



Since 1994



Physical Infrastructure Augmentation, Development and Maintenance Policy

1. Introduction

The physical infrastructure augmentation, development and maintenance policy is designed to ensure infrastructure supports in creating conducive teaching learning environment to facilitate holistic development of its staff and students. It also aims to ensure that the institute's physical and technological infrastructure support institute's mission, enhance educational outcomes and remain up-to-date with current standards and technological advancements.

2. Objective

- To enhance conducive learning environment.
- To ensure infrastructure supports the institute's operational and administrative functions effectively.
- To promote the long-term sustainability of infrastructure resources.
- To update and maintain the infrastructure for operational efficiency.

3. Scope - Scope of the policy includes:

1. Infrastructure development by way of purchase of equipment, machinery and other physical resources.
2. Infrastructure augmentation for enhancing and expanding existing infrastructure to improve its capacity, efficiency and functionality. This includes upgrading current facilities and adding new amenities to support academic, administrative and student needs.
3. Infrastructure maintenance for ensuring the resources are kept in good working condition.

4. Infrastructure usage and maintenance

- Infrastructure maintenance to be outsourced and seek the support of third-party agency for housekeeping and support staff.
- All purchases shall be carried out by meticulously following and adherence to purchase policy.



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- After the purchase, the item's details are recorded in dead stock register by numbering them to maintain the updates of inventory.
- The institute shall follow a set process of advanced booking, for the usage of commonly used facilities like seminar hall, board room etc.
- Certain services, like canteen, parking and central store are to be commonly shared by staff and students.
- Transportation facilities are to be shared with sister concern institutes, subject to prior approval by the head of the institute.
- Facilities such as ground and landscaping are to be maintained on a timely basis.
- Regular maintenance and timely upgradation of infrastructure and machinery are to be carried to upkeep, which includes routine checks and addressing repair immediately as per the need.
- For security measures, the institute shall outsource security service to an external agency and shall be equipped with fire alarms, fire extinguishers and audits of the same shall be done in due course of time.
- To promote environmental sustainability, the institute shall adopt use of solar energy, LED lights, vermicomposting, rain water harvesting etc.
- Exclusive facility for divyangjan shall be created for diversity inclusion.

5. Conclusion

Physical infrastructure augmentation, development and maintenance policy is set to ensure a safe, efficient and well-maintained environment for all its users.

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