### **Classrooms**

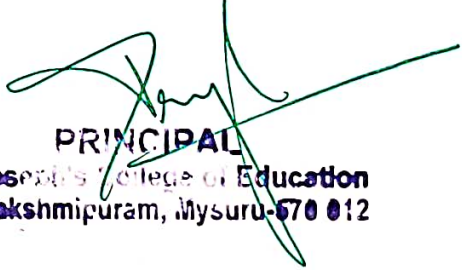
1. The classrooms are modernized with LCD.
2. Maintenance of the classrooms including furniture, doors, windows and routine cleaning is conducted.

3. Every year electrician check about working condition of fans and bulbs and other connections
4. Repair work and replacement is done regularly as need arises
5. Computer technician and plumber and electricians are appointed in the campus to continuously monitor things

### **Suggestion Box**

Suggestion box is installed outside the Staffroom to take students' suggestion.

Their continuous feedback helps a lot in introducing new ideas regarding Physical facility, library enrichment, etc.



**PRINCIPAL**  
**St Joseph's College of Education**  
**Jayalakshmpuram, Mysuru-570 012**