



गनी खान चौधरी अभियांत्रिकी तथा प्रौद्योगिकी संस्थान Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under the Ministry of Education ,Govt. of India.)

Narayanpur, Dist. Malda, PIN- 732141, West Bengal

Website : www.gkci.ac.in

न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

Memo No: GKCIET/2026/483

Date: 27.03.2026
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NOTIFICATION

The draft Furniture Policy of the Institute was placed before BoG in its 39th meeting held on 17.03.2026 as agenda item no 39.04.04. The BoG. The BoG has approved the draft Furniture Policy for implementation.

The Furniture Policy of the Institute is enclosed for necessary action.

This is issued with the approval of the Director.

Registrar
GKCIET, Malda

Copy to:

1. System Manager- to upload Institute's website.
2. Chairman, EWMC, GKCIET, Malda- for necessary action.
3. Director, GKCIET, Malda- for kind information.
4. File copy.



Date: 27.03.2026

FURNITURE POLICY

1. Introduction:

Ghani Khan Choudhury Institute of Engineering and Technology, Malda, is a Centrally Funded Technical Institute under the Ministry of Education, Government of India. It has a campus spread over approximately 120 acres at Narayanpur, Malda. The campus consists of four academic buildings, an administrative building, a library, hostels for boys and girls, and residential quarters for officials. There are approximately 1,200 students and 150 officials in the institute.

In order to streamline the availability of suitable facilities for the faculty, officials and students the following policy is proposed.

2. Objectives of the Policy:

The objectives of the furniture policy are to:

- (i) provide optimum number of furniture for use in office rooms, classrooms, laboratories, hostels etc.
- (ii) ensure optimum use of the furniture provided
- (iii) facilitate the repair and maintenance of the furniture
- (iv) dispose of unserviceable furniture.

3. Procurement of Furniture:

- a) The requisition of new furniture items made in the prescribed proforma may be submitted preferably before 31st May every year.
- b) The requisition so received would be considered by the Furniture Advisory Committee (FAC) constituted by the Director and recommend the purchase of new furniture. The composition of the committee shall be as follows:
 - (i) Chairman, EWMC
 - (ii) Registrar
 - (iii) One of the Deans, to be nominated by the Director
 - (iv) One of the HoDs, to be nominated by the Director
 - (v) Assistant Registrar (Store & Purchase)
- c) The recommendations of the FAC shall be put up to the Director for approval. The approved cases shall then be taken up by the Central Purchase Committee for purchase as per procedure.

- d) The furniture shall be purchased as per GFR/through the Government e-Marketplace (GeM). In case the furniture is not available on GeM or delivery is not effected, the procurement may be made through e-procurement or under GFR-155/161/162, as the case may be.
- e) The new furniture purchased would be taken on the stock of the central stores and then transferred to the intending department/section/official by way of transfer entry in the relevant register in the store.

4. Allotment/Entitlement of Furniture:

The following furniture items are provided as per entitlement as well as the functional purpose. The list is tentative and may be altered as per requirement.

a) Classrooms:

Classrooms			
SI No.	Items	Quantity	Remarks
1.	Black/Green Board	01	
2.	White Board	01	
3.	Classroom Bench/Chair	As per the classroom seating capacity	Normally 60
4.	Table	01	
5.	Wooden Stage/Chowki	01	
6.	Celling Hanged Projector /Screen	01	As per the requirement

b) Laboratories:

Laboratories			
SI No.	Items	Quantity	Remarks
1.	Chair	01	
2.	Table	01	
3.	Steel Almirah	01	
4.	Steel Rack	01	
5.	Work tables/Stools	As per the nature and functional needs of the laboratory.	
6.	Any additional furniture or electrical appliances, if required, shall be provided based on specific instrument requirements with proper justification.		

c) Sections & Offices:

Sections & Offices			
SI No.	Items	Quantity	Remarks
1.	Mid Back Chair		

2.	Table	As per the strength and requirement of the section/office	
3.	Steel Almirah		
4.	File Cabinet		
5.	Computer Table		
6.	Computer, Printer		
7.	Venetian Blind Curtain/Cover	As per the number of window	
8.	Wall Clock	01	
9.	Waste Paper Basket	01	
10.	AC	01	Load capacity as per the room size

d) Meeting Rooms:

Meeting Room			
SI No.	Items	Quantity	Remarks
1.	Rectangular/Round/ Oval Table	As per the room dimension	
2.	Revolving Low-Back Chair	As per the seating capacity of table	
3.	Celling Hanged Projector with Screen	01	
4.	Video Conferencing Facilities	01	

e) Guest House:

Living Room			
SI No.	Items	Quantity	Remarks
1.	TV	01	
2.	Centre Table	02	
3.	Refrigerator	01	
4.	Sofa Set (03+01+01)	01	As per the size of area
5.	Inverter	01	Capacity as per the number of rooms
6.	Wi-Fi	-	Entire building
VIP Room			
1.	Wardrobe	01	
2.	Bed	01	Size as per the room dimension
3.	Mattress	01	Size as per the bed dimension
4.	AC	01	Load capacity as per the room size
5.	Blanket	01	Size as per the bed dimension
6.	Bed Sheet	02	One for use and one for cleaning purposes
7.	Pillow	02	
8.	Pillow Cover	04	Two for use and two for cleaning purposes

Other Rooms			
1.	Wardrobe	01	
2.	Bed	01	Size as per the room dimension
3.	Mattress	01	Size as per the bed dimension
4.	AC	01	Load capacity as per the room size
5.	Blanket	01	Size as per the bed dimension
6.	Bed Sheet	02	One for use and one for cleaning purposes
7.	Pillow	02	
8.	Pillow Cover	04	Two for use and two for cleaning purposes
Kitchen			
1.	Electric Kettle	01	
2.	Water Jug	01	
3.	Glasses	06	
4.	Plates	06	
5.	Cups	06	
6.	Tray	02	
7.	Washing Machine	01	
8.	Water Purifier	01	
Bathroom			
1.	Towel	01	
2.	Geyser	01	
3.	Soap Holder	01	
4.	Hand Wash	01	
5.	Towel Ring/Racks	01	
6.	Non Slip Mats/Door Mats	01	
7.	Mirror	01	

f) Hostels:

Inside Room for Every Occupant			
Sl No.	Items	Quantity	Remarks
1.	Table	01	
2.	Cot	01	Size as per room dimension
3.	Cupboard	01	
4.	Chair	01	
5.	Light	01	
6.	Fan	01	
7.	LAN/Wi-Fi	-	For entire hostel building
Common Room			
1.	TV	01	
2.	Chair/Bench	As per requirement	

Dining Area			
1.	Dining Table	As per dining capacity	
2.	Dinning Chair	As per dining table seating capacity	
3.	Drinking Water	As per dining facility	
4.	Refrigerator/ Deep Freezer	01	
5.	Water Purifier	01	

g) Employees' Seating Area:

(i) Registrar/Deans/HoDs/Chairman (EWMC)-Chamber:

Registrar/Deans/HoDs/Chairman (EWMC)-Chamber			
Sl No.	Items	Quantity	Remarks
1.	High Neck Revolving Chair	01	
2.	Executive Table	01	
3.	Visitor's Chair	04	
4.	Steel Almirah	01	
5.	Steel Book Case	01	
6.	Computer Table/ Side Table	01	
7.	Computer, Printer & Scanner	01	
8.	Venetian Blind Curtain/ Cover	01	
9.	Wall Clock	01	
10.	Table Glass	01	
11.	Waste Paper Basket	01	
12.	AC	01	Load capacity as per the room size
13.	Sofa 03 Seater	01	
14.	Centre Table	01	

(ii) For official chambers of officers/faculty at Level-14:

Level-14			
Sl No.	Items	Quantity	Remarks
1.	High Neck Revolving Chair	01	
2.	Table	01	
3.	Visitor's Chair	04	
4.	Steel Almirah	01	
5.	Steel Book Case	01	
6.	Computer Table/ Side Table	01	
7.	Computer/ Printer/ Scanner	01	
8.	Venetian Blind Curtain/ Cover	01	
9.	Wall Clock	01	
10.	Table Glass	01	
11.	Waste Paper Basket	01	

12.	AC	01	Load capacity as per the room size
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(iii) For official chambers of officers/faculty at Level-13 & 13A:

Level-13 & 13A			
Sl No.	Items	Quantity	Remarks
1.	High Neck Revolving Chair	01	
2.	Table	01	
3.	Visitor's Chair	03	
4.	Steel Almirah	01	
5.	Computer Table/ Side Table	01	
6.	Computer & Printer	01	
7.	Venetian Blind Curtain/ Cover	01	
8.	Wall Clock	01	
9.	Table Glass	01	
10.	Waste Paper Basket	01	
11.	AC	01	Load capacity as per the room size

(iv) For official chambers of officers/faculty at Level-10 to 12:

Level-10 to 12			
Sl No.	Items	Quantity	Remarks
1.	Mid Back Chair	01	
2.	Table	01	
3.	Visitor's Chair	02	
4.	Steel Almirah	01	
5.	Computer & Printer	01	
6.	Venetian Blind Curtain/ Cover	01	
7.	Wall Clock	01	
8.	Table Glass	01	
9.	Waste Paper Basket	01	
10.	Computer Table/ Side Table	01	
11.	AC	01	Load capacity as per the room size

(v) For official chambers at Level-8 & 9:

Level-8 & 9			
Sl No.	Items	Quantity	Remarks
1.	Mid Back Chair	01	
2.	Table	01	
3.	Visitor's Chair	02	

4.	Steel Almirah	01	
5.	Computer & Printer	01	
6.	Venetian Blind Curtain/Cover	01	
7.	Wall Clock	01	
8.	Table Glass	01	
9.	Waste Paper Basket	01	

(vi) For official chambers at Level-6 & 7:

Level-6 & 7			
SI No.	Items	Quantity	Remarks
1.	Low Back Chair	01	
2.	Table	01	
3.	Steel Almirah	01	
4.	Computer & Printer	01	
5.	Waste Paper Basket	01	

(vii) For Level-2 to 5:

Level-2 to 5			
SI No.	Items	Quantity	Remarks
1.	Low back chair	01	
2.	Table	01	
3.	Waste paper basket	01	

(viii) For Level-1:

Level-1			
SI No.	Items	Quantity	Remarks
1.	Chair	01	
2.	Table	01	

5. Repair and maintenance of the Furniture:

- a) Minor repairs of furniture up to a cost of Rs. 25,000/- may be carried out by the departments/sections with the permission of the Director.
- b) Major repair works above Rs. 25,000/- may be carried out by the EWMC after following the codal formalities of inviting quotations and comparing rates.

6. Disposal of unserviceable Furniture:

- a) All efforts will be made to utilize the furniture after necessary repairs. In cases where the furniture is beyond economical repair or has become obsolete, the same may be disposed of through auction in accordance with the General Financial Rules (GFR).

b) The Director will constitute a committee for the disposal of unserviceable furniture. The composition of the committee shall be as follows:

- (i) Chairman, EWMC
- (ii) Deputy Registrar (Finance)
- (iii) Assistant Registrar (Store & Purchase)

7. Certifications:

The certifications such as ISO, OSHAS, BIFMA, Green-Gurad etc. should be obtained during the purchase process so as to ensure environmental sustainability/quality.

8. Powers of the Director:

In spite of what is contained in this policy, the Director, GKCIET retains the right to authorize the concerned person/special committee in case of extremely urgent furniture requirement or if the furniture items are required to establish a new facility.