

Supporting Documents for Qualitative Metric 4.4.2



Submitted to NAAC

By

Gandhi Institute For Technology (GIFT),

Bhubaneswar

Criterion 4 - Infrastructure and Learning Resources

4.4 Maintenance of Campus Infrastructure

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc

The Institution has the structured system for maintaining and utilizing the facility available. GIFT facility management team maintains the physical and academic support facilities. The various responsibilities of the team are housekeeping activities, maintenance of gardens, pest control, entire campus up keep work etc. GIFT deployed 04 location supervisors across the campus. Each location supervisor will report to the maintenance manager regarding his observations on Electrical, Plumbing and housekeeping related issues and complaints. A log book is maintained for the same. The college provides transportation facilities for its faculties and students. A transport committee is constituted to address and rectify any transport related issues. The security of the institute is taken care by in house security guards with the help of an external private agency in two shifts round the clock.

In order to ensure the adequacy of the infrastructure including land, buildings, equipment, computer hardware and software, the norms of the statutory bodies like University Grants Commission (UGC), All India Council for Technical Education (AICTE), Affiliating University (BPUT) with regard to resource requirements are adhered. Records of all infrastructure including equipment, software, books and other items are maintained by all the departments.

All departments are strictly followed the procedures and guidelines of the institute with regard to cleanliness and preventive and corrective maintenance of infrastructure.

- Regular cleaning as per the checklists
- Regular inspection and periodic maintenance of equipment including lubrication, wherever necessary
- Preventive maintenance as per its schedules and maintenance of records.
- Annual maintenance of contract and maintaining record of service / maintenance
- Corrective maintenance and its records.
- Deploying old equipment on tasks of lower level utilization like computers from labs can be deployed on office work for word processing.
- Transferring assets to other section of the institute which can utilize the old equipment's productively.
- Selling the old assets in a regular basis.

Classroom and Sports facility Maintenance

The sports facility of GIFT comprising different playing fields, track & field, recreation hall & gymnasium is regularly cleaned and well maintained by the support staff in supervision of the physical education department. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Stock verification of the sports items is conducted at the beginning of each semester. Regular maintenance of the play area is conducted under the supervision of physical education director and faculty sports coordinator.


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At the beginning of each semester the readiness of the classrooms and labs are checked by the facility management team. Regular inspection, maintenance of the furniture and classroom equipments is done on a regular basis.

IT Maintenance

IT help desk is functioning in the campus for resolving the issues like hard ware trouble shooting, software installation, Maintaining Biometric devices and network related issues are monitored and maintained. The complaints are posted through e-mails are addressed and resolved immediately. Also all necessary software like Microsoft office, browser, lab software, antivirus software are installed in various laboratories along with the computers are maintained by the IT help desk of GIFT in a regular basis.

Library maintenance

There is regular stock verification process carried out by the library. A file is maintained which contains the stock verification reports carried out at different intervals. Physical verification of the library stock is the process by which the accession register is tallied with the books in the library. It gives the overall picture of the available documents in the library. Stock verification provides the opportunities to weed out long unused, very old editions of the books from the library. It also leads to the cleaning and dusting of books and thus preventing their deterioration. All the torn and old books which couldn't be used for circulation has been kept separately. There is a library advisory committee which helps in guiding the library for effective services. The library committee meets at regular intervals for selection of books and other library materials. They also suggest ways and means to improve the services. The files relevant to library and library services are well maintained and labeled for easy access to any of the library staff. All the new books and journals are kept in the new arrival racks for a period of two weeks or till the arrival of next lot of new books or journals. Because of the strict vigilance from library staff and the security personal, the percentage of loss from the library is negligible.


Laboratory Maintenance

All the laboratories are spacious and well-lit. Do's and Don'ts/ safety precautions are displayed in each laboratory. Every equipment in the lab is recorded in lab equipment register and the maintenance is recorded in the maintenance register. In GIFT, a periodical maintenance is carried out in all laboratories through a biannual audit at the end of each semester. As per the audit result, the in house servicing of the lab instruments is done & the major repairs are outsourced by following the procedure of the institute. Consumables are also purchased biannually. Instruments are calibrated wherever required. Lab assistant & faculty members are trained to do the repairs as applicable. Department wise annual stock verification done by the head of the department. All electrical wirings and grounding are done as per the norms. First aid box, fire extinguisher and hand gloves, welding goggles are provided wherever necessary. The institution has outdoor and indoor doctor of its own. Hence any sort of medical emergency can be immediately addressed.

Infrastructure Maintenance

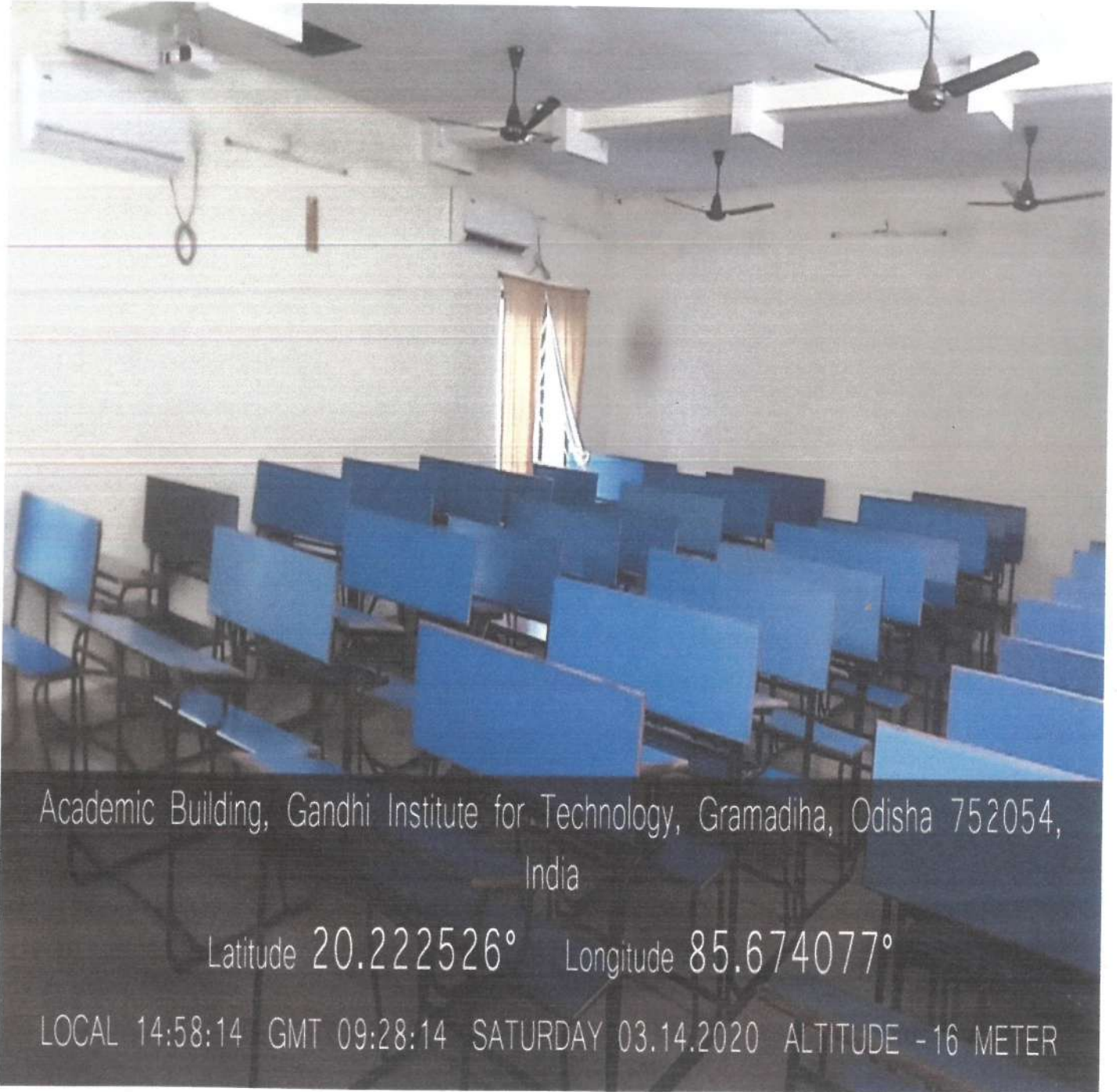
Class rooms / Laboratories / Internet facilities are maintained based on the students feedback through the Class committee meetings. This information is conveyed to the authorities concerned and rectified.

Housekeeping


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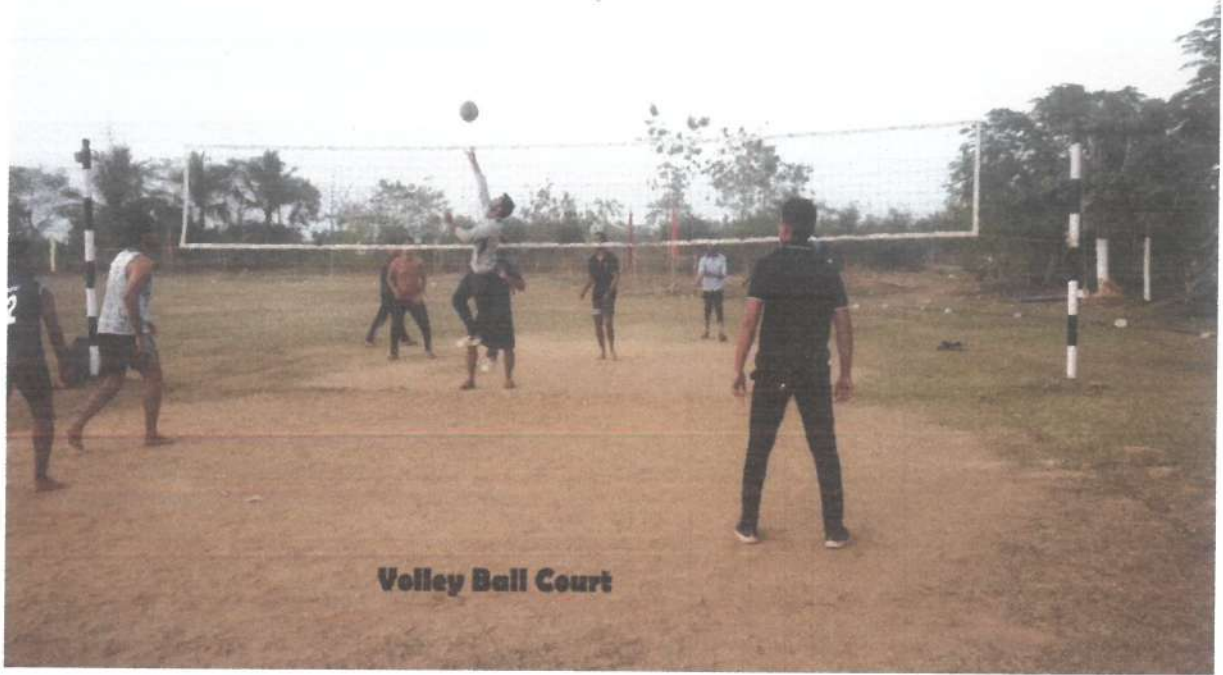
Housekeeping

Students and faculty provide feedback on various aspects of housekeeping at class committee meetings and other occasions like department meetings, HOD meetings which are passed on to the maintenance department and problems are sorted out.



Classroom


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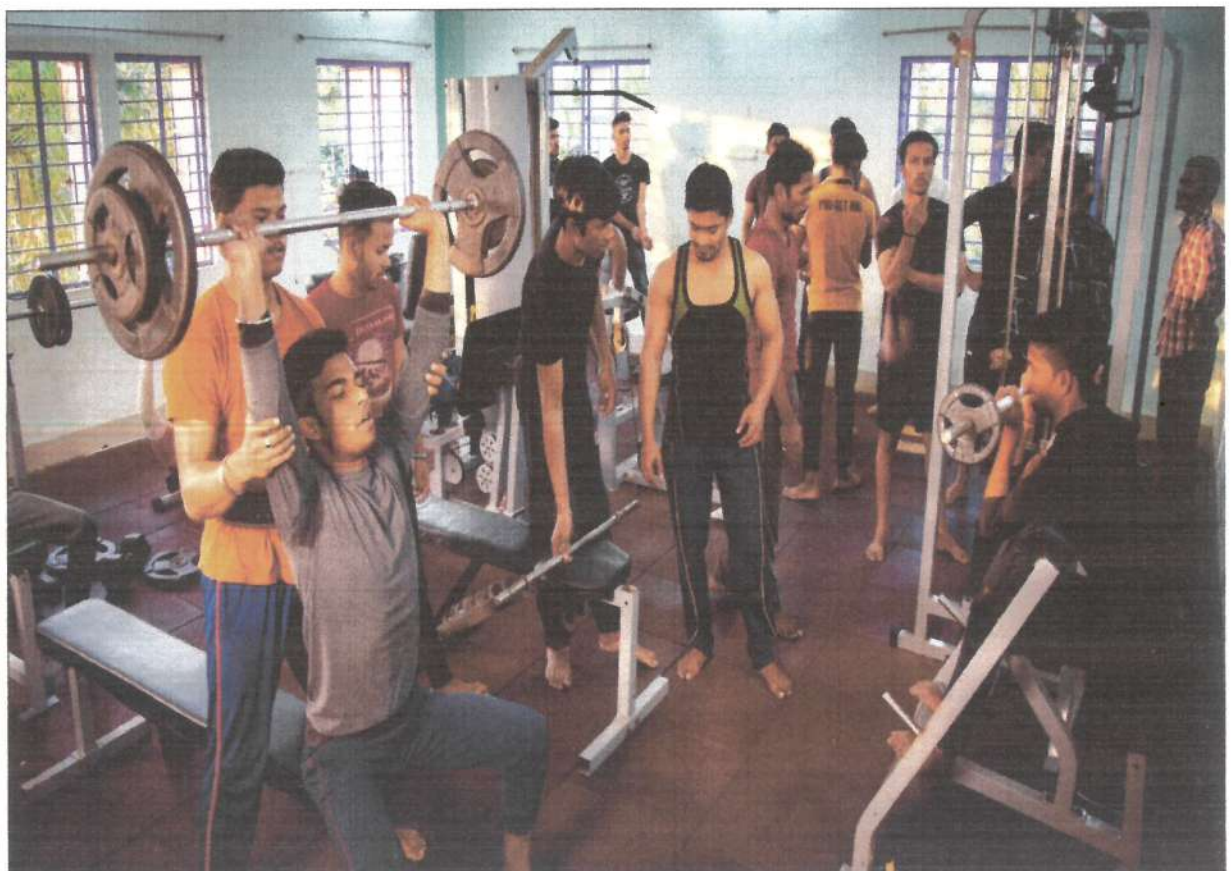
Volley Ball Court



Dr. S. P. Saha
Principal
Gandhi Institute for Technology
Bhubaneswar

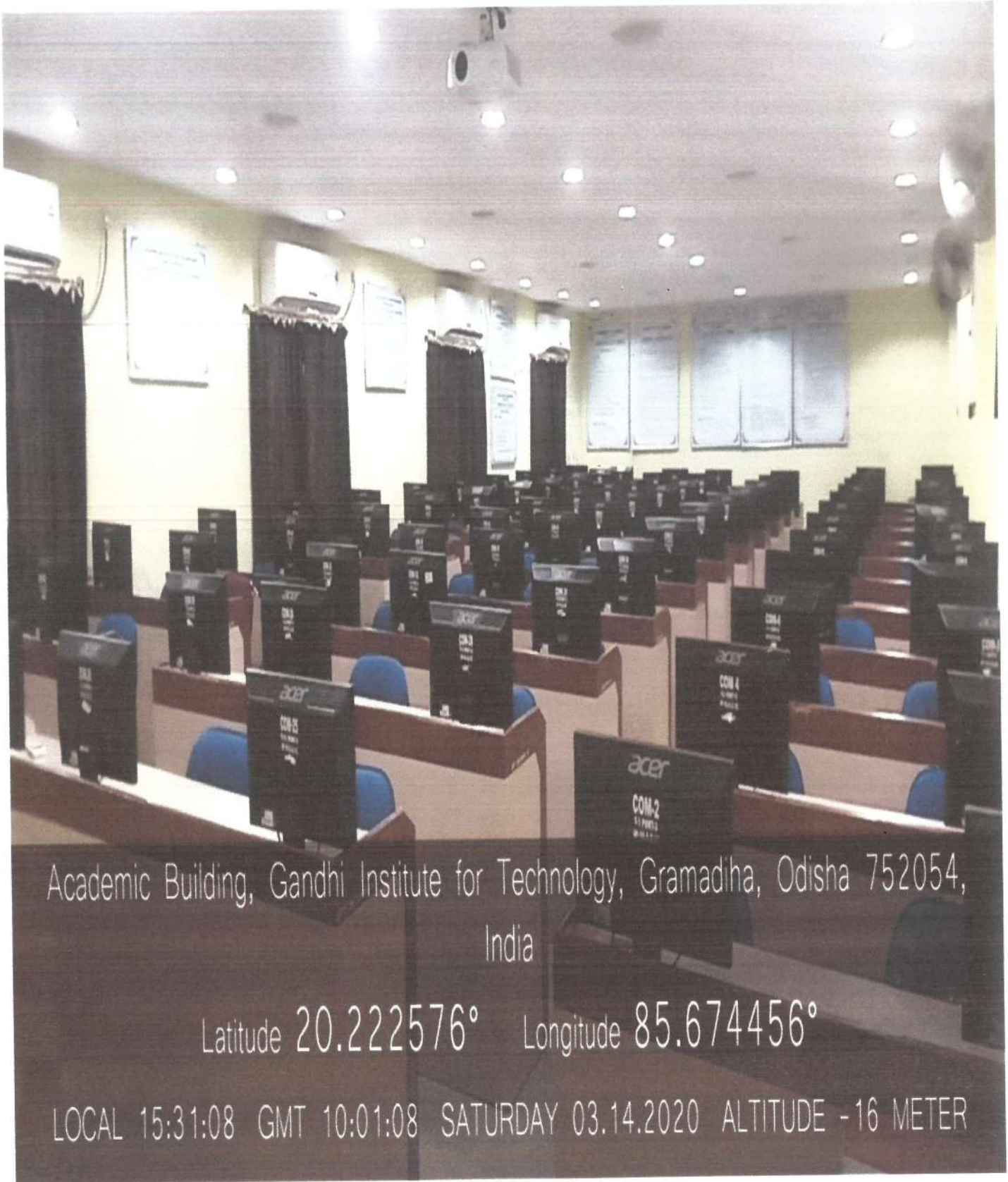


Sports Facility



Gymnasium


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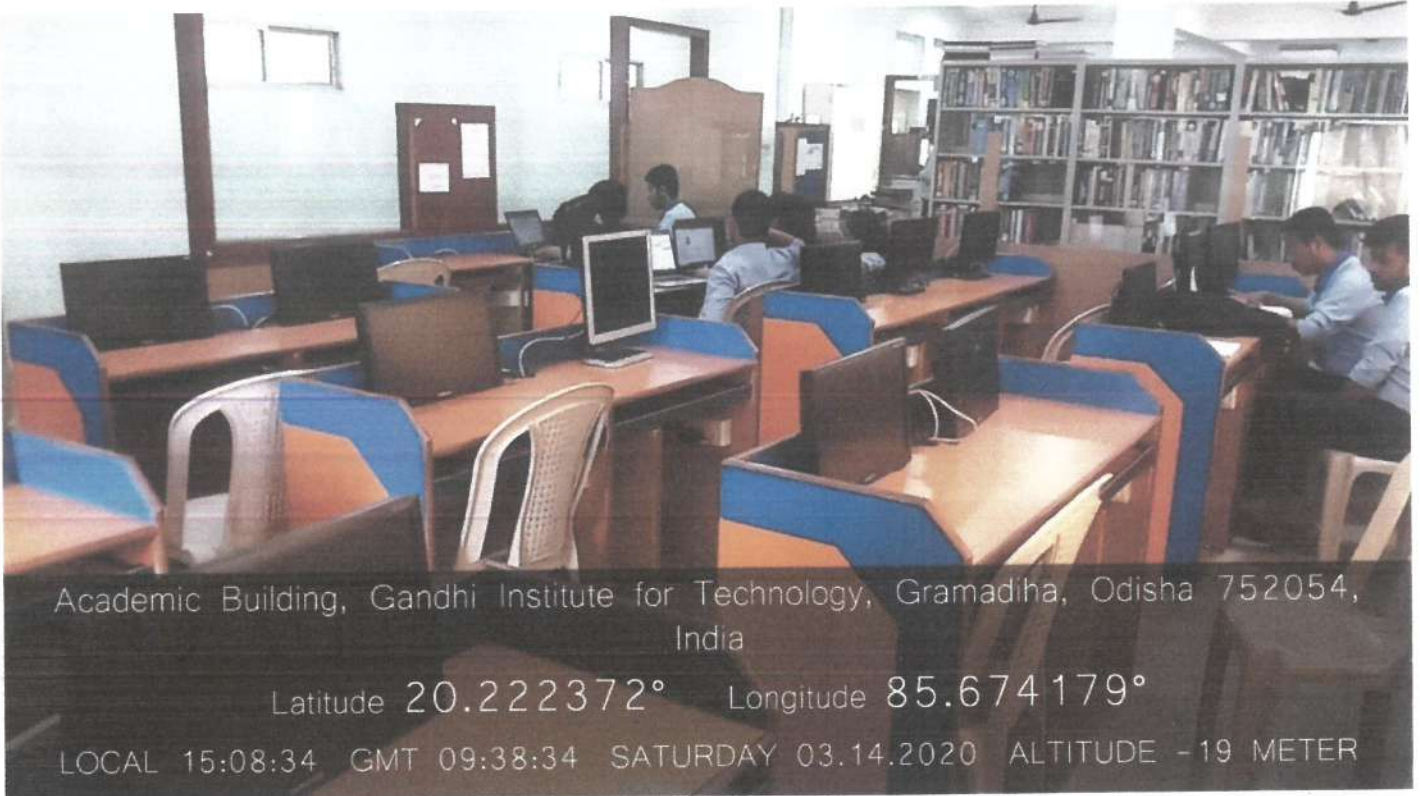
Academic Building, Gandhi Institute for Technology, Gramadiha, Odisha 752054,
India

Latitude 20.222576° Longitude 85.674456°

LOCAL 15:31:08 GMT 10:01:08 SATURDAY 03.14.2020 ALTITUDE -16 METER

IT Center


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Bhubaneswar



Academic Building, Gandhi Institute for Technology, Gramadiha, Odisha 752054,
India

Latitude 20.222372° Longitude 85.674179°

LOCAL 15:08:34 GMT 09:38:34 SATURDAY 03.14.2020 ALTITUDE -19 METER

Library Reading Room





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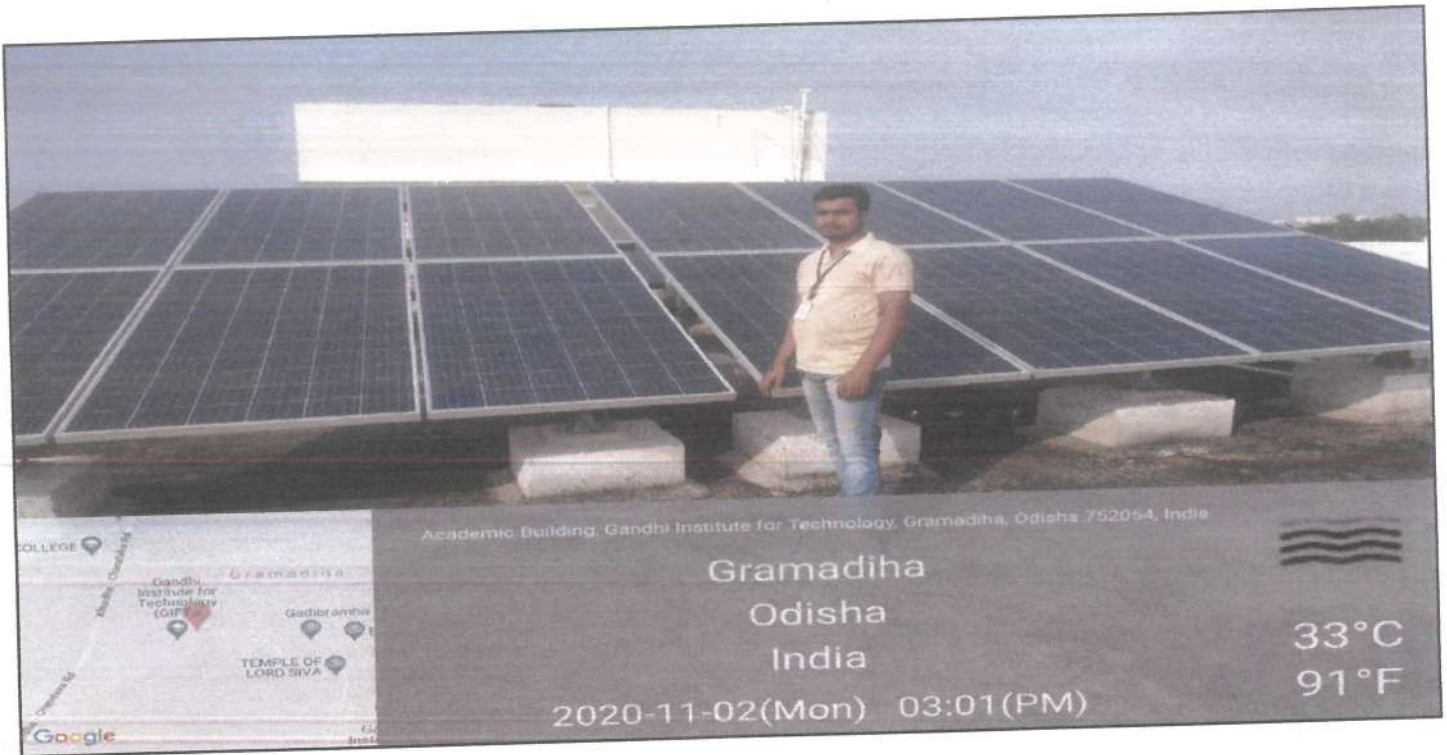


Laboratory

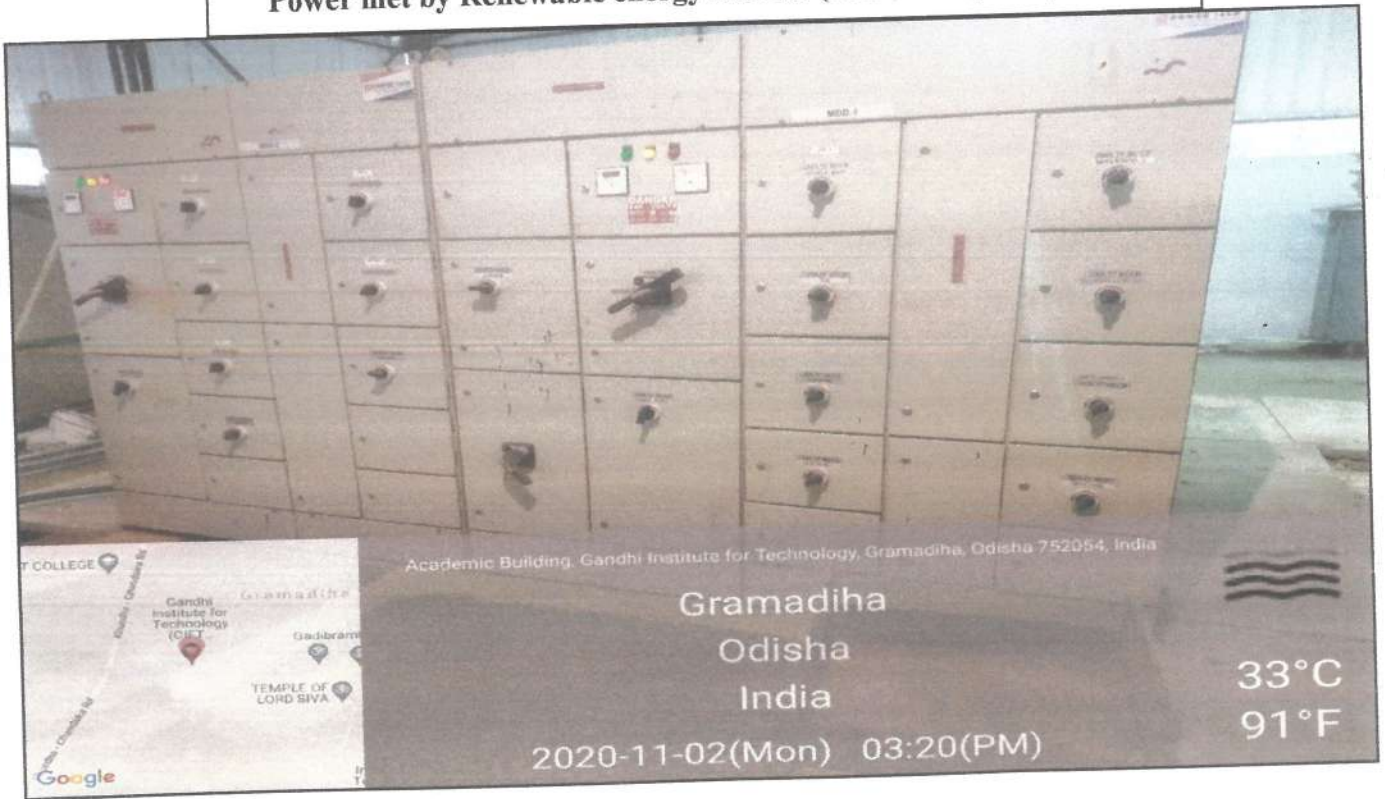


Laboratory

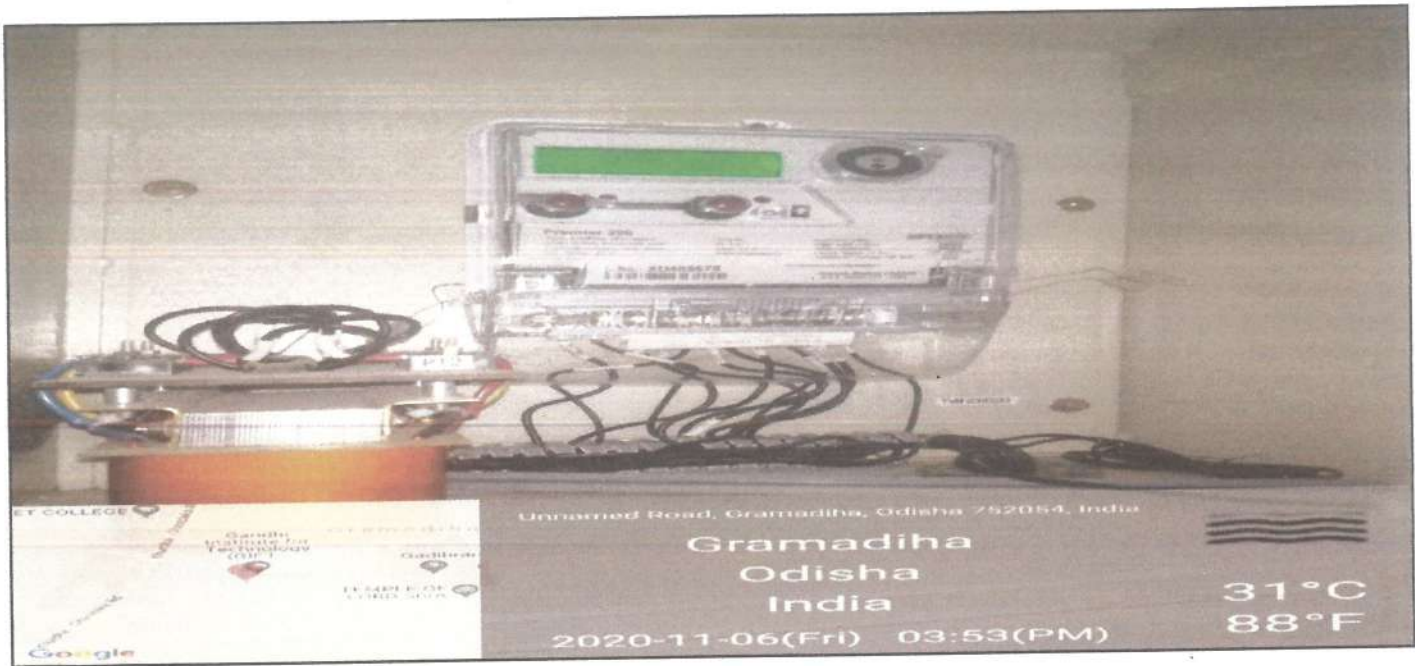

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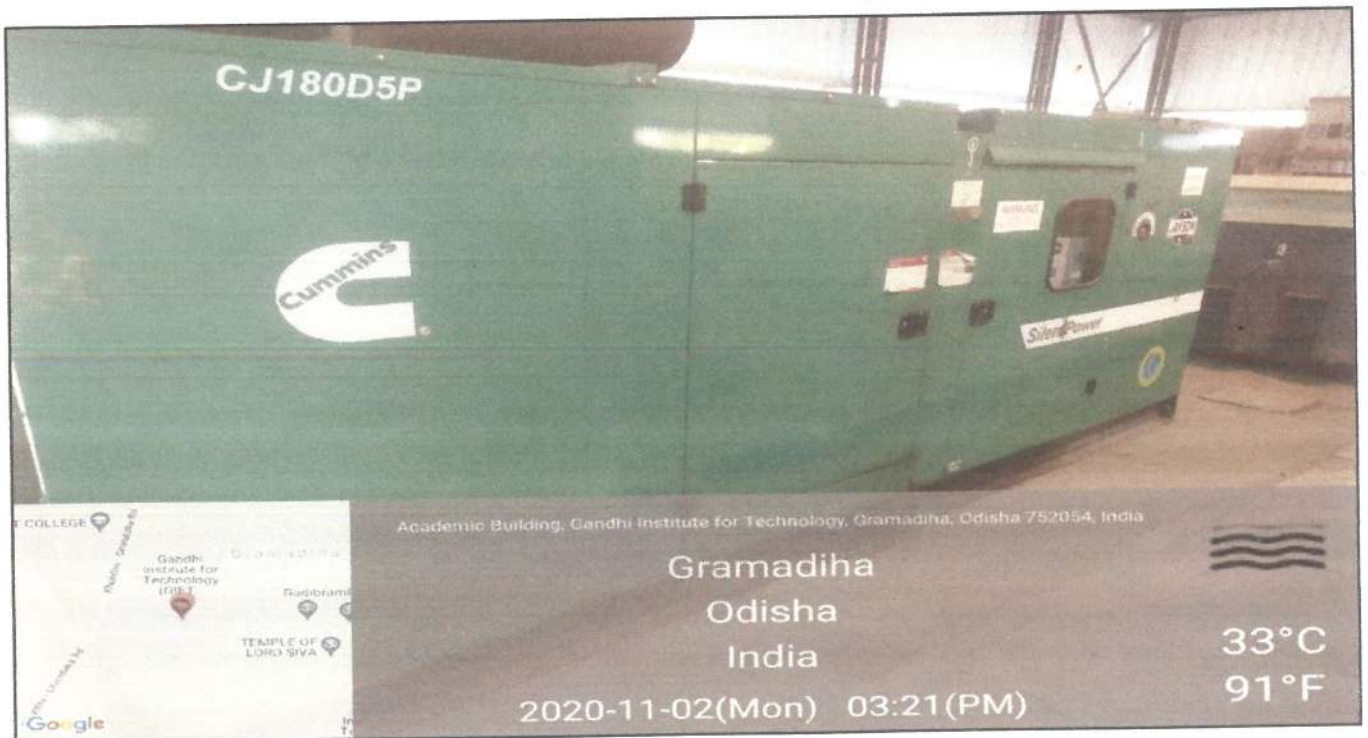
Power met by Renewable energy sources (Solar PV System)



Chandra
Principal
Gandhi Institute for Technology
Bhubaneswar



Power requirements met by GRID



[Signature]
Principal
Gandhi Institute for Technology
Bhubaneswar



Academic Building, Gandhi Institute for Technology, Gramadiha, Odisha 752054, India

Gramadiha
Odisha
India

31°C
88°F

2020-11-06(Fri) 03:45(PM)

Sensor-based water Pumping system

A. S. Panigrahy
Principal
Gandhi Institute for Technology
Bhubaneswar



Garages

Gandhi Institute for Technology (GIT), ...

Google

Academic Building, Gandhi Institute for Technology, Gramadiha, Odisha 752054, India

	Decimal	DMS
Latitude	20.222426	20°13'20" N
Longitude	85.674048	85°40'26" E

2020-06-29 02:12(PM)

Floating drum type Biogas Digester

A. S. Panigrahi
Principal
Gandhi Institute for Technology
Bhubaneswar

220 33
116694

TAX INVOICE

Sankha Sales & Services Pvt Ltd
 2, No. B, Mahanagar, Gandhi Enclave,
 Bhubaneswar, Odisha
 Consignee (Ship To):
GANDHI INSTITUTE FOR TECHNOLOGY
 AT: GUAMODHA, P.O. GAAYAPADA, KHURDA
 Khurda
 752020
 State Name: Odisha, Code: Or
 Buyer (Bill To)

Order No: 116694
 Date of Invoice: 01-Mar-21
 Terms of Delivery: BY HAND

Sl. No.	Item No.	Description of Goods and Services	Quantity	Rate per Unit	Amount	Taxable Value	CGST - Amount	SGST - Amount	Total Amount
1	483624	1 OR 2333 MOTOR STARTER	1 Each	21,126.73	21,126.73	1,881.40	1,881.40	3,762.80	25,110.93
2	483625	1 1/2 2000 1ST SWITCH	1 Each	481.50	481.50	43.34	43.34	86.67	571.51
3	483627	1 NO 2000 SEPARATOR FUEL WATER	1 Each	498.20	498.20	45.24	45.24	90.47	583.91
4	483628	1 GV 1800 FILTER FUEL	1 Each	220.27	220.27	20.02	20.02	40.04	260.33
5	483629	1 NO 1800 CARTRIDGE LUB OIL FILTER	1 Each	305.13	305.13	27.46	27.46	54.92	387.51
6	483630	1 NO 1750 IMBITOR CORROSION FILTER	1 Each	1,207.36	1,207.36	108.66	108.66	217.32	1,533.34
7	483631	1 8000 VALVOLINE PREMIUM BLUE 7600 PLUS 120 LTR	1 Each	6,982.37	6,982.37	628.41	628.41	1,256.82	8,867.60
8	483632	1 110GAZ FREIGHT CHARGES	1 Each	400.00	400.00	36.00	36.00	72.00	472.00
CGST - Output Tax							1,881.40		
SGST - Output Tax							1,881.40		
Round Off							0.18		
Total					₹ 39,034.00	3,512.24	3,512.24	7,024.48	46,070.72

Net Total: ₹ 39,034.00
 Tax Amount: ₹ 7,024.48
Total: ₹ 46,070.72

We warrant that the invoice shows the actual price of the goods being delivered to the consignee at the destination.
 Received by: *Received by VC/Modul 01/3/21*
 Date: 01/3/21
 For Sankha Sales & Services Pvt Ltd

220 33
116694

TAX INVOICE

Sankha Sales & Services Pvt Ltd
 2, No. B, Mahanagar, Gandhi Enclave,
 Bhubaneswar, Odisha
 Consignee (Ship To):
GANDHI INSTITUTE FOR TECHNOLOGY
 AT: GUAMODHA, P.O. GAAYAPADA, KHURDA
 Khurda
 752020
 State Name: Odisha, Code: Or
 Buyer (Bill To)


Order No: 116694
 Date of Invoice: 01-Mar-21
 Terms of Delivery: BY HAND

Sl. No.	Item No.	Description of Goods and Services	Quantity	Rate per Unit	Amount	Taxable Value	CGST - Amount	SGST - Amount	Total Amount
1	483624	1 OR 2333 MOTOR STARTER	1 Each	2,112.67	2,112.67	190.14	190.14	380.28	2,683.09
2	483625	1 1/2 2000 1ST SWITCH	1 Each	48.15	48.15	4.33	4.33	8.67	61.15
3	483627	1 NO 2000 SEPARATOR FUEL WATER	1 Each	49.82	49.82	4.52	4.52	9.04	63.38
4	483628	1 GV 1800 FILTER FUEL	1 Each	22.03	22.03	2.00	2.00	4.00	28.03
5	483629	1 NO 1800 CARTRIDGE LUB OIL FILTER	1 Each	30.51	30.51	2.75	2.75	5.50	38.76
6	483630	1 NO 1750 IMBITOR CORROSION FILTER	1 Each	1,207.36	1,207.36	108.66	108.66	217.32	1,533.34
7	483631	1 8000 VALVOLINE PREMIUM BLUE 7600 PLUS 120 LTR	1 Each	6,982.37	6,982.37	628.41	628.41	1,256.82	8,867.60
8	483632	1 110GAZ FREIGHT CHARGES	1 Each	400.00	400.00	36.00	36.00	72.00	472.00
CGST - Output Tax							1,881.40		
SGST - Output Tax							1,881.40		
Round Off							0.36		
Total					₹ 18,061.00	1,637.24	1,637.24	3,274.48	21,972.72

Net Total: ₹ 18,061.00
 Tax Amount: ₹ 3,274.48
Total: ₹ 21,972.72

We warrant that the invoice shows the actual price of the goods being delivered to the consignee at the destination.
 Received by: *Received by VC/Modul 01/3/21*
 Date: 01/3/21
 For Sankha Sales & Services Pvt Ltd

D.G Maintenance Bill


 Principal
Gandhi Institute for Technology
 Bhubaneswar



Gandhi Institute For Technology (GIFT)

(Approved by AICTE, New Delhi & Govt. of Odisha, Affiliated to BPUT)

At Gramadiha, P.O. Gangapada, Dist - Khurda, Bhubaneswar, Pin : 752054

Web : www.gift.edu.in E-mail : gift_bbsr@yahoo.co.in

City Office : (0674) 2561008, 2561445. Mobile: 7873008101 / 194

Letter No.

Dated 14/10/20

To,
M/S Active Refrigeration
33, Forest Park, Bhubaneswar
Contact No- 9437303594, 8637277011, 7790033594
Email: activerefrigeration1@gmail.com

SUB: - WORK ORDER FOR ANNUAL MAINTENANCE OF ACs AT GIFT CAMPUS.

Dear Sir,

With reference to our discussion dated 26/09/2020 & further negotiation with you, we are pleased the work order for the following items:

Sl. No.	Item Particulars	Quantity	Basic Price	(Amount (In Rs.))
1	5.5 Ton AC Non- Comprehensive	5	1400	7000
2	2.0 Ton Non- Comprehensive	73	1000	73000
3	1 Ton -1.5 Ton Non -Comprehensive	11	950	10450
		89		90450
			Total	90450

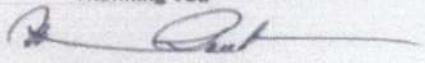
Following terms & conditions shall apply:

- A) Work Period: The Period for AMC from 16th October 2020 to 15th October 2021.
B) Place of Work: Gandhi Institute for Technology, AT: Gramadiha, Po: Gangapada, Via: Janla, Dist. Khurda, Bhubaneswar-752054.
C) Price: The Cost of Service Rs.90, 450/- (Rupees Ninety Thousand Four Hundred Fifty Only) for 1 year.
D) Payment: 1. 1st Quarter Payment will be made as advance.
2. For the rest 3 quarter payment will to be made after the end of the each quarter.
E) Provide 4 No's of routine services for each unit with equal interval during the year.
F) Each complaint will be attended and sorted out within 24 hours.
G) Any major issue will be sorted within 72 hours.
H) Damaged spare parts if any should be replaced within 7days after approval by us.
I) Servicing or repair certificate should be issued to our authorized electrician on the same day.

The Work order is sent in duplicate with a request to retain one copy and return one signed copy as a token of acceptance.

Contact Person: Mr. Reddy Raju Babu (8801602939)
Copy to Facility Manager
Copy to AO (G)
Copy to Accounts Officer

Thanking You


Lt Col M K Raut (Retd)
(Dean Administration)
Dean Administration
Gandhi Institute For Technology (GIFT)
Bhubaneswar

City Office : B-004, Krishna Tower, Nayapalli, Bhubaneswar-12, Phone : 0674 - 2561445

A.C Maintainance Work Order


Principal
Gandhi Institute for Technology
Bhubaneswar



Gandhi Institute For Technology (GIFT)

-(Approved by AICTE, New Delhi & Govt. of Odisha. Affiliated to BPUT)

At Gramadiha, P.O. Gangapada, Dist. Khurda, Bhubaneswar, Pin 752054

Web : www.gift.edu.in. E-mail: gift_bbsr@yahoo.co.in

City Office : (0674) 2561008, 2561445 Mobile 7873008101 / 194

Letter No. GIFT/1359/2020

Dated 16 Dec 2020

To,
EUROTRUST SERVICES
Plot No- MIG-17, Ananta Vihar, Phase -2
Pokhariput, Bhubaneswar- 751020
Contact No-9090190101, 0674-65065019
Email: eurotrustservices@gmail.com

Work Order for Renewal of AMC of Aqua guards for the year 2020-21

Dear Sir,

With reference to your Revised Quotation dated 01 December 2020, we are pleased to place the work order for renewal of AMC of Aqua guards for the year 2020-21 as per the following details and after negotiation with you. The Period of Agreement is from 01 December 2020 to 30 November, 2021.

Sl No	Model/Product Details	AMC Value	Qty	Total
1	AGCCP	Rs.5550	4	Rs. 22200.00
2	AGSCCP(UV 60/80 PSS)	Rs.10000	4	Rs. 40000.00
3	Aqua guard Classic	Rs. 1650	18	Rs.29700.00
4	Kent RO	Rs 5500	1	Rs. 5500.00
Total				Rs. 97400.00
Less Discount @10%				Rs. 9740.00
Total				Rs. 87660.00
GST 18 % (CGST-9% & SGST-9%)				Rs. 15779.00
Net Payable Price				Rs. 103429.00

Following terms & conditions shall apply:

- A) Work Period: The Period of Agreement is from 01 December 2020 to 30 November, 2021.
 B) Place of Work: Gandhi Institute for Technology, At: Gramadiha, Po: Gangapada, Via: Janla, Dist. Khurda, Bhubaneswar-752054
 C) Price: The Cost of Service Rs.1, 03,429/- (Rupees Ninety thousand four hundred fifty only) for 1 year.
 D) Payment: Payment will be made on Quarterly Basis.
 E) Each unit will be provided 4 no's of routine services at the equal interval during the year.
 F) Each complaint will be attended and sorted out within 24 hours.
 G) Any major issue will be sorted within 72 hours.
 H) Damaged spare parts if any should be replaced within 7days after approval by us.
 I) Servicing or repair certificate should be issued to our authorized electrician on the same day.

The Work order is sent in duplicate with a request to retain one copy and return one signed copy as a token of acceptance.

Contact Person: Mr. Reddy Raju Babu (8801602939)
Copy to Facility Manager
Copy to AO (G)
Copy to Accounts Officer

Thanking You

Lt Col M K Raut (Retd)
Dean Administration

Work Order for the AMC of Aquagaurds

Principal
Gandhi Insitute for Technology
Bhubaneswar



Solid Waste Management

Food License Number: 12019010000051 has been issued

(Health & Family Welfare Department)
 Food Safety and Standard Authority of India
OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER
 KHORDHA (EXCEPT MUNICIPAL CORPORATION)

Form - C - Food License
 (See Regulation 7(5))
 Food License Under FSS Act, 2006
 License Number: 12019010000051

1. Name & Registered Office Address of Licensee: **GARUDA INSTITUTE FOR TECHNOLOGY (GIFT), AT: GRAMAPADA, PO: GRAMPADA DIST: KHORDHA (EXCEPT MUNICIPAL CORPORATION)**


2. Address of Authorized Premises: **AT: GRAMAPADA, PO: GRAMPADA DIST: KHORDHA (EXCEPT MUNICIPAL CORPORATION)**

3. Kind of Business: **Co-Cooking Centre**

4. Complete business details of location with address and capacity of Co-Cooking Centre (MCC) / Bulk Milk Cooling Centres (BMCC) / Bulk Processing Unit (BPU) / Packaging Unit owned by the holder of License: **No**

5. Category of License: **State**

This license is granted under and is subject to the provisions of FSS Act, 2006 all of which must be complied with by the licensee



Place: **KHORDHA (EXCEPT MUNICIPAL CORPORATION)** Date of Issue: **30/03/2019** Date of Expiry: **29/03/2020**

Validation And Renewal

Grant / Renewal Date	Period of validity	License fee paid	Block of Food products with exception authorized to Manufacture/ Re-pack/ Re-label	Stocked / Handling capacity
30/03/2019	29/03/2020	Rs. 2000	Exempted under the provisions of sub-section 5(4) of section 2 of the Act	Production of up to 1000 litres per day

* Report one month before expiry date
 Note: This is a system generated license and does not require any signature.

[/mail.google.com/mail/u/0?ik=3aaa522b0c&view=pt&search=all&permthid=thread-f%3A1629588942129501853&siml=m](mailto:google.com/mail/u/0?ik=3aaa522b0c&view=pt&search=all&permthid=thread-f%3A1629588942129501853&siml=m)

Deban
 Principal
 Garuda Institute for Technology
 Bhubaneswar



(Health & Family Welfare Department)
Food Safety and Standard Authority of India

Form - C - Food License
(See Regulation 7(6))
Food License Under FSS Act, 2006

Kind of Business : Food Business Operator

Club/Canteen

Sl.No	Food Product Category
1	18 - Prepared Foods
2	14 - Beverages, excluding dairy products

Place: KHORDHA(EXCEPT MUNICIPAL CORPORATION)

Designated Officer

Date of Issue: 30/03/2019

Condition of License

All Food Business operators shall ensure that the following conditions are complied with at all times during the course of its Food Business, Food Business shall

1. Display a true copy of the license granted in Form C shall at all time at a prominent place in the premises.
2. Give necessary access to licensing authorities or their authorized personnel to the premises.
3. Inform authorities about any change or modifications in activities.
4. Employ at least one technical person to supervise the production process. The person supervising the production process shall possess at least a degree in science with Chemistry/ Bio-chemistry/ Food and nutrition/ Microbiology or a degree or diploma in Food Technology/ Dairy Technology/ Dairy Microbiology/ chemistry/ Dairy engineering/ Oil technology/ Veterinary science / Hotel management & Catering technology or any degree or diploma in any other discipline to the specific requirement of the business from a recognized university or institute or equivalent.
5. Furnish periodic annual return 1st April to 31st March, with in 31st May of each year. For collection/ handling/manufacturing of milk and milk product half y return also to be furnished as specified.
6. Ensure that no product other than the product indicated in the license /registration is produced in the unit.
7. Maintain factory's sanitary and hygienic standards and workers hygiene as specified in the schedule-4 according to the category of food business.
8. Maintain daily records of production, raw materials utilization and sales separately.
9. Ensure that the source and standards of raw material used are of optimum quality.
10. Food business operator shall not manufacture, store or expose for sale or permit the sale of any article of food in any premises not effectively separated to satisfaction of the licensing authority from any privy, urine, sullage, drain or place of storage of foul and waste matter.
11. Ensure clean-in-place system (whatever necessary) for regular cleaning of machine & equipment.
12. Ensure testing of relevant chemical and/or microbiological contaminants in food products in accordance with these regulation as frequency as required on basis of historical data and risk assessment to ensure production and delivery of safe food through own or NABL accredited /FSSAI recognized labs atleast once six month.

Food Safety and Standards of India for Mess & Canteen


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Lift

Prasanna
Principal
Gandhi Institute for Technology
Bhubaneswar



Open Auditorium



Vehicle Parking

Dr. Sparan
Principal
Gandhi Institute for Technology
Bhubaneswar



Vehicle Parking

Dr. Sana
Principal
Gandhi Institute for Technology
Bhubaneswar



First Aid Box



GIFT Dispensary with Doctor Chamber


Principal
Gandhi Institute for Technology
Bhubaneswar



Girl's Toilet



Boys Toilet & Washroom



Principal
Principal
Gandhi Institute for Technology
Bhubaneswar



CCTV Security



Fire Extinguisher

[Signature]
Principal
Gandhi Institute for Technology
Bhubaneswar



Reprographic Section for Students


Principal
Gandhi Institute for Technology
Bhubaneswar