



Sarvajani Education Society

SPB English Medium College of Commerce



V.T.Choksi Campus, Nr Lal Bunglow, Athwa Lines, Surat-395007, Gujarat, India, Phone: 0261- 2254051

Recognised by UGC as

COLLEGE WITH POTENTIAL FOR EXCELLENCE [2016-2021]

www.spbcommerce.org

NAAC Re Accreditation 'B' Grade [CGPA 2.80]

Email: contact@spbcommerce.org

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college utilizes UGC grants and government funding and resources for the maintenance and upkeep of the infrastructure, facilities and equipment of the college. Such allocations are always approved before its utilization and are required to be audited by CA. This procedure is always followed scrupulously.

Administrative staff as well as faculty members are watchful about the proper maintenance of college building and various equipments. Fire- safety gadgets are maintained on a regular basis and care is taken to provide a safe and hygienic environment in the college campus.

Annual maintenance contracts are given to different agencies for taking care of electrical and electronic gadgets like computer systems, air conditioners, RFID Security System, water purifiers etc.

Wherever possible, in-house maintenance is resorted to and most of the computers and equipments are maintained well by staff members. Separate arrangements have been made for carpentry, fabrication and electrical work on regular basis for repair and maintenance of benches, windows, doors, replacement and repair of defused tube lights, fans, switches, connections etc. Group of persons are hired for housekeeping and security services, where required.

The institution ensures optimal utilization of the budget allocated for various activities, including maintenance of physical, academic and support facilities, by implementing the following measures:

Outlining the Procurement Procedure:

For the purchase of major items we follow quotations and tender systems. For the purchase of amount exceeding Rs.1000/-, the quotation system is followed and for the purchase of amount exceeding Rs.1, 00,000/- (one lakh) the tender system is followed. The institution has outlined the quotation system for various purchases which helps in taking care of prices, delivery dates and transport costs as well as after sales services. When the quotations are received, they are opened by the chairman of LAC and purchase orders are placed after necessary sanctions. When tender system is to be followed, the whole procedure is carried out by the purchase committee set-up by the SES.

Monitoring and Control:

In addition to the annual audit by the management and the state Government, as part of the monitoring and control policy, the accounts of all the institutions of the SES, including our college, are audited on quarterly basis by CA appointed by the management.