

## **INFRASTRUCTURE POLICY**

Holy cross college, situated in an environment of benevolent ambience has been providing satisfactory experience to its staff and students through excellent infrastructure and comfortable work space. The comprehensive infrastructure of the college constitutes elementary features like buildings, classrooms, playgrounds, ICT-enabled classrooms, well stocked library with spaces for extended use and adequate laboratory facilities, transport, cafeteria and gardens.

### **Vision**

To ensure a distinctive infrastructure with a good ambience, safe buildings and classrooms, laboratories, libraries, smart classrooms, media centre, cafeteria and transport system to meet the demands of the stake holders.

### **Infrastructure policy:**

The infrastructure policy has been formulated to manage the infrastructure requirements taking into account the strategic plan of the statutory bodies and the latest technological advancements.

### **I. Approval and sanction:**

- Initiation of a new building, attention or addition to an existing infrastructure, the concerned department or authority should prepare a proposal and submit the same to the management.

- For periodical or annual requirements the Principal and the administrative team, Controller of examinations, HODs, librarian, physical directress, and the office superintendent should submit their requirements at the end of every academic year or in certain situations as and when required.
- Allocation of space to build up infrastructure facilities has to be approved by the College Managing Committee. Based on the infrastructural plan, the Finance Committee recommends for the physical, academic and support facilities to the Governing Body for approval.
- Condition based maintenance and breakdown maintenance should be approved by the College Management Board.
- Urgent requirements for unscheduled infrastructural work may be approved by College Managing Committee.
- All projects related to academic facilities and initiatives must be approved by the Principal. The Principal in consultation with the College Management Board permits the Government /University/ Non-governmental organizations to make use of the Halls/class rooms for the conduct of examinations or other activities.

## **II. Allocation of Budget:**

- Annual budget should be prepared for addition of infrastructural facilities and maintenance.

- The Principal, together with the Finance Committee should chart out and present a report in the Governing Body for approval and implementation.
- Budget for maintenance must be approved by the Finance Committee

### **III. Maintenance Policy:**

- Annual maintenance contracts must be signed with suppliers and service providers.
- A separate register should be maintained in the college office to record the requests for the repair works and the superintendent should check and monitor the completion of the task.
- Maintenance of computer network, LCD projector, computers, laptops, printers, water filters, AC, CCTV, Wi-Fi, solar panels, power distribution systems, should be done by the technician in the institution and if required by the service providers.
- Fire extinguishers provided in the campus for preventing and tackling hazards should be routinely monitored.
- Fitness certificate, Insurance certificate should be taken on the stipulated date every year. Road tax should be paid on time. Pollution certificate should be maintained. Vehicle maintenance should be done regularly to ensure the safety of stakeholders. Speed control and camera should be fixed.

- The campus must be kept clean by removal of trash regularly and regulations for a plastic free campus should be followed.

## **I. Procedures:**

### **Maintenance of physical, academic and support facilities:**

- All the buildings of the college including the waiting sheds, rest rooms, seminar halls, administrative sections, library and class rooms are maintained at the end of every academic year (white washing, repairing furniture and fixing additional fans and lights and furniture to meet the increasing needs) by the administrative office on campus.
- Electrical and plumbing maintenance works are done with the support of skilled persons and the expenditure is met by the college on budgeted basis.
- The class rooms, the halls and the green area are cleaned and maintained regularly. Waste management is monitored to ensure proper disposal of waste.
- Department laboratories, research centres, DST- FIST sponsored centralized laboratories, computer lab and language lab are put on- call basis maintenance according to the requirement.
- To ensure fitness to wellness, indoor games such as table tennis, badminton, chess and yoga and outdoor games like football, volley ball, basketball, kabadi, kho-kho, handball and ball badminton are provided to

the students. The playgrounds are maintained by the marker and monitored by the Physical Directress.

- To conserve power, CFL bulbs have been replaced with LED lamps. A solar power plant with 5 KVA capacity is maintained by the Department of Physics. The college has two generators with 62 -KVA, 20KVA to provide uninterrupted power supply. It is maintained by the college technician / electrician.
- Maintenance of solar panels, power distribution system and ACs, CCTVs, LCDs, projectors, public address systems, laptops, printers, Wi-Fi modems is undertaken by the respective suppliers.
- Firefighting equipment's in the laboratories, hostels, library and offices are maintained by the electrician/technician.
- The backup batteries, inverters and servers for computer network are regularly checked and maintained by service providers.
- Service providers like cafeterias and banking facilities are hired on contract basis. The maintenance is done by the college management.
- Wet lab, vermicompost pit and sericulture garden are maintained by the Department of Zoology; Mushroom culture and Herbal Garden are maintained by the department of Botany; Oxidation Pond is maintained by the management.
- Four bore wells are used for constant water supply. In each block and in each floor of the college building there are provisions to supply mineral

and purified drinking water. The overhead tanks are cleaned on a regular basis.

- Rain water harvesting system is maintained.

## **II. Utilization of physical, academic and support facilities:**

- Classrooms are utilized for the academic purpose as per the timetable fixed by the Principal and Deans.
- Laboratories are utilized for practical and projects.
- Meetings of various committees are organized as per the schedule in different halls and classrooms which is booked prior to the meeting to avoid overlapping of programs.
- Golden Jubilee Hall, Multipurpose Hall and Seminar halls are utilized for all curricular, co-curricular activities and collaborative activities by the Government organizations and NGOs.
- Wet lab, Sericulture, vermicompost pit and Herbal Garden are used by the students for startups and trainings. Oxidation pond is used to recycle waste water.
- Bank facilities are utilized by the management, staff and students and it is made access to the public.
- Good drinking water is provided in the campus with filter system.
- Media centre is used to record, edit and publish videos of all activities in the college and to develop E-content.

### **III. Management of Transportation and parking facilities:**

- A fleet of 9 buses are maintained by the transport section of the college.
- Fitness certificate, Insurance certificate, Road tax, Pollution certificate are maintained. Vehicle maintenance is done regularly to ensure the safety of stakeholders. Speed control and camera is fixed.
- The Co-ordinator of transport facility sees to the fuel and all maintenance regarding the buses.
- Parking facilities are provided for the Government buses, College buses, four-wheeler and two-wheeler parking for staff and students and visitors to the campus.

### **Record of infrastructure and audit**

#### **Policy:**

- **A record of all infrastructure should be maintained which should include physical facilities (buildings, class rooms, laboratories etc.), academic facilities (equipment, books, software, electronic gadgets etc.), sports facilities, library facilities and transport facilities.**
- A dead stock register should be maintained where in the non-functional and is in disrepair infrastructure will be renewed and disposed properly after approval from the concerned authorities.

- A standard operating procedure must be formulated and informed to the Heads of the department and other officials on the utilization of infrastructure and maintenance of records.

**Procedure adopted:**

- Inventory numbers are assigned to the equipment's. Asset record and Stock registers are maintained and proper accounting is done.
- The finance committee monitors the audit records and asset record.

**Augmentation of infrastructure**

The college shall upgrade the infrastructure based on the technological advancements and financial viability while initiating new programs or activities. All physical, academic and support facilities are sought to be provided to the stakeholders shall be maintained well and used optimally so that the students get the maximum benefit out of such facilities.