



# Policy for Infrastructure Management and Maintenance



  
Principal  
Symbiosis College of  
Arts & Commerce, Pune-4.



## Table of Contents

1. Infrastructure Management and Maintenance Policy.....	2
1.1. Background.....	2
1.2. Applicability.....	2
2. Procedures for Infrastructure Management.....	3
2.1. Enhancement of Infrastructure.....	3
2.2. Record of Infrastructure.....	3
2.3. Physical Verification.....	3
2.4. Depreciation.....	3
2.5. Phasing out, Obsolescence and Writing off.....	4
3. Infrastructure Enhancement & Maintenance.....	5
3.1. Upkeep and Maintenance.....	5
3.2. SOPs for Infrastructure Enhancement and Research.....	5
3.2.1. Central Renovation Requisition (CRR).....	6
3.2.2. Central Maintenance Requisition (CMR).....	6
3.2.3. Central Purchase Requisition (CPR).....	6
4. Annexures .....	8
4.1. Format of Central Renovation Requisition (CRR).....	8
4.2. Format for Central Maintenance Requisition (CMR).....	10
4.3. Format of Central Purchase Requisition (CPR).....	12







## **1. Infrastructure Management and Maintenance Policy**

### **1.1. Background**

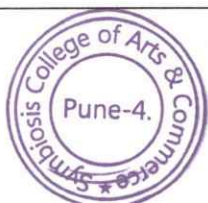
Symbiosis as an institution offers to its students and faculty a vibrant learning ecosystem designed around its multi-cultural and innovative ethos based on the principles of the Vedic Thought of “Vasudhaiva Kutumbakam” where the “World is one Family”. Symbiosis comprises of many institutes which imparts quality education across diverse verticals. Symbiosis College of Arts & Commerce (SCAC) which was established in 1983 and is proud to be a part of this family.

The Symbiosis college of Arts and Commerce (SCAC) has contributed to the academic arena for many years. The College is recognized under section 2(f) and 12-B of UGC Act 1956 and has been conferred the Autonomous Status by Savitribai Phule Pune University w.e.f. the Academic year 2012-2013. The college has been reaccredited with A+ grade by NAAC in 2017 and has also been bestowed with ‘College with Potential for Excellence’.

Symbiosis College of Arts and Commerce (SCAC) is committed to provide best in class infrastructure to all its functionaries to ensure that the infrastructure meets the requirements of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality.

### **1.2. Applicability**

This policy for Infrastructure Management of Symbiosis College of Arts and Commerce has been formulated for managing infrastructure through need analysis considering the guidelines of statutory bodies and developments in technology including educational technology procurement of infrastructure ensuring its quality and cost; upgradation from time to time; proper accounting and safe guarding by allotting inventory numbers on each equipment and maintaining asset register, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including Annual Maintenance Contracts; insurance against damage and theft and writing off of obsolete equipment.





## **2. Procedures for Infrastructure Management**

Symbiosis College of Arts and Commerce believes that appropriate equipment and its maintenance and upkeep are essential for quality academics and efficient administration. A comprehensive policy for Infrastructure Management has therefore been prepared and implemented

### **2.1. Enhancement of Infrastructure**

Symbiosis College of Arts and Commerce shall regularly enhance infrastructure by modernization and removal of obsolescence keeping in view the development of technology and development in teaching learning process, needs of the new programs and new initiatives.

### **2.2. Record of Infrastructure**

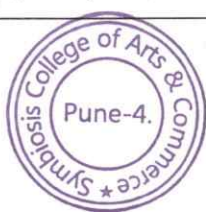
Record of all infrastructure including equipment, software, books and other items will be maintained by the institute. For this purpose, a Standard Operating Procedure (SOP) is prepared and circulated by the Symbiosis Society. This SOP shall provide definition of asset / piece of infrastructure which must be entered in the Asset Register, the process of making entries in the Asset Register, the coding of each item and marking of inventory numbers on pieces of infrastructure. The SOP shall also focus on depreciation, physical asset verification and its periodicity, transfer of assets from one to other institutes, writing off of obsolete items and their disposal.

### **2.3. Physical Verification**

Physical verification of infrastructure shall be carried out periodically and a list of missing items or items not in use / obsolete items shall be prepared. Appropriate authority shall take action with regard to the shortages and writing off.

### **2.4. Depreciation**

Depreciation shall be applied to the assets annually based on the type of assets like furniture and fixtures, electrical installation, equipment, air conditioners, and computer hardware and software.





## **2.5. Phasing out, Obsolescence and Writing off**

Infrastructure rendered obsolete on account of change in technology, new product and process developments shall be phased out. Any more or a combination of the following shall be adopted.

1. Deploying old equipment on task of lower level utilization like computers from labs can be deployed on office work for work processing.
2. Transferring assets to other institutes which can utilize the old equipment productively
3. Selling the old assets through auction or other arrangements. The assets thus transferred or disposed off will be written off from the asset register by appropriate authority.
4. The assets thus transferred or disposed off shall be written off from the asset register by appropriate authority
5. E-waste disposal: The obsolete IT equipment can be resold to registered E-waste vendors complying with government regulations and a certificate of compliance must be obtained from them for our records







### **3. Infrastructure Enhancement & Maintenance**

#### **3.1. Upkeep and Maintenance**

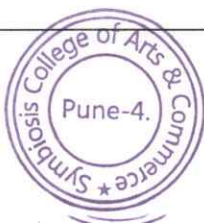
The College will strictly follow the laid down procedures and guidelines with regard to cleanliness and preventive & corrective maintenance of infrastructure. This will include the following.

1. Regular cleaning as per the checklists
2. Regular inspection and periodic maintenance of equipment including lubrication, wherever necessary
3. Preventive maintenance as per the preventive maintenance schedules and maintaining its records.
4. Preventive maintenance is done in the College. Annual maintenance is done during summer vacation for tube lights, fans, electrical panels, ACs, motors etc.
5. Preventive maintenance for lifts, fire, DG sets, WTP, STP, Water Purifiers, Water Coolers is also takes place.
6. Regular cleaning of PCs, printers, tables, dustbins, toilets etc. takes place at all the campuses.
7. The periodicity is as under: -
  - PCs, printers :- Daily
  - Tables, dustbins :- Daily
  - Toilets :- Twice in a day
8. Pest control treatment is done every three months in the office, pantry kitchen and treatment for termite as and when required.

#### **3.2. SOPs for Infrastructure Enhancement & Maintenance**

As the institutes grow the requirement for infrastructure increases and to cater this, SOP's are devised as below.

The institute requires enhancement of infrastructure in terms of space, redesigning, restructuring in the layout, equipment's, hardware and software fills up the application form of Central Purchase Requisition (CPR), Central Renovation Requisition (CRR) &





Central Maintenance Requisition (CMR). The proposal of CRR & CMR by institute is cross checked & verified by Estates Department for its correctness, feasibility & estimates.

### 3.2.1. **Central Renovation Requisition (CRR)**

CRR is applicable when the layout, design has to be redesigned & the space has to be optimally utilized. The form duly filled in by the institute and has to be approved by Finance for budget & final approval by Principal Director. The requisition must comprise the type of work, layout, drawings, purpose, requirement, description, justification, BOQ / quotation, required completion period, estimated cost etc. The work is undertaken completed through different suitable vendors or departmentally. Central Renovation Requisition format is enclosed (Annexure 1)

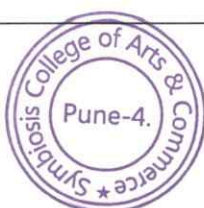
### 3.2.2. **Central Maintenance Requisition (CMR)**

Central Maintenance Requisition is initiated when the college has requirement of any small repair / maintenance work. The form is duly filled by concerned appointed staff and is sent to the Central Maintenance

The requisition must contain the type of work, purpose, requirement, description, justification, BOQ / quotation, required completion period, estimated cost etc. This work is also undertaken & be completed. The Central Maintenance Requisition format is enclosed (Annexure 2)

### 3.2.3. **Central Purchase Requisition (CPR)**

Central Purchase Requisition is applicable when institute having the requirement of purchase items / equipment's. A purchase requisition is a request to procure goods or services. It is required to be originated and approved by the department requiring the goods or services. Typically, it shall contain a description and quantity of the goods or services to be purchased, purpose, justification, the required delivery date, approximate total cost, etc. Central Purchase Requisition format is enclosed (Annexure 3)

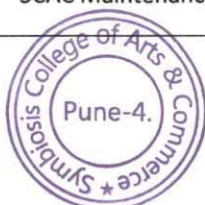




Symbiosis Society has an Estate Office and a designated Estate Officer for overseeing the maintenance of buildings, classrooms and laboratories maintained through Annual Maintenance Contracts (AMC). The college campus maintenance monitored through regular inspection.

The following activities are undertaken the estate office:

- Housekeeping, cleanliness, pest control, mosquito control, landscaping and maintenance of lawns.
- Preventive and corrective maintenance infrastructural facilities, biogas plants, water purification units, generators, electric supply, street lights, firefighting equipment and security facility.
- Solar water heaters, heat pump technology, water purification units have provided in the campus and its maintenance is done.
- Proper garbage disposal with source segregation of waste.







## Annexures

### Annexure 1: Format for Central Renovation Requisition (CRR)

#### **CENTRAL RENOVATION REQUISITION (CRR)** **SYMBIOSIS SOCIETY, ESTATE DEPARTMENT, PUNE-411004**

Campus /Institute Name: \_\_\_\_\_ CRR No.: \_\_\_\_\_

Date: \_\_\_\_\_

Location (Floor /Building /Dept. / Section) Details: \_\_\_\_\_

Justification for Renovation / Modification Work: \_\_\_\_\_

Nature of Work date	Estimated Cost in Rs.	Expected completion
Civil / Plumbing		
Electrical		
Other		
Details of work if any		
No. /Details of quotations enclosed by Campus/Institute:		

Initiated by:

Designation:

Signature:

Verified by:

Designation:

Signature:

Approved by:

Designation:

Signature:

Proposal approved by Campus Coordination Committee: Yes/No

Signature of  
Campus  
administrator

Final Approval by:

Designation: Chief Admin

Signature:

Budget head under which provision is made: -

Budget amount provided for the year 2019-20

Balance Budget available for this item: -

(Initial by Accountant):

Whether Budget provision is available: -  
Finance:

Yes/No

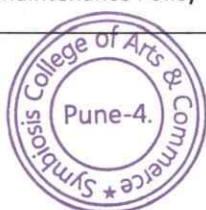
Signature of Chief-

Approval by Principal Director:

Yes/No

Signature:

Comments if any:





**For office use only**

**Received in Estate Department on & details:**

**CR No.:**

**Date:**

**Architect finalized for the work**

:

**Civil Contractor finalized for the work**

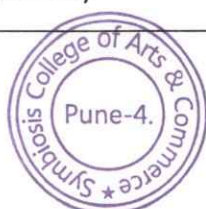
:

**Electrical contractor finalized for the work**

:

**Designation: Chief - Estate**

**Signature:**



Principal  
Symbiosis College of  
Arts & Commerce, Pune-4.



## Annexure 2: Format for Central Maintenance Requisition

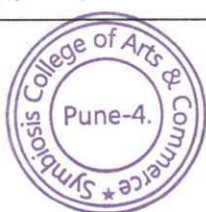
CENTRAL MAINTENANCE REQUISITION (CMR)					
SYMBIOSIS SOCIETY, ESTATE DEPARTMENT, PUNE - 411 004					
				CMR No.:	
				Date:	
Campus Name		Building Name / Floor / Section		Institute / Dept. / Floor	
Type of Work	Civil / Electrical / Plumbing / Other	Job to be completed before		No. of Quotations obtained with agency name	
Estimated approximate cost in Rs.		Sign of initiator with contact nos.		Signature of Campus Administrator/ Head of the Department	
Description of the work / special requirements if any:					
Budget head under which provision is made				Whether Budget provision is available Yes /No	
Budget amount provided for the year 2019-20					
Balance Budget available for this item					







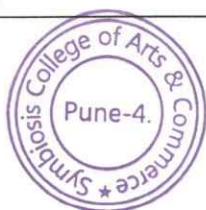
<b>Accountant's Initial for budget details</b>				<b>Signature of Chief-Finance</b>	
<b>Signature of Chief Admin</b>		<b>Approval of Chief Estate</b>		<b>Initiator's signature (After completion)</b>	<b>Work completion date</b>
<b>Work assigned to</b>		<b>Reason, if work is kept pending</b>		<b>Planned dates of work</b>	
<b>Total Cost of work</b>			<b>Billing details</b>		





### Annexure 3: Format for Central Purchase Requisition

<b><u>CENTRAL PURCHASE REQUISITION</u></b>				
-				
<b>User Institute: Symbiosis College of Arts and Commerce</b>			<b>PR No.</b>	
<b>Department:</b>			<b>Date</b>	
<b>Sr. No.</b>	<b>Description of Material / Services</b>	<b>Quantity required</b>	<b>Approx. Cost</b>	<b>Delivery Desired by (DATE)</b>
<b>PR Originator Name :</b>			<b>Signature</b>	
<b>Designation-</b>				
<b>Approved by -</b>			<b>Signature</b>	
<b>Designation :</b>				



*[Signature]*  
**Principal**  
Symbiosis College of  
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<b>1) Budget head under which the provision is made</b>				
Administrative Expenses.				
<b>2) Budget amount provided for the year 2019-20</b>				
<b>3) Balance budget available for this item</b>				
<b>Comments, if any :</b>				
<b>For Society Office use only</b>				
<b>1) Whether budget provision is available</b>		<b>YES / NO</b>		
			<b>(Signature - Chief Finance)</b>	
<b>2) Received in Central Purchase on</b>				
			<b>(Signature &amp; Date)</b>	

