

# **Dolphin (PG) Institute of Biomedical & Natural Sciences, Dehra Dun**

## **Details of various Infrastructure Management Committees:**

<b>1. Infrastructure Management Committees</b>	
<b>Composition</b>	1. Chairperson: Shri VK Nagpal, Addl. Director, Admin 2. Member Secretary: Shri Sunil Kaul, Jt. Director Admin 3. Members: 1. Shri NK Joshi, Sr. A.O. 2. Shri Sudhir Bharti, A.O. 3. Shri Gaurav Bhatia, Estate officer 4. Shri Vijendra Singh, Campus Supervisor 5. Shri Karan Bansal, Campus Supervisor
<b>Objectives</b>	i) To plan and implement timely maintenance of institutional and its hostels building and equipment's ii) To execute the expansion of infrastructure facilities iii) To maintain the institute and hostels surrounding clean and hygiene
<b>Frequency of meetings</b>	Once in 3 months or as and when required
<b>Functions</b>	i) To assign the duty and supervise the new construction, maintenance and cleaning. ii) To find suitable service provider for maintenance services like civil contractors, and related technical staff, over all housekeeping of the campus. iii) To collect information from faculty and staff about maintenance requirement and arranging its timely repairs. iv) To monitor the maintenance of the institutional garden and ground. v) To monitor the procurement of material for infrastructural maintenance.  i) To respond to the complaints regarding the infrastructure from faculty, staff and students and initiate corrective action. ii) To find out the future needs regarding furniture and equipment as per the future plans and convey the same in Institutional meetings. iii) Training the administrative staff about usage of fire extinguisher / generator. iv) Conducting safety drills.
<b>Specific Routine Duties</b>	i) To check whether the classrooms, Computer labs, toilets and other areas in the campus are cleaned every day as per schedule. ii) To check whether electronic and electrical equipment's are cleaned and ensure its smooth functioning. iii) To monitor and maintain the condition of all electrical installations like air Conditioners, desert and water cooler , fire

	<p>fighting system and equipments , generator , lift , tube lights , fan twice in a month.</p> <p>iv) To monitor the maintenance of LCD projectors, CCTV, Biometric machines, PAS and UPS.</p> <p>v) To check and update maintenance registers daily.</p> <p>vi) To Update the dead stock register and number the material.</p> <p>vii) To check whether the entire house keeping staff is present.</p> <p>viii) To make alternative arrangements immediately in case of absence of any of the house keeping staff.</p> <p>ix) To check whether the security guards are present at gate.</p> <p>x) To check whether water tanks and Water filter in the campus are serviced periodically to ensure their proper and hygienic working.</p> <p>xi) To check whether canteen services are provided regularly and efficiently.</p> <p>xii) To coordinate the maintenance work with plumber, carpenter, painter, electrician, fabricator, etc.</p> <p>xiii) To Update the CSR register at the time of new purchases and maintain the issue and receipt records.</p> <p>xiv) To check smooth functioning of all electrical equipment's before and after every event.</p> <p>xv) To check the availability of water in the campus throughout the day.</p>
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<b>Effectiveness Criteria</b>	Routine maintenance of entire campus <ul style="list-style-type: none"> <li>❖ Cleanliness and hygiene.</li> <li>❖ Effective and optimum utilization of the infrastructure.</li> <li>❖ Timely action taken for complaints received.</li> <li>❖ Reduce wastage of electricity / water.</li> </ul>
<b><u>Documents and records of Infrastructure</u></b>	<ul style="list-style-type: none"> <li>➤ Dead stock register for furniture &amp; Fixture.</li> <li>➤ Purchase and payment file.</li> <li>➤ Agreements, Routine maintenance / AMC Record wherever applicable.</li> <li>➤ Resource allocation/ booking register / file.</li> </ul>

## **2. Stores Purchase Committee:**

<b>Composition</b>	<ol style="list-style-type: none"> <li>1. Shri VK Nagpal, Addl. Director, Admin, Chairperson</li> <li>2. Shri Gaurav Bhatia, Purchase Officer, Member</li> <li>3. Shri Dharmendra, Store Keeper, Member</li> <li>4. Shri Sujith, T.K., Incharge-IT Cell, Member</li> </ol>
<b>Objectives</b>	To plan and implement timely purchase of material & supplies for the College & hostels
<b>Frequency of meetings</b>	As and when required
<b>Functions</b>	For procurement of stores material as per GFR To monitor the procurement of material
<b>Documents and records of Stores</b>	Purchase proposals Purchase quotations

	Entry of stores received and verification of bills and vouchers Maintenance of CSR, Issue and balance records
<b>3. Stores Disposal Committee:</b>	
<b>Composition</b>	1. Shri VK Nagpal, Addl. Director, Admin, Chairperson 2. Shri Dharmendra, Store Keeper, Member 3. Shri Sujith, T.K., Incharge-IT Cell, Member
<b>Objectives</b>	To plan and implement timely disposal of condemnable stores in the College & hostels
<b>Frequency of meetings</b>	As and when required
<b>Functions</b>	Timely disposal of condemnable stores material as per GFR To monitor the disposal of material
<b>Documents and records of Stores</b>	Records of condemnable material as per the recommendations of the disposal committee



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