

CODE NO. 99
COMPANY CODE : 93

[NORTH GUJARAT EDUCATION SOCIETY, MUMBAI]
MANAGED

ZONE CODE : 03
COMPUTER CODE : 06

Shri & Smt. P. K. Kotawala Arts College PATAN

(Affiliated to Hemchandracharya North Gujarat University, Patan)

Dr. Lalit S. Patel
Principal
Mo. 98240 75478



Ref. No.

Date :

Shri & Smt. P. K. Kotawala Arts College, Patan

Procedures and Policies for Maintenance and Utilization

1. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of Shri & Smt. P. K. Kotawala Arts College, Patan is taken care of by the North Gujarat Education Society, Patan. Principal of the College, intimates the construction, maintenance and repairing related requirements, as and when required, to the Executive Director of NGES Campus. The Executive Director on behalf of the Management advertises a tender in local and state level news papers and invites bids from various agencies dealing with the requirement. Having received the bids from these agencies, the Management assigns the work to the bidder who has lowest rates in the list. The contracts are assigned to the lowest bidders every year. Management intends to follow purely impartial procedure.

2. Moreover, the college receives grant from the Higher Education Department, Government of Gujarat under Various Heads. Different Heads mention the assigned budget for procurement of different items which include sports items, books & journals, equipment and contingency. Under 12th Plan, the college received amount of Rs. 6,40,000/- as General Development Grant. In addition to that, the IQAC of the college received Rs. 300000/- as grant for XIIth Plan and Rs. 275000/- for Remedial Coaching. Such grants under Plan Head can be used under specific heads for Addition or alteration of the building, purchase of books and journals, Equipments, Laboratory, Connectivity, Career and Counseling Activities, Cultural Activities, Development of ICT, IQAC, Remedial Coaching etc. Under Non-Plan Head, the grant can be used, to some extent, for maintenance of equipment, computers and

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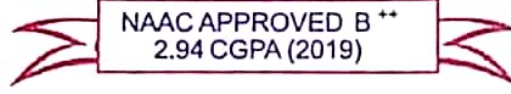
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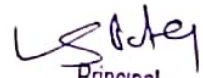


Ref. No. other items. The maintenance and security of physical infrastructure such as telephone services, security guard, office expenses, travelling allowances, CCTV surveillance etc. is also covered under the non-plan head.

3. While purchasing equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.

4. Portion of the fund received under RUSA Scheme is being utilized for upgradation and repairing of the existing laboratories and other existing infrastructure.




Principal
Shri & Smt. P. K. Kotawala Arts College
PATAN. (N. G.)