

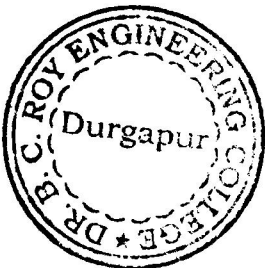
## Campus Administrator Department - Dr. B.C.Roy Engg.College ,Durgapur

### Duties and Responsibilities:

1. 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.
2. Campus Administrator is also responsible for general upkeep and maintenance of the campus and its environment.
3. Campus Administrator is to oversee the functions of the College Hostels.
4. Campus Administrator also oversees and controls the activities of Contract security Personnel, as the Campus security services have been outsourced.
5. 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, seven in number Hostel Wardens for 03 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 three contractors (1. M/s Rasana Durgapur 2. M/s Anusthan Durgapur 3. M/s New Durgapur Canteen cum Caterer) on annual contract basis.
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 24hours duty cycle in three shifts. Presently, 02 in number Security supervisors and 01 Site in-charge have been employed through the outsourced agency for managing **49 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. **26 in no. Conservancy Staff including 04 in no. lady conservancy staff** have been positioned in the campus through an outsourced agency (M/s. Zed Facility Services) on annual contract basis. Following work is being under taken by the conservancy staff:
  - (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) Beautification 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), recreational rooms, music rooms, Boys' Gym, Girls' Gym and 'Open Air Auditorium (Nazrul Manch)'.
  - (e) Maintenance of cricket ground and hostel specific recreational / common spaces and play areas are also carried out through conservancy staff.
  - (f) The 'Central Play Ground' is maintained through an outsourced agency (M/s. Archana Enterprise, Durgapur) on annual contract basis.



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- (g) All kind of material handling requirements in the campus is also met through Conservancy Staff.
- (h) Regular sanitization of the college work places is also undertaken by the Conservancy Staff.



A handwritten signature in black ink, appearing to be "Ratnakar Ghosh".

Commodore Ratnakar Ghosh, Indin Navy (Retd)  
Campus Administrator

22 July 2020  
**COMMODORE R. GHOSH, VSM (Retd.)**  
Campus Administrator  
**DR. B. C. Roy Engineering College**  
**Durgapur**