

Shri Ram College Muzaffarnagar

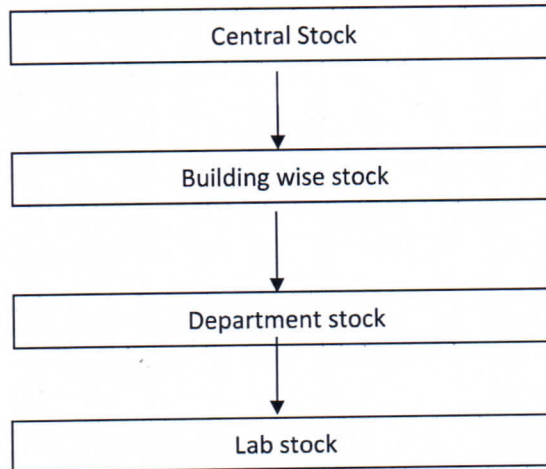
Opp Almaspur Telephone Exchange Parikarma Marg
Muzaffarnagar

Stock and Maintenance Committee

This committee verifies the stock of all material both consumable and non-consumable acquired over a period of time in the institution

Procedure :

- a) Requisition:- The staff member may give the requisition for items in a prescribed format
- b) Review of the requisition : . In case of acceptance or rejection of the requisition, the same has to be intimated to the initiating staff
- c) Forwarding the requisition to the Head of the College: the accepted requisition will forward to the Head of the College along with their remarks on the same
- d) Maintenance of the records by committee
 - 1.1 committee will maintain the central Stock Register
 - 1.2 distribution of article given to FDM(front Desk Manager)of each building to maintain building wise stock register
 - 1.3 Departmental stock register having separate consumable and nonconsumable detail with separated lab wise register



[Signature]
Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Chairman
IQAC, Shri Ram College,
Muzaffarnagar

[Signature]

Shri Ram College Muzaffarnagar

Opp Almaspur Telephone Exchange , Parikarma Marg Muzaffarnagar

Stock and Maintenance Committee (2021-22)

Objectives:

- To ensure proper maintenance of physical property and campus
- Ordinary maintenance as well as annual main
- Long range plan for repair/replacement equipment
- Regular review of the condition of infrastructure

Role and Responsibilities:

- Develop a plan to respond quickly and make effective maintenance procedure
- Co ordinate maintenance work with administrative committee
- To regularly review the condition of the campus building and other infrastructure

Stock/ Maintenance Committee (Session 2021-22)

S. No.	Name	Department	
1	Mr. Praveen Kumar (Convenor)	Comp. App.	<i>CPH</i>
2	Dr. Pankaj Kaushik	Bus. Adm.	<i>AK</i>
3	Mr. Mukesh Kumar	Commerce	<i>Mukesh</i>
4	Mr. Subodh Kumar	Biosciences	<i>B</i>

[Signature]
Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Chairman
IQAC, Shri Ram College,
Muzaffarnagar

All these section are categorizes under maintenance
-Bsc Micro

[Signature]

All these sections are categorizes under maintenance

S.N	Department	Program	Stock Incharge	Remark
1	Teacher Education	B.Ed , MEd	Mr. Sundeep Rathi	
2	Physical Education	BPEs. BPEd, MPEd	Mr. Sundeep Rathi	
3	Agriculture	B.Sc. Agriculture	Mr. Raj Kumar/ Mr. Sachin Sahu	
4	Computer Application	B.CA	Mr. Praveen Kumar	
5	Basic Science	B.Sc. (CBZ), B.Sc(PCM), M.Sc.	Dr. Manoj Mittal	
6	Bioscience	B.Sc.(Microbiology), B.Sc. (Biotechnology) M.Sc.(Microbiology), M.Sc.(Biotechnology)	Mr. Subodh Kumar	
7	Yogic Science	B Voc	Mr. Suneel Kumar	
8	Home Science	B.Sc. (Home. Science)	Ms. Alina Khan	
		M.Sc.(F&N)		
		M.Sc. (C&T)	Ms. Isha Arora	
		M.Sc.(H. M.)	Ms. Ruby	
9	Business Administration	BBA	Mr. Pankaj Kaushik	
10	Commerce	B.Com. , Mcom	Mr. Mukesh Kumar	
11	Mass Communication	BJMC, MJMC	Ms. Shalini Barman	
12	Fine Art	BFA.MFA	Mr. Rajnikant	

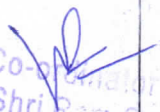
Various section Block will be as follow

1. Block A Dr. Pankaj Kaushik
2. Block B Mr. Mukesh Kumar
3. Block C Mr. Subodh Kumar
4. Block D Mr. Praveen Kumar
5. Block E Mr. Subodh Kumar

Different Section of Maintenance

- a. it infrastructure : hardware ,software ,internet
- b. Electrical Section : all electrical equipment ,software ,internet
- c. Civil infrastructure Section: Class Room, Lab, Seminar Hall , and library etc

Department are instructed to take Xerox copy of all bills and service report /maintenance report of repaired instrument and maintained stock register in deptment-with summery year wise and audit report


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
IQAC, Shri Ram College,
Muzaffarnagar