



INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE POLICY

The management of the institution recognizes infrastructure as the cornerstone of academic transactions and associated services. Therefore, a well-defined perspective on infrastructure quality and maintenance is formulated and documented for the benefit of all stakeholders.

Objectives:

- To gather inputs, needs, purposes, and requirements from stakeholders regarding infrastructure.
- To plan, construct, and utilize infrastructure optimally.
- To provide infrastructure and facilities for instructional, administrative, residential, and recreational purposes for students and staff.
- To construct and maintain infrastructure in consultation with experienced architects and structural engineers specializing in educational domains.
- To identify officials at strategic and operational levels responsible for infrastructure planning, budgeting, construction, management, monitoring, and evaluation.
- To comply with norms and guidelines established by statutory authorities.

Infrastructure Planning:

Infrastructure planning aims to:

- Accommodate changing student demographics.
- Ensure accessibility and efficiency.
- Utilize technology to optimize infrastructure requirements.
- Adhere to statutory norms and guidelines.
- Incorporate environmentally compliant and green technologies.

Process:

- The Head of the Institution proposes infrastructure requirements after consulting department heads and domain experts.
- These requirements are communicated to the trust management well in advance.

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- The Trust assigns estimates for the work to the Chief Engineer in terms of civil and financial aspects, along with specific timelines for execution.
- The management reviews the assessment report and forwards the requirements to consultants, including architects and structural engineers.
- Finalized plans are validated by the Head of the Institution and the academic team before being handed to the Chief Engineer for construction.

Construction of Infrastructure:

The Chief Engineer and their team execute construction through:

- Construction organization and administration: Optimal deployment of human and financial resources for efficient construction.
- Cost management: Tracking, forecasting, and controlling costs throughout the construction life cycle.
- Procurement management: Following established procedures for material procurement to ensure quality and cost-effectiveness.
- Risk management: Continuously monitoring scope changes, permits, regulatory requirements, environmental compliance, project risks, and quality.
- Schedule management: Monitoring project execution schedules to ensure timely completion and minimize construction costs.

Process:

After receiving orders and approvals from management, the Chief Engineer initiates construction by:

- Submitting a detailed execution plan.
- Inviting tenders/quotations.
- Submitting tenders and quotations for approval.
- Indenting and procuring materials.
- Identifying contractors/subcontractors.
- Continuously monitoring the work done by contractors/subcontractors.
- Submitting running bills and final bills for approval.
- Releasing payments.
- Issuing completion certificates and closing the project.

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Maintenance of Infrastructure:

The Chief Engineer and their team execute maintenance through:

Planned Maintenance:

- **Statutory Maintenance:** Specific maintenance to meet minimum requirements (e.g., plumbing, rooftops).
- **Preventative Maintenance:** Systematic inspection and monitoring to prevent deterioration and failure.
- **Scheduled Maintenance:** Pre-planned maintenance according to manufacturer specifications.

Unplanned Maintenance:

Breakdown Maintenance:

- **Normal Breakdowns:** Restoration within a week.
- **Emergency Breakdowns:** Immediate restoration within a day.
- **Fatal Breakdowns:** Immediate action within three hours.
- **Incident Maintenance:** Reactive maintenance due to damage from external factors.
- **Minor and Major Repairs:** Restoring items to acceptable condition.
- **Rehabilitation:** Restoring assets to intended useful life.
- **Renovations:** Restoring assets to original condition.


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