

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION**  
**AP::VIJAYAWADA**  
**Present: Sri Pola Bhaskar, IAS.**

**Rc.No:01/Acad.Cell-Policies/A.C-6/2022**

**Date: 29-03-2022.**

Sub: Collegiate Education – disposal of old and unserviceable Lab Material,  
Furniture, books, etc., in the Government Degree Colleges – Certain  
Guidelines for disposal/condemnation– Issued

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All the Principals of Government Degree Colleges (GDCs) in the State are informed that it is the primary duty of the head of the institution to create good ambience to the students, staff and public. The unserviceable / old Lab Material, Furniture, Books etc., should be removed from the institution for creating a good hygienic atmosphere in the premises.

In this connection all the principals of GDCs are informed that a College Level Evaluation Committee shall be constituted for verification and to list-out books, materials/items like broken chairs, tables, doors windows, old electrical items, equipment, Lab material and papers etc., pertaining to the colleges which were purchased not less than 10 years before. The College Level Committee shall be constituted with the following members:

- 1) Principal
- 2) Two Senior Lecturers
- 3) Administrative Officer/ Superintendent
- 4) Two student representatives

The College Level Committee shall perform the following functions:

- I. To classify the items into the following Two (2) categories:
  - a) Items/Materials which can be repairable – these items can be taken-up for repairs with internal funds by taking a resolution in the Staff Council by following due procedure as per the existing norms.
  - b) Non-repairable/Unserviceable Items/Materials recommended for condemnation may be disposed through auction
- II. To protect antique equipment, rare books and manuscripts
- III. The College level Committee will act as Evaluation and Auction Committee also.
- IV. To consolidate the list of condemnable items after receiving the list from the respective departments in the proforma given below and submit for the approval of Staff Council.

S. No	Name of the Item /Material	Date of purchase	Invoice No.	Cost of the item/ material	No of the units to be condemned	Name and Page no in stock register	Expected cost in auction

**Procedure for disposal/condemnation:**

The items which are classified/ identified by the College Level Evaluation and Auction Committee shall be approved in the Staff Council and ratified by the principals of GDCs in DRC. Subject to such approval, the condemnation /disposal process is as follows:

- 1) Condemned Furniture/Books/Lab Material etc., cost less than Rs.20,000/- may be disposed through auction.
- 2) Condemned Furniture/Books/Lab Material etc., the cost of which exceeds Rs.20,000/- to Rs.1,00,000/- shall be disposed through quotations.
- 3) The amount received shall be credited into respective college CPDC account.

After disposing the items as per the above procedure, an entry shall be made in the respective stock registers of the Non-repairable/Unserviceable items as "Condemned" against each item in a separate column along with the particulars of staff council resolution Number and date.

The Principals are informed to follow the above process scrupulously and any deviation will be viewed seriously and action will be taken accordingly.

Sd/- Pola Bhaskar IAS  
Commissioner of Collegiate Education

To  
The Principals of all Govt Degree Colleges  
Identified College Principals  
RJDCes of Rajahmundry, Guntur and Kadapa.

//ATTESTED//

*Indu*  
29/3/22  
Academic Guidance Officer