

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

- Jamia Hamdard ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment. The proposal for the same is submitted. The Central Purchase Committee of the University reviews the proposal, which is further approved by the Competent Authority. The quotations are invited and the equipment is purchased from the vendor with the lowest quote (as per Govt. of India).
- We follow GFR 2017 for procurement of goods and supplies.
- The record of the equipment is maintained in the stock register. At the end of the financial year, the University carries out an Internal Financial Audit. The various functions of the University are carried out by the Committees constituted for the purpose.
- The garden is maintained by Horticulture Department, and the upkeep of library is done by the staff of library and library committee. The security of the College is maintained by the security guards. A number of CCTV cameras have been installed to monitor the infrastructure. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories.
- The Computer Desktops, Printers, Servers, UPSs, Generator, Water Tanks, Motors and R.O System are maintained through the AMC with the respective companies. Fire extinguishers are installed and are checked every year.
- Day to day complaints related to civil and electrical works is attended by the Maintenance Section under respective Junior Engineers. Please see a sample of complaint slip attached.
- Housekeeping is under outsourcing.

JAMIA HAMDARD

(DEEMED TO BE UNIVERSITY)

Hamdard Nagar, New Delhi-110062

Electrical/Civil

Complaint Slip

No

Dated

Complained byon

Place of complain

Nature of complain

.....
.....

Sig. of complainant

Deputed Mr

With the following item and instruction:

1. 3
2. 4

Report of complaint

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Job completed/ Not completed/ Not attended

Signature

(E.E)Elect.Engineer J.E (C) J.E (E)

Signature of complainant

Report of supervisor/Electrician/AC Mechanic, etc

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