

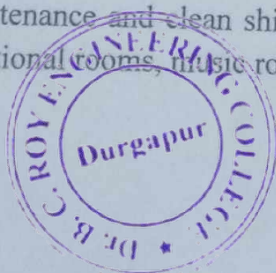
Duties and Responsibilities:

Campus Administrator is the overall in-charge of BCREC College campus to maintain high standard of discipline within the campus including students' discipline in the hostel.

1. Campus Administrator is also responsible for general upkeep and maintenance of the campus and its environment.
2. Campus Administrator is to oversee the functions of the college Hostels.
3. Campus Administrator also oversees and controls and oversees the functional activities of security personnel and conservancy staffs, as the Campus security and conservancy services have been outsourced.
4. Campus Administrator is also to set and maintain standard of food served at the college Hostels by the 'Catering Contractors'.

Organisational structure and administrative functions:

1. Campus Administrator undertakes departmental duties and functions through Deputy Campus Administrator, four in number Hostel Wardens for **02 Boys'** hostels and four in number Matrons for **02 Girls'** hostels.
2. Wardens and Matrons are responsible to look after the regular matters related to hostel management, hostel discipline, hostel maintenance and also hygiene, cleanliness and quality of food served to the students. Catering services for 05 in no hostels have been outsourced to two contractors (**1. M/s Rasana, Durgapur** **2. M/s Anusthan, Durgapur**) on annual contract basis however contract was operational from 14 November 2021 onwards post opening of college for students after enforced lockdown on account of the then prevailing pandemic situation.
3. Security of the campus is maintained through an outsourced agency (**M/s Secret Eye Security Service**) on annual contract basis. Security of campus is ensured throughout 24 hours duty cycle in three shifts. Presently, 03 in number Security Supervisors have been employed through the outsourced agency for managing **44** in no, male security guards and **03** in no, lady security guards. Attendance and performance of the security guards are strictly monitored by the Campus Administrator Department.
4. **28 no. Conservancy Staff including 04 in no. lady conservancy staff** have been positioned in the campus through an outsourced agency (**M/s Facility Service**) on annual contract basis. Following work is being under:
 - (a) General upkeep and regular cleaning, dusting and mopping of all the departmental and administrative buildings, class rooms, library, laboratories and toilets.
 - (b) Thorough cleaning, of hostels area, hostel rooms, dining halls and students' toilets and wash places.
 - (c) Beautifications and upkeep of sprawling campus including maintenance of gardens, lawns, flower beds and flower pots etc.
 - (d) Regular maintenance and clean ship of '**Dulal Mitra Auditorium**' (above 600 no. Seating capacity), two recreational rooms, music room, Boys' Gym, Girls' Gym and '**Open Air Auditorium (Nazrul Manch)**'.



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- (e) Maintenance of 'Central Play Ground', 'Cricket Ground' and hostel specific recreational/common spaces and play areas are also carried out through conservancy staff.
- (f) All material handling requirements in the campus is also met through Conservancy Staff.
- (g) Sanitization of the college work places is also undertaken by the Conservancy Staff.
- (h) Movement of Housekeeping and security personnel is being monitored at the main gate. No unauthorized persons will be entered in to the Campus without proper permissions. **No unauthorized vehicles will be entered without college logo or proper identification and verification. Helmet** is mandatory for all college staff members and the students in the campus. Entire campus and hotels is under the CCTV surveillance.
- (j) Unnecessary loitering in the campus is strictly prohibited in order to secure safety & security of student, staff and faculty members.
- (k) Unnecessary **reckless driving** and blowing horn strictly prohibited in the campus.



[Signature]
19/6/24

CAMPUS ADMINISTRATOR
Dr. B. C. ROY ENGINEERING COLLEGE
DURGAPUR

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