

Maintenance Policy & Procedure

Every year, before the beginning of the new session, a requirement is initiated from the Departments duly recommended through their Heads. Keeping in mind the technological change and insertion of new courses/ subject. Thereafter, a list with approximate costs and near availability of items / equipments etc. with maintenance facility is prepared for inquiry. After due verification by the 'Purchase Committee' w.r.t. specification and ensuring best quality with minimum rate, order is placed to vendors/ suppliers on the basis of quotations with prior sanction of Governing Council.