



# **MAINTENANCE AND PROCUREMENT POLICY**



**NALBARI COLLEGE, NALBARI  
ASSAM**

## Maintenance and Procurement Policy

Nalbari College is one of the premier higher educational institutions of Assam. Despite of disseminating the quality education, the institute maintain solid academic and non-academic policies for proper functioning of the college. The maintenance and procurement committee are significantly important for proper functioning of an institution. Nalbari college, Nalbari is also formulates its maintenance and procurement policy for proper regulation in sustaining the infrastructure as well as the procurement policies of different items. The purpose of this policy is to establish guidelines for the maintenance of facilities and the procurement of goods and services at Nalbari College. This policy aims to ensure that all maintenance and procurement activities are conducted efficiently, transparently, and in a cost-effective manner.

### Objectives

- To maintain college facilities in a safe, functional, and aesthetically pleasing condition.
- To ensure timely and cost-effective procurement of goods and services.
- To uphold transparency, fairness, and accountability in all procurement processes.
- To comply with all applicable legal and regulatory requirements.

### Maintenance Policy

Nalbari College has an age-old structure. To maintain the superstructure and college campus, the college is maintaining a robust policy from the time of its inception. The policy is focussed with the following points

1. The maintenance policy is designed as per the recommendation of the governing body of the college. The governing body empowered principal to spent up to Rupees 50,000/- without prior approval of the construction committee.
2. For maintenance cost above Rupees 50,000/-, approval of the construction committee is mandatory.
3. The labour charge for day-to-day instant activities is fixed at Rs. 450/-.
4. Principal can individually decide the cost incurred in any plumbing issues.

5. The college authority takes utmost care to maintain the PNC stage of college auditorium in every alternate five years.
6. The digital classroom is maintained in every five years.
7. The principal has the authority to make independent decisions regarding costs incurred in the maintaining the greenery of the college.

### Procurement Policy

Nalbari College is committed to maintaining high standards in its procurement activities, ensuring that all goods and services procured support the college's mission and goals. This policy provides a structured framework for managing procurement processes responsibly and efficiently. The procurement policy focussed on the following points

1. Departmental purchases are made based on the specific requirements of each department.
2. Extra departmental procurements are made as per the recommendation of the purchase committee.
3. In emergency, the principal has the authority to purchase item up to Rs. 25,000 without quotation.
4. Purchasing above Rs. 25,000 is accomplished by collecting quotations from the local vendors. The quotation invitation notice is published in the local agency and college website.
5. Authorization from the appropriate authority is required for high-value purchases.



(Dr. Kamal Nayan Patowary)  
Principal  
Nalbari College, Nalbari  
*Principal*  
Nalbari College, Nalbari  
Nalbari, Assam