SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

INFRASTRUCTURE POLICY

AIM OF THE POLICY

This policy is the guideline for appropriate use & maintenance of all physical infrastructure of LSRC, whether immovable or otherwise. Physical infrastructure of LSRC is defined to include the Building Premises & its various components, Furniture & Fittings, Electric Fittings, Equipment and Devices. This policy shall not deal with Information Technology infrastructure.

Authority:
Approved by the competent authority of LSRC.

Applicability:
The IT policy is applicable to all the students, teaching and non-teaching staff of LSRC and all others who use LSRC's infrastructure.

Policy Statement:
Infrastructure is the backbone of the teaching-learning process. A vibrant campus with the necessary infrastructure facilities aids motivation and results in higher productivity. It also creates an atmosphere conducive to effective teaching, learning and allied activities. This policy is a guideline on the procurement, effective utilisation and maintenance of the physical infrastructure of the college.

1. Infrastructure & purchase requirements to be assessed considering inputs from Heads of Departments, Committee Heads and the Registrar of the College.
2. The CDC & the IQAC define the long-term plans for the College. The infrastructure & purchase requirements to be assessed by the CDC & the IQAC in its meetings, keeping in mind the immediate & long-term plans and the recommendations received.
3. The infrastructure requirements to be considered in the annual budget of the college as separate line items.
4. The annual budget to be presented to the CDC for its approval. The CDC will examine the budgets and approves the necessary purchases.
5. The approved purchases to be presented to the Purchase Committee for further processing.
6. Identify vendors for the subject matter of purchase.
7. Invites quotations for the purchase from the identified vendors.
8. Examine quotations received and prepare a comparative chart of the same.
9. Select appropriate quotation keeping in mind the quality of the products, the price and other terms of purchase.
10. Raise a Purchase Order (PO) in favour of the selected vendor detailing the various terms of purchase.
11. Verified the goods received for quality, quantity and other specifications as per the Purchase Order.

12. The goods once approved to be entered into the Asset Register and are to be allotted an identification code.
13. Once goods are entered in the Asset Register, they can be issued to the concerned department or location in the premises for use.
14. Regular servicing of certain assets to be carried out by entering into an Annual Maintenance Contract (AMC) with the vendors.
15. Maintain a register for monitoring the operating condition of the college infrastructure. Duties to be allotted to specific staff to monitor the working condition of different assets. Assets found to be in need of repair to be identified and repaired.
16. Contractors for repairing to be identified following the prescribed purchase SOP.
17. The college electrical contractor is to monitor the working condition of the electrical fittings & equipment and carry out the necessary repairs & maintenance work as required.
18. Assets found to be in damaged condition and beyond repairs to be identified. Appropriate steps to be taken to dispose or scrap these assets. The scrapping / disposal of the asset to be recorded in the Asset Register. Amount received on sale of scrap, if any, is deposited with the college office along with the necessary proof of disposal.

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Competent authority has the right to change/alter/modify this policy from time to time.

Principal