



# Dr. Babasaheb Ambedkar Technological University, Lonere

## **Procedures and policies for maintaining and utilizing physical facilities**

Physical facilities in the University includes infrastructure within campus like buildings and internal roads etc.

The process of tendering & quotation is followed to carry out maintenance in physical facilities. They are key in ensuring accountability and transparency.

Tender process is divided into three parts:-

1. Offline / A1- Tenders:-

These tenders are used to carry out maintenance work upto Rs.3 Lakhs. They advertised on University portal for wide publicity.

2. Offline or Online B1-Tenders

These tenders are used to carry out minor civil works (3 Lakhs to 25 Lakhs) costing more than 10 lakhs. They are given wide publicity in local and state level newspaper.

3. E-tenders

These tenders are useful for major maintenance work/new major work costing upto Rs. 25 Lakhs. They are given wide publicity at local daily and state daily.

Work costing more than Rs. 25 Lakhs are outsourced to PWD.



## **Dr. Babasaheb Ambedkar Technological University, Lonere**

### **Procedures and policies for maintaining and utilizing academic facilities**

- i.** The University departments/sections regularly maintain the laboratory equipment there by checking the working status of instruments. Maintenance being carried out by the laboratory assistants. Laboratory assistant are maintaining dead stock register and register for consumable material. Laboratory assistants are also maintaining log book in laboratory, maintaining equipment, kits, wires, probes etc. Further laboratory assistants are issuing equipment, components and manuals to the students, other laboratories and departments by making entry in the issue book.
  
- ii.** The University Department organizes workshops, guest lectures, seminars for development of students on frequent basis. The departmental project and seminar coordinators are maintaining all projects and seminar records. Department office maintains all academic documents such as master, individual teacher's, class room, laboratory time tables, monthly review of number of lectures and practical conducted by teachers, a copy of unit test examination time table, student's feedback reports.