

Dr. B.C. Roy Engineering College, Durgapur

Department of Campus Administrator:-

Duties and Responsibilities :-

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

1. Campus Administrator is also responsible for general upkeep and maintenance of the campus and it's environment.
2. Campus Administrator is to oversee the function of the college hostel.
3. Campus Administrator is also to oversees and control 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 under the guidance of the Principal and the Registrar through his team and four In number hostel wardens for 02 boy's hostels and four in number matrons for 02 Girl's 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 04 no hostels have been outsourced to two contractors namely M/S Rasana, Durgapur and M/S Anusthan, Durgapur respectively 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 named M/s Secret Eye security services on annual contract basis. Security of the campus is ensured throughout 24 hours duty cycle in three shifts. Presently 03 no. of security supervisors have been employed through outsourced agency for managing 44 no. male security guards and 03 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 no. lady conservancy staff have been employed in the campus through an outsourced agency named M/S ZED Facility Services on annual contract basis.

The Following work is carried out by them as under:-

- a) General upkeep and regular cleaning, dusting and mopping of all the departments and administrative buildings, class rooms , library. Laboratories and toilets .
- b) Thorough cleaning of hostel area ,hostel rooms, dining halls and student's toilets and wash places.
- c) Beautifications and up keeping of sprawling campus including maintenance of gardens, lawns, playgrounds ,flower beds and flower pots etc.
- d) Regular maintenance and cleaning of ' Dulal Mitra indoor Auditorium' (above 600 seating capacity) , ' Albert Einstein' Hall, 'Nazrul Manch' open Air Auditorium ,two recreational Rooms, music room, Boy's Gym and Girl's Gym etc.
- 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.


PEST CONTROL:-

Pest control measures are taken in the campus at regular intervals by an outsourced agency named 'PEST QUEST PVT. LTD.', Kolkata under the direct supervision of campus Administrator Department.

Campus Security & Safety:-

Movement of housekeeping and security personnel being monitored at the main gate.No unauthorized persons /vehicles will be entered without proper permission /identification and verification. Helmet is mandatory for all college staff members and the students Riding two wheeler in the campus. Entire campus and hostels is under CCTV surveillance. Unnecessary loitering in the campus is strictly prohibited in order to secure safety and security of students, staff and faculty members. Unnecessary reckless driving and blowing horn strictly prohibited in the campus.




CAMPUS ADMINISTRATOR
BCREC, DURGAPUR

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