



**K. J. SOMAIYA INSTITUTE OF ENGINEERING  
AND  
INFORMATION TECHNOLOGY,  
SION, MUMBAI - 400 022**

**5. ADMINISTRATIVE POLICIES**

**ADMINISTRATIVE POLICIES**

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## 5.1 ACCOUNTS SECTION

The basic purpose of Accounts Policy is to provide the accounting officer with direction and guidance in connection with those accounting transaction, procedures and reports that is an intrinsic part of the Accounting system of K.J. Soamiya Institute of Engineering and Information Technology (KJSIEIT).

SomaiyaVidyavihar (established in year 1959) is and educational Institution in India, registered under the societies Registration Act 1860. It is also registered as a Trust under Public Trust Act. A number of educational Institutions have been promoted by SomaiyaVidyavihar. K.J.Somaiya Institute of Engineering and Information Technology (KJSIEIT) was promoted in 2001 to impart Engineering Education.

Since SomaiyaVidyavihar is registered as a trust, its Income is exempt according to the provision of sec. 11,12,& 13. The Trust has been established in accordance with the law and its objects fall within the definition of the term “Charitable Purpose” since the definition of charitable purpose under Sec.2(15) of Income Tax Act, 1961 includes “Education”.

### 1. Accounting Structure

The Institute followed cash system of accounting up to 31<sup>st</sup> March, 2004 and shifted to Mercantile system of accounting effective from 1<sup>st</sup> April, 2004.

#### Rational for changes in the method of accounting system

The Institute is required to determine the fees for the various courses each year. Mercantile system of accounting helps to make a realistic assessment of expenses; as expenses accrued but not paid are also brought into account. Income accrued but not received during the year is also recognized. This is in true with “Matching Concept” which states that revenues of a particular year should be matched with the expenses of that year.

### 2. Accounting Records and Reports

In order to claim full tax exemption and educational institution has to apply at least 85% of the income for the purpose for which the trust has been set up. Therefore adequate records are maintained for the purpose of Tax compliance.

Accounting records are completely automated since ERP Tally 9/4.91 is used for accounting since the year 2007. Currently we are using Net Suite Oracle Base Software. All reports are generated through the system for accounting and control purposed.

### **5.1.1 Cost Accounting**

It is the policy of the Institute to maintain sufficient records to be able to keep a cost accounting system in place for the purpose of allocation of common costs to various programs that runs concurrently. The program to which costs are allocated is : Bachelor of Engineering which are affiliated to University of Mumbai.

### **5.1.2 Cash And Bank Operations**

#### **1. Cash Controls**

Cash balance allowed at any point of time is Rs. 20,000/- for petty cash expenses. An imprest is maintained so that the balance of cash in hand never falls below Rs. 5000/-.

#### **2. Opening Bank Accounts**

Bank accounts are opened as per requirements arising from time to time. Account opening is authorized by Hon. Secretary, SomaiyaVidyavihar.

#### **3. Operation of Bank Accounts**

The designated signatories for operation of bank accounts are the Hon. Secretary, SomaiyaVidyavihar , Principal and other authorized member passed by Governing Body of the Institute.

#### **4. Disbursement**

Disbursements are authorized by Hon. Secretary and operational disbursement are authorized by the Principal / Registrar.

#### **5. Unclaimed and Un cashed cheques**

Unclaimed and uncashed cheques are not actively managed. However, if a cheque is not encashed within the mandatory period of Three Months the

recipients of the cheque is credited again and the claim is settled on demand.

### **5.1.3 Accounts and Receivable Operations**

Receivables consist of fee receivables from students. Fee is collected at the beginning of the academic year. Advance and loan paid to staff and faculty is usually deducted from salary.

### **5.1.4 Accounts and Payable Operations**

#### **1. Disbursements**

Disbursements consist of honorarium payments to guest faculty and visiting faculty and other expenses incurred towards events and functions conducted in the Institute.

#### **2. Purchase and Invoice Processing**

All operational purchases are authorized by the Principal / Registrar and payments proceed on presenting relevant bills and filling in claim forms, where necessary.

#### **3. Taxes**

Tax deducted at source is remitted within due date and returns are filed quarterly. For the income arising out of operations a consolidated tax return is filled by the Trust.

### **5.1.5 Payroll Operations**

1. Payroll is maintained by the Institute for salary payments. The AICTE guidelines for applicable scales of salary for teaching and non-teaching staff is adhered to. Payroll attendance is maintained by Automated systems is operated alongside manual register as well as fingerprint machine.
2. Salary of the month – Staff Section will prepare the attendance /leave status of staff on last day of every month and will submit it to Registrar. After duly verified the statement will be forwarded to Principal for approval.

After approval, it will be sent to Accounts Section for the preparation of salary. Account Section after preparation, duly verified by Accountant will be forwarded to Registrar and finally to Principal.

3. The salary will be paid on or before 10<sup>th</sup> of succeeding month. Any error/miscalculation is to be brought to the Accountant and after due verification, will be released by 15<sup>th</sup> or adjusted in the following month.
4. Staff members are expected to furnish the details of their investment by 30<sup>th</sup> of June for calculating TDS to Accounts Section. Further on or before 20<sup>th</sup> December, the proof of investment (photocopy) to be submitted to the Accounts Section. If not done, TDS will be fully made and no grievance /complaints/request will be entertained.
5. Staffs are required to submit their PAN to Accounts Section at the time of joining. Salary will be disbursed through Bank for which staffs are required to open a Salary A/c. with Axis Bank, Ghatkopar Branch Mumbai.
6. No staff / students are permitted to collect money/ fees or whatsoever it may be. Only Accounts staff is permitted to collect money/ fees / fine etc. duly authorized by Principal and Registrar. Librarian is authorized to collect fine from students/staff and the amount will be deposited with Accounts Department at the earliest. Only Accounts department is authorized disburse payment which are duly approved by the competent authority.
7. Teaching and Non-Teaching staffs those who are appointed as regular employees are eligible for annual increment as prescribed by rule subject to their performance appraisal and ACR. The staff who availed LWP (Leave without Pay) will not be eligible for Annual Increment if their LWP is beyond 15 days.

#### **5.1.6 Budget**

1. All HODs and various I/C are expected to work out the requirement of their department for the next financial year as per the guidelines given by Account Section and should be given to Accountant as per circular in

December. The expenses for capital purchase or other day to-day affairs should be within the syllabus of University/as per AICTE guidelines. No other expenses can be projected in the Budget. Budget will be presented to the Management and after approval will be communicated to HOD's by April.

2. All expenses of the department will be sanctioned strictly as per the Budget allocation. Staff required settling their expenses immediately by end of every month. The expenses will not be taken to the following month due to closing the accounts by the end of every month.
3. All cash transactions during the month of March are to be settled by 28<sup>th</sup> of March to enable the accounts department to close the accounts for the financial year.
4. Depreciation on fixed assets provided on straight line method (SLM) at the rates and in the manner prescribed as per ShishanShulkaSamiti (SSS)/ Fees Regulating Authority Govt. Maharashtra.

The rate of depreciation for the various assets is shown below:

Asset Block	Components	Rate of Depreciation
Building		2.5 %
Furniture and Fixtures	Chairs , Tables/Benches, Cupboard, Lockers, Blackboard, OHP, Sound System, Fire Fighting System, Fan and Electrical fitting.	10 %
Library books included in teaching		25 %
Office Equipment	EPBX and Telephone, Photocopier, Refrigerator, Water Cooler and Electric Installation.	40 %
Lab Equipments	EXTC lab equipment, ETRX Lab equipment, IT lab equipment and Computer lab equipments.	10 %
Computers Equipment and software	Computer and software.	40 %

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Air Conditioning Equipments	Air Conditioners,	10
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Depreciation is charged to the Income and Expenditure Account of each year on straight line method.

### 5.1.7 Fee Collection

1. As per college Fee policy recommended by ShishanShulkaSamiti/ Fees Regulating Authority and University of Mumbai fee is collected from the students.
2. Before paying the fees, students should fill up his/her on line admission form on our college website, take a admission form printout and attach marks sheet photo copy and get it verified from students section.
3. Tuition fees are collected through a online, My Account Portal only. Computerized fee receipts are issued to the students through online student portal only..
4. After particular period, the students who have not paid the fees are reminded through a circular. Their names are sent to HODs of respective departments.
5. If student has a financial problem, time extension is given to the student after consulting with the principal.

### 5.1.8 Day to Day Cash Expenditure

1. As per requirement of cash expenditure, cash is withdrawn for petty cash expenditure required for routine work like repairs and maintenance, remuneration, conveyances of the staff going for outdoor duty for official work.
2. A separate petty cash register is maintained to record such expenditure. This also recorded in tally package.
3. Cash vouchers for such expenditure must be authorized by Principal,



Registrar and Accountant.

### **5.1.9 Day to Day in Accounts Section**

1. Payment to suppliers of stationery, repairing work material or services to lab and college common expenditure.
2. Day to Day accounts work. (Data entry etc.), cheque preparation, Transcript etc. Any other work related by DTE, University of Mumbai, FRA, ARA and AICTE.
3. Maintaining all bank statements, vouchers, ensure filing vouchers and papers. Issuing receipt of payments, accepting cash /DD and entering in tally software. Recovery and maintaining record of student's scholarship/ free ships.
4. Preparation of staff salary, PF, petty cash preparation of vouchers, bills for payment various returns. Maintaining P.T records. TDS File, validation, e-filing PT and TDS deduction statement preparation as per staff investment plan. Collecting staff investment plan and supporting documents etc.
5. The Passbook and Cheque Book with the Bank statement verification is done. This is done twice in a year. It is then verified by Chartered Accountant.
6. Internal Audit is conducted quarterly and External Audit is conducted two times in a year.

### **5.1.10 Loan Process**

Loan process is approved in Governing Body meeting. After the approval of Governing Body we apply to the Charity Commissioner for processing the loan. After making resolution, purpose of loan, nature of repaying the loan has to be submitted to Charity Commissioner. Projecting 5-6 yrs budget and apply for loan to Bank. The loan process has to be fulfilled as per the norms of the bank. Bank sanctions loan with the repayment schedule. Then we have to register the required documents in Registrar office, Govt. of Maharashtra.

## 5.2 STUDENT SECTION

Student Section deals with Admission process, University Enrollment Process, Confirmation & Approval of admission with JT DTE, DTE, Admission Regulating Authority and University of Mumbai etc, Insurance Schemes and Scholarship schemes. It facilitates students to do all the work related to office.

### 5.2.1 Admission

1. During the First Year, Direct Second Year and Master of Engineering Admission Process, required documents are collected from the students and maintained in separate files. The information of students admitted in FE, DSE and ME is uploaded on DTE and CET Cell website. After completion of admission process Merit Lists of students along with the required documents is submitted to Joint Director of Technical Education (Jt. DTE) and Admission Regulating Authority (ARA) for approval of the admission.
2. Newly admitted students are advised to fill the enrolment form available on University website. Printed copies of the enrolment forms are collected from the newly admitted students. These forms are submitted to the University of Mumbai for confirmation of the enrolment.
3. Newly admitted students are advised to submit online Anti-ragging affidavit available on AICTE website. Printout of this affidavit is collected and maintained.
4. For Second Year, Third Year, Final Year and Master of Engineering, notification for admission is issued after the declaration of result. Admission forms of the students are verified and collected.
5. Fee structure is made available on the college website in Admission menu.

### 5.2.2 Issuing Certificates

1. **Leaving certificate** is issued to the student leaving the college. Application for leaving certificate is available on institute website. Before issuing leaving certificate, no dues certificate signed by respective HODs is collected from the student. Leaving certificate is issued within 3-5 days after receiving the application.
2. **Bonafide certificate** is issued to the student on application. Application for the bonafide certificate is available on institute website. Purpose for issuing the bonafide certificate is specifically mentioned in the bonafide certificate. Bonafide certificate is issued within one day after receiving the application.
3. **Migration Certificate** is issued to passed out students. Students are advised to fill migration form available on University of Mumbai website. Duly filled University Migration form along with required documents is accepted by the Students Section. Student section submits the same to Eligibility & Migration Department, University of Mumbai. Migration certificate is collected from University of Mumbai within 10-15 days.

### 5.2.3 Scholarship / Freeship schemes

Government Scholarship / Freeship schemes are implemented as per the government norms. Scholarships by other charitable trusts, Somaiya Trust and institute are also offered to the students as per the norms.

1. **E.B.C. Concession:** It is a scholarship scheme of State Government for the Students domiciled in Maharashtra, admitted under CAP and his/her income is below Rs.8.0 lacs. Students claiming concessions for Economically Backward Class (E.B.C.) shall produce Income Certificate issued by the Executive Magistrate to the effect that the candidate belongs to EBC category at the time of admission. Students admitted under CAP and who wants to avail this facility should fill and submit an online application form on MahaDBT portal, Student Section will scrutiny the application and send for further approval

to Competent Authority.

- 2. Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only) For SC/ ST/ VJDTNT(A)/ NT(B)/ NT(C)/ NT(D)/SBC/OBC category candidates :** This scheme is announced by the state Government for the students belongs to backward category domiciled in the state of Maharashtra, admitted under CAP and having Caste Certificate and Caste Validity of the Maharashtra State. The students admitted under CAP are considered for this scheme. The students belonging to backward class category will get only that amount of waiver as notified in the circulars issued by the Social Justice and Tribal Welfare Departments from time to time, subject to fulfillment of various norms and conditions laid down by these Departments. Students claiming fee concession under reservation category shall produce the required certificates as may be specified by the respective Social Justice and Tribal Welfare Departments. For availing this facility students should fill and submit an online application form on MahaDBT portal, Student Section will scrutiny the application and send for further approval to Competent Authority.
- 3. Minority Scholarship-Merit Cum Means Scholarship State Govt. :** Minorities Development Department, Government of Maharashtra is offering the Scholarship (Max. Amount of Rs. 25,000/-) for pursuing Professional and Technical Education for the economically weaker and meritorious students belonging to Muslim, Sikh, Buddhist, Christian, Parsi, Jain and Jews minority communities. Eligible students have to apply online on MahaDBT Portal, after submission students section will scrutiny their applications online and send for approval to concerned department.
- 4. Central Government Scholarship :** Various scholarship schemes offered by Central Government like-
  - a) Merit cum Means Based Scholarship (MCM) for economically weaker and meritorious students belonging to Muslim, Sikh, Buddhist, Christian, Parsi and Jain minority communities pursuing Professional and Technical

courses.

- b) J&KPMSSS Scholarship for J&K Students
- c) PMSSS-Central Armed Force & Assam Rifle

Eligible students under Sr. No. (a) and (c) have to fill and submit the online Scholarship Form on NSP Portal. In case of Sr. No. (b) J&KPMSSS students, they have to fill and submit online Scholarship form on aicte-pmss portal.

### 5. Trusts Scholarship

Various Private/Charitable Trusts : offer scholarship to the Students as per their Trust norms. Scholarship forms are available in Trust office or their web-portal.

### 6. KJSIEIT-Merit Cum Means Scholarship/Sponsorship :

50% fee concession in Tuition fee for 11 students of First Year in following branches:

- Computer Engineering – 01,
- Information Technology – 01,
- Electronics & Telecommunication - 06,
- Electronics Engineering-03

Eligibility Criteria: Candidate should be economically weak but deserving with an excellent academic record. Yearly income of the candidate should not be more than Rs. 2,00,000/-. Candidates will have to submit income certificate stating that his/her parent's annual income is less than Rs.2,00,000/- Lakh from all sources from the appropriate authority. Minimum Cut-off marks for Scholarship/Sponsorship will be decided at the time of admission process. Scholarship/Sponsorship of a student will be discontinued if found indulging in anti-institutional activities, ragging or any other activity contrary to rules of discipline without any notice. Scholarship/Sponsorship of a student will be discontinued if his/her yearly progress report (of the candidate) is not satisfactory.

### 7. **Somaiya Women Scholarship:** It is open to all Somaiya Vidyavihar / Somaiya

Ayurvihar women students with a financial need and a good educational track record.

**8. Somaiya Need Based Scholarship** is open to all Somaiya Vidyavihar / Somaiya Ayurvihar students with a financial need and a good educational track record

Circulars/ Notification for all the above scholarships are available on Institute Website. Students should fill the online/ Offline form as per the instructions given in Circulars/ Notification or Portal of respective scholarship and submit the forms to the Student Section with necessary documents. Students section verify the online or offline form along with the required documents and send to the concern competent authority for approval. After approval from the concerned authority, institute Accounts Section receives the scholarship payment through NEFT or Demand Draft and same will be disbursed to the students as per rule. Accounts Section prepares the Utilization Certificate after disbursing the payment to the concerned student.

#### 5.2.4 Insurance Schemes

1. **Amartya Insurance:** The Government of Maharashtra and DTE has implemented this unique Scheme for Degree Courses in Engineering/ Technology Students all over Maharashtra vide G. R. No. TEM-2011/(11/2011) TECH EU 04 dated 25<sup>th</sup> August, 2011. The Scheme is mandatory for all the colleges and students to pay and get insured as per the aforesaid Government Resolution, from the Academic Year 2012-2013 for all the students. Institute Students Section collected the Data of Students as per the Format given by the concerned Insurance Company send the proposal to the Insurance Company for Insurance cover of Student & Earning Member of student.

**Risk Cover:** Death If such injury shall within twelve (12) calendar months of its occurrence be the sole and direct cause of death of the insured parent/insured legal guardian.

Permanent Total Disablement If such injury shall within twelve (12) calendar months be the sole and direct consequence there of immediately permanently totally and absolutely disable the insured parent/insured legal guardian from

engaging in any employment or occupation of any description whatsoever.

Loss of two limbs or two eyes or one limb and one eye If such injury within twelve (12) calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of i. sight of both eyes or the actual loss by physical separation of the two hands or two feet or of one hand and one foot or loss of sight of one eye and such loss of one hand or one foot, ii. use of two hands or two feet or one hand and one foot without physical separation or loss of sight of one eye and loss of use of one hand or one foot without physical separation

2. **M.U. Students Group Insurance-Yuva Raksha** : Group Insurance Scheme “Yuva Raksha” which was introduced by the University of Mumbai from the Academic Year 2002-2003 for the benefit of the students studying in the affiliated Colleges and department under the jurisdiction of the University of Mumbai.

**Risk Cover: (Point No. 1 & 2)**

Accidental death includes Rail/ Road / Air Accidents injury due to any violent collision. Fall injury due to fire, Explosion, Snakebite, Frostbite, Burn injury, Drowning and Poisoning. Natural Calamity, riots but will not include suicide or attempt to suicide.

The Policy will cover the following three contingencies in case of Accidents.

- a) 100% coverage in case of sad demise of the insured
- b) 100% coverage for permanent disability (Disability means loss of limbs, loss of eye sight or sense of hearing paralysis)
- c) 100% coverage for hospitalization expenses arising out of accidents which includes cost of medicines as well as expenses of Doctor Fees.

The Students Section collects the Data of Students as per the Format given by the University of Mumbai and sends the proposal to the Insurance Company for Insurance cover of Student.

### 5.2.5 **Railway Concession**

Free Railway concession forms are issued to girl students those who want to avail facility in **second class**. 70% concession in pass is given to SC category student. 40%

concession in pass is given to boys for second class and First class. Since April 2017, students are applying on-line application for pass. Concession is given to the students those who are going for Industrial Visit and for going to Native place during vacation period. Around 80 % students are availing this facility

**Railway concession process:** Student apply for on-line concession form then Concession issuing staff verifies the form with their date of birth, validity of previous concession issued, residential proof, Form no, pass no, date of issue, caste, source and destination and concession is given to them for the nearest station within two working days.

**Railway concession** completed form book with statement is submitted to Railway Section, CST and after their verification of the statement they give the acknowledgement slip and issue new concession book

#### 5.2.6 Hostel Facility

K J Somaiya Institute of Engineering & Information Technology is having Hostel facility of Somaiya Trust for all Somaiya students only.

Every year Institute receives some number of seats from three Hostels - Somaiya Polytechnic Hostel, Somaiya Management Institute hostel, Somaya Medical Hostel of Vidyavihar and Ayurvihar campus.

#### **Process of taking hostel admission is as follows:**

After taking admission in the Institute, aspirant submits request letter to the student section for the hostel. The application is forwarded to the office superintendent. As per student's need, if students are non-residents of Mumbai and Suburbs of Mumbai region can be eligible for the Hostel.

The final shortlisted students as per availability of seat in either of three hostel of Somaiya Vidyavihar, rooms were allotted.

Fees and mess charges can be paid by the student for the semester as prescribed by concerned hostel authorities.

Timing of hostel is from 9.00 am to 8.00 pm to enter. Rectors are residents in the hostel who are managing basic requirements of the students and also maintaining discipline in



the hostel. At Institute For Students taking hostel admission, Principal and Officers assigned by Principal of the Institute will act as a Guardian of the students admitted. Officer appointed will coordinate among the Hostel Authorities and Principal for necessary requirements of students.

### **5.3 STORES - PURCHASE SECTION**

Store and Purchase section follows purchase procedure as mentioned below.

#### **5.5.1 Purchase Procedure & Duties of Store – Purchase Section**

- 1) Every department prepares Academic Year purchase list and proposal. Submits Budget requirement to accounts section.
- 2) For every purchase, Accounts section with Principal / Vice-Principal's consent allots a budget under which the purchase of the required consumable, non consumable and Capital is carried out at the Institute level.
- 3) Purchase of any consumable and Non consumable, Capital is further processed after taking approval of the budget utilization from Management.
- 4) As per Indents / requisition made by different department of the Institute, the quotations from minimum three parties - maximum five parties are invited and analyzed by preparing Comparative statement. After preparing comparative statement, negotiation meeting is held in presence of Principal / Vice-Principal, Vice Principal / Vice-Principal, Purchase department representative of Management, Purchase department representative of Institute, Project office representative of the management and accountant.
- 5) Out of all quotations received a vendor quoted least receives or quality material is issued a Work / Purchase order of the Institute as per the negotiation meeting.
- 6) Work completed, Purchased material received will be verified, tested, demonstrated then distributed to concern departments/ respective section in charges and then entered into institute General Inward Outward register.
- 7) All the consumable non consumable, capital purchase bills are further processed for billing to account section through Store & Purchase Section . Within three

working days billing of the same is carried out by accounts section.

- 8) Store and Purchase section maintains Administrative office dead stock register, General Inward / Outward register, Stock register, fixed asset register and Consumable Stock register.
- 9) Non-working equipments which are not repairable should be disposed off with the consent of HOD and Principal / Vice-Principal.
- 10) Computer should be replaced after every five years. Old furniture, paper scrap should be disposed off every year with the consent of Office superintendent & HOD as per Principal / Vice-Principal's instructions
- 11) All the AMC for maintaining infrastructure is done with the proper procedure. Store and Purchase section initiate process with the guidance of Office Superintendent and instructions of Principal / Vice-Principal. He/ She call three or more quotations from the concern parties. A least quoted party finalized to give AMC with the consent of Project team of Management , Purchase team of Management & Principal / Vice-Principal of the Institute

**5.5.2 Stock Verification is also co-ordinated by Store and Purchase section as follows.**

- 1) All HODs and various In-charges are required to conduct stock verification every year in December / January and the statement and certificate to be submitted to stores I/C and Office Superintendent.
- 2) Stock of various departments will be verified by the member of stock verification committee from other department.

**5.4 MAINTENANCE SECTION**

Maintenance Section headed by a head clerk looks after all the maintenance related activities that include maintenance of inside infrastructure and outside infrastructure.

**5.4.1 Inside Infrastructure Maintenance**

For inside (Classroom, Auditorium, Washrooms) cleaning, Annual Maintenance Contract (AMC) is given to a private agency. Cleaning of the premises is done on daily basis.

Repairing and maintenance of furniture at a small scale is carried out with the help of Workshop staff.

For maintenance of AC and water coolers, AMC is given to the sister concern institute, K. J. Somaiya Vocational Training Institute, Vidyavihar. ACs and water coolers are serviced at regular intervals.

External agency is appointed for aqua-guard maintenance, cleaning of water tanks on periodical basis.

#### **5.4.2 Outside Infrastructure Maintenance**

For outside (playground, Garden) maintenance and cleaning, Annual Maintenance Contract (AMC) is given to a private agency. Grass cutting is done periodically to maintain the grounds and garden in good condition. Security staff is appointed to look after the security / trespassing issues. Solar panels mounted on the pathways are cleaned every month.

#### **5.4.3 Equipment Maintenance**

Maintenance cards are maintained for every equipment. Lab assistants do the maintenance of the lab equipments regularly. The equipments are calibrated on regular basis. Every maintenance related activity is recorded in the maintenance card.

#### **5.4.4 Disposal of scrap**

Non-working equipment which is not repairable should be disposed off with the consent of HOD and Principal.

Computer should be replaced after every seven years.

Old furniture, scrap papers should be disposed off every year with the consent of HOD and Principal. Scrap will be disposed either by selling the same to vendors (Bhangarwala) and Electronic scrap will be disposed of by giving it to the recycling Institutions.

**Escrap also processed through the proper channel as mentioned below**

- 1) As per institute's purchase policy, for purchasing IT equipment, the

preferable warranty period is of 5-5-5 years (5 years onsite warranty with service and spare) for desktop and laptop computers, for servers 3-3-3 years and then AMC to be given. For printers and other equipment generally warranty period is of one year after that repair maintenance will be on call basis.

- 2) IT center team of the institute will decide life period of the IT equipment (considering Govt. / University e-scrap guidelines) such as Desktop computers (7years), Servers (7years), Laptop computers (5years), Printers (7years), Network Switches (10years), Surveillance cameras (10years), etc.
- 3) History card for each equipment has to be maintained.
- 4) Before scrapping any equipment, it should be verified thoroughly with reference to the history card.
- 5) Department will list the equipments to be scrapped. ( w.r.t. point - 2)
- 6) IT coordinators will verify the equipment history and status.
- 7) Scrap Committee comprises of all the heads, Office Superintendent , Store & Purchase section incharge, IT team, will prepare a report.
- 8) The report will be submitted to the Office Superintendent and the Principal for scrap approval.
- 9) This report will be submitted to the data center SVV (IT manager) for further processes.
- 10) On approval, the scrap equipment will be handed over to the store department.
- 11) Data center SVV will send a team from K. J. Somaiya Private I.T.I., Vidyavihar for extracting usable equipment's for other somaiya institutes, if needed, as a policy of Somaiya Trust.
- 12) As per the requirements of other Somaiya institutes, usable equipment will be transferred to respective institute as suggested by K. J. Somaiya Private I.T.I., Vidyavihar.
- 13) The store department will call quotation from government authorize vendors for E-scrap of equipment.

14) After completing the scrap procedure, the equipment will be marked as 'Scrapped' in dead stock registers.

15) Same data will be recorded in the books of accounts.

#### 5.4.5 Rental Policy

The classrooms, auditorium and playgrounds of the Institute are rendered to Somaiya students and outsiders on rent with a pre booking facilities. The rates for the same are finalized according to SomaiyaVidyavihar guidelines as below:

Classroom	Rs. 4,000 /- per day
Auditorium (without AC)	Rs. 35,000/- per day
Auditorium (with AC)	Rs. 60,000/- per day
College Ground	Rs. 55,000/- per day
Playground Big (for outsiders)	Rs. 20,000/- per day
Playground Big (for Somaiya Students)	Free
Playground Big (for University / DSO)	Free
Astro Turf Football ground (for Somaiya Students)	Rs. 600/- per hour (6.00 am to 7.00 pm) Rs.750/- (6.00 am to midnight)
Astro Turf Football ground (for outsiders)	Rs. 1300/- per hour (6.00 am to 7.00 pm) Rs.1500/- per hour (6.00 am to midnight)

On Saturdays, Sundays and Public Holidays the rates of outsiders will be applicable to Somaiya students too.