INFRASTRUCTURE POLICY

ST ALOYSIUS COLLEGE
(AUTONOMOUS)

P. B. NO. 720, MANGALURU – 575 003, KARNATAKA, INDIA

Preamble:

St Aloysius College (Autonomous) is committed to provide best in infrastructure and other functional spaces to ensure that the infrastructure meets and exceeds the requirements of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality. This policy for Infrastructure Management of the college has been formulated for planning 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 ;up gradation from time to time; proper accounting and safe guarding by putting 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.

St Aloysius College (Autonomous) 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.

Creation of infrastructure:

To ensure the adequacy of the infrastructure including land, building, equipment, computer hardware and software, the norms of the statutory bodies with regard to resource requirements shall be adhered to. At time of starting new program or a new course, the concerned department shall prepare a proposal for the governing Body. The proposal, in addition to many other aspects will specify the resource requirements and their adequacy for starting a program or course or for the addition in intake.

Enhancement of infrastructure:

The College and all its faculties /departments shall regularly enhance infrastructure by modernization and removal of obsolescence keeping in view the development of technology and advancement in teaching learning process, needs of the new program and new initiatives.

Records of infrastructure:

Record of all infrastructure including equipment, software, books and other items shall be maintained by all institutes, schools and departments of the college, For this purpose specific guidelines have been drawn by the management. The guidelines shall provide definition of assets /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. It shall also focus on depreciation, physical asset verification and its periodicity, writing off of obsolete items and their Disposal.

Physical Verification:

Physical verification of infrastructure shall be carried out periodically and a list of the 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.

Depreciation:

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

Insurance:

Items of infrastructural of all constituent Institutes and departments of the college costing above a specified amount shall be insured against damage and theft.

Upkeep and Maintenance:

All Faculties and departments of the college shall strictly follow the laid down procedures and guidelines of the college with regard to cleanliness, preventive & corrective maintenance of infrastructure. This shall include the following:

1. Regular cleaning as per the checklist
2. Regular inspection and periodic maintenance of equipment including lubrication, wherever necessary

3. Pest control treatment, treatment for termite etc.
4. Preventive maintenance as per the preventive maintenance schedules and maintaining its records.
5. Annual Maintenance contract and maintaining record of service/maintenance
6. Corrective maintenance and its records.

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 one or a combination of the following shall be adopted:

1. Deploying old equipment on tasks of lower level utilization like computers from labs can be deployed on office work for word processing.
2. Transferring assets to other institutions which can utilize the old equipment productively
3. Selling the old assets through auction or other arrangements
4. The assets thus transferred or disposed off shall be written off from the assets register by appropriate authority.

Annual Stock verification:

This is done as per asset verification programme issued annually. Physical asset verification report for each financial year is prepared by all departments as per format provided by the management. Any verification if noticed in departments report, the same be readjusted during Annual Asset Verification with proper authority in writing for variation.

Disposal of Scrap/serviceable assets:

1. List of unserviceable and serviceable surplus stores be prepared separately before the asset verification and will be submitted to the principal.
2. All serviceable surplus items will be disposed off under Management guidelines.
3. All unserviceable stores will be disposed off as under:

a) Three quotations from three different vendors in sealed envelopes will be obtained.
b) A committee comprising the principal, Finance officer and Directors will scrutinize the quotation.
c) The amount will be negotiated to maximum possible from vendor during the negotiation.
d) Formalities of deposition of cash, handing over of scrap materials will be completed after due approval, if required.
e) Scrapped items/quantities will be struck off from asset register after they are disposed of.

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