



MARATHWADA MITRA MANDAL'S

SHANKARRAO CHAVAN LAW COLLEGE

Accredited with 'A' Grade by NAAC
202/A, DECCAN GYMKHANA, PUNE - 411 004.

Affiliated to Savitribai Phule Pune University & Approved by Bar Council of India, New Delhi
(Permanent Reg. No. - Id No. : PU / PN / Law / 179 - 2002)



Late. Shri. Shankarrao Chavan
Founder President

Shri. Shivajirao D. Ganage
President

Prin. Bhausaheb Jadhav
Exe - President

Purchase and Maintenance Policy		
1.	Purchase and Maintenance Policy APN/IQAC/P&M/ 2022-23/04	Functional Area: Purchase and Maintenance of Academic and Physical Infrastructure facilities and Information Technology Resources; Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: To ensure transparency, efficiency, and cost-effectiveness in all procurement and maintenance activities carried out by the College and to foster a culture of efficiency, integrity, and financial prudence within the College Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative and managerial processes relating to purchase and Maintenance of Academic, Physical and Infrastructure related equipments and services, students and IT infrastructure, library users in the organization
4.	Approved by:	College Development Committee
5.	Responsible Authority	Administrative Office
6.	Superseding Authority	Principal
7.	Last Reviewed/ Updated:	New policy (2022-23)
8.	Reason for the policy	Quality as the sole criterion for updating



Purchase and Maintenance Policy

Objective:

The Purchase and Maintenance Policy, referred to as 'the Policy' outlines guidelines and procedures to purchase and maintain the Physical and Academic Infrastructure, support facilities, equipment, materials, and services at MM Shankarrao Chavan Law College. The objective of this Policy is to ensure transparency, efficiency, and cost-effectiveness in all procurement and maintenance activities carried out by the College. By following this Policy, we aim to foster a culture of efficiency, integrity, and financial prudence within MM Shankarrao Chavan Law College, Pune. It is the responsibility of all staff to comply with the policy and report any potential deviations or irregularities to the college administration.

1. Authority and Responsibility :

The implementation of this Policy shall be under the direct supervision of the Principal. The Purchase and Maintenance Committee, constituted by the Principal, shall be responsible for evaluating purchase and maintenance requests and recommending procurement decisions.

The Purchase and Maintenance Committee has been appointed by the Principal. Appointed members of the committee are:

- i) Dr.Gajendra Dhamal (Teaching Staff)
- ii) Dr, Sudhir Tarote (Teaching Staff)
- iii) Dr.Nagnath Bansode (Administrative Staff)

2. Vendor Selection and Registration:

2.1 The committee, in consultation with the Principal, and Purchase Officer of Marathwada Mitra Mandal shall maintain a comprehensive list of approved vendors, ensuring they meet specific criteria such as product quality, pricing, past performance, and delivery capabilities.



2.2 New vendors seeking to do business with the college must undergo a thorough evaluation process and register with the committee before being considered for any procurement.

3. Purchase Requisition:

3.1) All purchase requirements must be initiated through a Purchase Requisition (PR) form, providing clear details of the goods or services needed, quantity, specifications, and any other relevant information.

3.2) The PR must be approved by the respective department head or designated authority before submission to the Committee.

4. Quotations:

For routine purchases, at least three competitive quotations must be obtained from registered vendors.

5. Purchase Order:

5.1) once the vendor has been selected and the terms have been agreed upon, a Purchase Order (PO) shall be issued, clearly stating the item specifications, quantity, delivery date, payment terms, and any other relevant terms and conditions.

5.2) The PO shall be signed by the Management member.

6. Budgetary Compliance:

6.1) All purchases must be in line with the budgetary allocations of the college.

6.2) The Committee shall ensure that no purchase exceeds the approved budget without proper authorization from the college management.

7. Payment Process:

Invoices from vendors shall be verified by the college office accountant for accuracy and compliance with the PO terms before processing payments.



8. Vendor Performance Evaluation:

8.1 The Committee shall conduct annual evaluations of vendor performance based on criteria like product quality, delivery timelines, and customer service.

8.2 Poor-performing vendors may be subject to removal from the approved vendor list.

9. Maintenance and Housekeeping Policy:

- a) The requirement of repairs and maintenance has to be communicated to the Administrative Office and accordingly, work shall get done.
- b) Once work is completed Bill is generated and processed through the concerned authorities and forwarded through the Principal for final payment.
- c) All monthly maintenance bills are brought to the notice of the Principal.
- d) The college has Annual Maintenance Contracts for Security and housekeeping, Lift, Water tanks, and Purifiers
- e) The maintenance schedules are executed with the support of both internal and external agencies.

9.1 Policies of Academic and Support Facilities:

- a) **Utilization and Maintenance of Class Rooms:**
 - i. Classrooms are allotted as per the student's strength.
 - ii. The supervisor shall be responsible for Classroom cleaning which shall be carried out by Housekeeping staff daily.
- b) **Utilization and Maintenance of Physical and Academic Equipment and Computer Laboratories**
 - i. A stock register is maintained and updated regularly.
 - ii. Stock verification and inspection have to be carried out by the Administrative Staff at the end of the Academic Year.

10. Scrapping Unnecessary or Damaged Items:

In cases where assets, equipment, or furniture are found to be unnecessary, damaged beyond repair, or not in a condition suitable for safe usage, the college management reserves the right to initiate the scrapping process.



This process will involve:

- a) **Identification:** The committee shall identify the items that are no longer required or are in a non-repairable condition.
- b) **Assessment:** A thorough assessment will be conducted to determine whether the item can be repaired or if it poses a safety hazard.
- c) **Approval:** The committee will recommend scrapping items to the college management for approval. After the approval, the scrapping process can be done taking into account instructions, if any, given by the college management.
- d) **Documentation:** Proper documentation will be maintained, including reasons for scrapping, disposal methods, and any relevant financial considerations.

11. Conflict of Interest:

- 1.1. College staff involved in the procurement process must avoid any conflict of interest that could compromise fairness and impartiality.
- 1.2. Any potential conflict of interest must be disclosed immediately to the Committee.

12. Record Keeping:

All procurement-related documents, including PRs, quotations, POs, invoices, and vendor evaluations, shall be maintained systematically by the college administrative office in charge.

13. Review and Amendments:

This Policy shall be reviewed annually by the college management to ensure its effectiveness and relevance. Amendments may be made as necessary, with due approvals.

14. Student Feedback and Satisfaction :

The college will gather input from students via a suggestion box to assess the quality, functionality, maintenance, and support facilities and services of the physical and academic infrastructure.

15. Sustainable Procurement:

The college acknowledges the significance of environmental sustainability and social responsibility in its procurement activities. The Purchase and Maintenance Committee will evaluate vendors and make purchasing decisions by considering sustainability



criteria alongside traditional procurement factors. The committee will take initiatives to minimize waste generation, promote recycling, and reduce the carbon footprint related to procurement and maintenance activities.



Dr. Gajendra Dhamal (Teaching Staff)



Dr. Sudhir Tarote (Teaching Staff)



Dr. Nagnath Bansode (Administrative Staff)

**Purchase and Maintenance Committee
Members**



Dr. Kranti Deshmukh

Principal

Principal

Marathwada Mitra Mandal's
Shankarrao Chavan Law College
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