

# **Functions of Civil Section**

## **2-Civil Section**

- Managing & executing tendering and bidding for construction, maintenance & allied works.
- Supervision of civil works and project at main & allied campuses, Colony & Hostels.
- Maintenance of infrastructure through In-House facility for masonry, painting, plumbing, carpentry, welding , horticultural, fumigation & sanitation.
- Rehabilitation/Renovation of buildings at main & allied Campuses.
- Handing-over Newly Constructed buildings executed by DOS, to concerned department with inventory .
- Providing relevant services for University function/events (Convocation, Entry Test, Spring Festival, Senate/Syndicate meeting etc).
- Checking & verification of Water & Gas bills & liaison with KW&SB & SSGC to ensure smooth water & gas supply & also coordinating with CDGK in respect of lifting solid waste from colony & campus.
- Operation and maintenance of two numbers water purification plant, RO Plant and Waste Water Treatment Plant.
- In-House water quality monitoring in coordination with Environmental Engineering department.
- Coordination with MCS in respect of supplies of all civil & allied items and also with Consultants, Contractors & Suppliers.
- Preparation of monthly status reports for operational activities as required for BOR meeting.