

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

10. INFRASTRUCTURE POLICY

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10.1 INFRASTRUCTURE POLICY

As per Infrastructure Policy, 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.

Estate Committee plays an important role in the procedure stated by Infrastructure Policy.

10.1.1 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 members conduct meeting as per need to review and place proposals regarding the infrastructure requirements.

10.1.2 Objectives –

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

10.1.3 The infrastructure Policy states following steps to be followed:

1. Work proposal

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

2. Budget proposal

The Institute allocates funds for the required work.

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.

4. Negotiations

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

5. Party selection

A genuine party for the work has to be selected.

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.

7. Contract document

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

Issue the final work order to the selected party.

8. Follow-up with the party to get the work done as per order issued, coordination, maintenance and consistent Quality Check.