




**Campus Administrator Department- Dr. B C Roy College of Pharmacy
& AHS, Durgapur**

Duties and Responsibilities:

1. Campus Administrator is the overall in-charge of BCRCP College campus to maintain high standard of discipline within the campus including student's 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 oversee 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 college Hostels by the Catering Contractor.

Organizational structure and administrative functions:

1. **Campus Administrator undertakes departmental duties and functions through Assistant Campus Administrator, two in number Hostel Wardens for Boys' hostel and two in number Matrons for 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 02 in no. hostels have been outsourced to one contractor (**M/s New Durgapur Canteen Caterer FORM 1ST JULY 2022 TO 30TH JUNE 2023 AND M/S. S. HOSPITALITY SERVICES FROM 9TH JUNE 2023**) on annual contact 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 01 in number of security supervisor has been made responsible through the outsourced agency for managing 08 in no


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male security guards. Attendance and performance of the security guards are strictly monitored by the Campus Administrator Department.

4. 14 in no. Conservancy staffs including 03 lady 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 Netaji open air Auditorium, Recreational Rooms, Music Rooms and Gymnasium.
- e) Maintenance of central play ground and common space and other play areas are also carried out through conservancy staff.
- f) All kind of material handling requirements in the campus is also met through conservancy staff.
- g) Regular sanitization of the college work place is also undertaken by the conservancy staff.

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