

**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY
SION, MUMBAI - 400 022**

10. INFRASTRUCTURE POLICY

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10. INFRASTRUCTURE MANAGEMENT POLICY

PREAMBLE

K J Somaiya Institute of Engineering and Information Technology (KJSIEIT) is committed to provide best in class infrastructure to all its departments and other functional areas 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 KJSIEIT 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, theft and writing off of obsolete equipment.

KJSIEIT believes that appropriate equipment and its maintenance and upkeep are essential for quality academics and efficient administration. A comprehensive Policy & Procedure for Infrastructure Management has therefore been prepared and implemented.

10.1 OBJECTIVES OF INFRASTRUCTURE MANAGEMENT ARE –

- To meet the need of upgrading / creating infrastructure that would support quality education and promote a good teaching-learning environment.
- To allocate funds for infrastructure development.
- To look after optimum utilization of resources to carry out curricular, co-curricular, extra-curricular and research activities.

The foresight planning of the Ayurvihar campus should be displayed at the entrance and various places in the institute.

The infrastructure policy framed by the management is obligatory for the K. J. Somaiya Institute of Engineering and Information technology.

10.2 FOLLOWING ARE THE KEY POINTS FOR FRAMING POLICY AND INFRASTRUCTURE MANAGEMENT.

10.2.1 Formation of Estate Committee

Estate committee is constituted to discuss and take decisions regarding infrastructure development and renovation in the Institute. The estate committee involves head of the institute, two senior professors from the institute, members of the trust project office (chief engineer, civil engineer and architect) and a management representative. The committee meets as per need to review and place proposals regarding the infrastructure requirements.

10.2.2 Work proposal

After complete discussion regarding requirement, work proposal is to be prepared and sent along with financial details for approval to head office.

10.2.3 Budget proposal

The institute allocates funds for the required work.

10.2.3 Quotation

Minimum three genuine quotations with full description of work are to be received in sealed envelope at the head of the institute office.

10.2.4 Negotiations

The unbiased negotiations to be conducted in presence of estate committee.

10.2.5 Party selection

A genuine party for the work has to be selected.

10.2.6 Work order

The final work order with signatures of negotiating members is to be sent for confirmation and signature of the secretary/ Provost of SVV.

10.2.7 Contract document

The agreement is to be made as required with all terms and conditions.

10.2.8 Issue the final work order to the selected party.

10.3 PROCEDURE OF FOLLOWING THE POLICY OF INFRASTRUCTURE

MANAGEMENT IS AS FOLLOWS.

10.3.1 Procedure for Creation of New Infrastructure.

- (a) To ensure the adequacy of the infrastructure including land, buildings, equipment, computer hardware and software, the norms of the statutory bodies like, All India council for Technical Education (AICTE), Directorate of Technical Education with regard to resource requirements are strictly adhered to.
- (b) At the time of starting a new program or a new course, the concerned department shall prepare a proposal which 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.
- (c) The proposal then submitted to competent authority for the approval to initiate the creation of New Infrastructure.

10.3.2 Enhancement of infrastructure

Institute and all its Departments shall regularly enhance Infrastructure by modernization and removal of obsolescence keeping in view the developments of technology and advancement in teaching learning process, needs of the new programs and new initiatives.

I. Procedure for Maintaining Record of Infrastructural Asset.

- (a) Under mentioned procedure for maintaining record of infrastructural assets by Institute, It will be followed to ensure uniformity in maintaining asset records and correct valuation of all assets on a particular date.
- (b) Normally an item will be treated as an 'asset' if it costs more than Rs 5,000/-. However, items useful for longer duration are to be credited in asset register, even if costing less than Rs 5,000/-. e.g. If a telephone instrument/Plastic Chair costing Rs 450/- is purchased either in bulk or singly, it should be credited in asset register since it retains its value till it is scrapped.
- (c) However, consumable items even purchased in bulk quantity or in single, will not be credited in asset register. Similarly items purchased for maintenance purpose even if costing more than Rs 5,000/- will not be taken on asset

register charge. eg.RCCB/MCB/PVC/CPVC/UPVC/G.I. pipes & fitting etc.

II. 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. Principal shall take action with regard to the shortages and writing off.

- Annual Stock Verification
 - a) This is done as per asset verification program issued annually.
 - b) Physical asset verification report for each financial year is prepared by Institute as per Annexure I.
 - c) Any variation if received in report, the same be readjusted during annual asset verification with proper authority in writing for variation. Report for subsequent years will be maintained by Institute as applicable with addition of items newly received & items disposed off, if any.

10.3.3 Depreciation:

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

Depreciation % value of each item will be worked out as per specified percentage rate and endorsed at respective page of Asset Register to establish exact valuation of assets held on charge of the institute on a given date. Depreciation rate in % as per Section 32 of IT Act is as under and will be applied accordingly:

(i)	Furniture & Fixtures	10%
(ii)	Electrical Installation	10%
(iii)	Equipment	15%
(iv)	Air Conditioner	15%
(v)	Vehicles	15%
(vi)	Computer Hardware, Network & Software	60%

As a guideline following formula can be used for working out depreciation % which is not mentioned above.

$$\frac{\text{Purchase Value} - \text{expected scrap value}}{\text{Expected Life}} \times 100$$

10.3.4 Upkeep and Maintenance:

Institute along with its departments shall strictly follow the laid down procedures and guide lines with regard to cleanliness and preventive & corrective maintenance of infrastructure. This shall include the following.

- a) Regular cleaning as per the checklists
- b) Regular inspection and periodic maintenance of equipment including lubrication, wherever necessary
- c) Pest control treatment, treatment for termite etc.
- d) Preventive maintenance as per the preventive maintenance schedules and maintaining its records.
- e) Annual Maintenance Contract and maintaining record of service/maintenance
- f) Corrective maintenance and its records.

10.3.5 Phasing out, absolution and writing off.

Infrastructure rendered obsolete on account of change in technology, new product and process development will be phased out. This will be done as mentioned below:

- (a) Deploying old equipment on tasks of lower level utilization like computers from labs are deployed for office work for word processing.
- (b) Transferring assets to other institutes which can utilize the old equipment productively.
- (c) Selling the old assets through proper procedure like asking minimum three quotation from authorized vendors who are eligible to purchase the equipment required to sell. After selling the same assets thus transferred or disposed off from asset register by appropriate authority.
- (d) E-waste will be disposed off only to specified vendor.

Disposal of Scrap

Institute receives list of scrap material from all the departments duly signed by concern heads Electronic scrap, paper scrap and other scrap material segregated after receiving the same. Electronic scrap like computer and electronic equipment are disposed off by giving it to recycling to the authorized dealer only if purchased seven years before. Procedure for disposing off

Disposing off Electronics scrap is done by the following procedure:

- a) Three quotations from three different vendors in sealed envelopes will be obtained.
- b) The quotations will be opened in presence of a Committee comprising Principal of the Institute, Admin, Estate Supervisor/ Project office coordinator and Store keeper.
- c) The amount will be negotiated to maximum possible from vendor during the negotiations.
- d) Formalities of deposition of cash, handing over of scrap materials will be completed after due approval.
- e) Scrapped item/quantity will be struck off from asset register after they are disposed off.

Disposing off Other than electronic scrap:

- a) Three quotations from three different vendors in sealed envelopes will be obtained.
- b) The quotations will be opened in presence of a Committee comprising Principal/ Vice Principal of the Institute, Admin, Estate Supervisor/ Project office coordinator and Store keeper.
- c) The amount will be negotiated to maximum possible from vendor during the negotiations.
- d) Formalities of deposition of cash, handing over of scrap materials will be completed after due approval.