



# Sunbeam Women's College Varuna

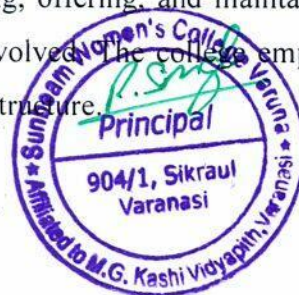
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## INFRASTRUCTURE POLICY

Policy Title: INFRASTRUCTURE POLICY		
1.	Administrative Policy Number (APN): <b>01/IFP/2018-19</b>	<b>Functional Area:</b> Creation and enhancement of infrastructure
2.	Brief Description of the Policy:	<b>Purpose:</b> to manage the physical and technological aspects of a college, contributing to its overall effectiveness, sustainability, and adaptability to changing needs.
3.	Policy Applies to:	All Staff and Students of college
4.	Effective from the Date:	<b>August 2018</b>
5.	Approved by:	Local Managing Committee (LMC)
6.	Responsible Authority	Estate manager
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To ensure the effective management, maintenance, and development of physical assets such as buildings, facilities, and technological resources.
10.	References for the policy	UGC/ NAAC/ University/ RUSA, etc

### Introduction

Infrastructure Policy adheres to the Vision and Mission of Sunbeam Women's College Varuna. The organization is dedicated to building, developing, offering, and maintaining the amenities and infrastructure that are required for all parties involved. The college employs the following committees to assist in effectively managing its infrastructure.



1. Infrastructure Committee
2. IT committee
3. Library committee
4. Sports and Cultural committee

### Objectives

The following are the objectives of the Infrastructure Policy:

1. **Resource Allocation:** Guides decisions on budgeting and resource distribution for maintaining and upgrading infrastructure to meet academic and administrative needs.
2. **Safety and Compliance:** Establishes the building codes, safety standards, and government requirements that are followed throughout infrastructure maintenance and upgrades.
3. **Long-Term Planning:** Facilitates strategic planning for the growth and development of the college's physical assets, considering future needs and technological advancements.
4. **Efficient Operations:** Assures that all assets are adequately maintained and that replacements and repairs are made in accordance with needs.
5. **Technology Integration:** Addresses the integration and maintenance of technological infrastructure, including networks and systems, to support educational and administrative processes.
6. **Environmental Sustainability:** Encourages the adoption of sustainable materials and energy-efficient infrastructure maintenance techniques in order to lessen the impact on the environment
7. **Emergency Preparedness:** Outlines procedures and protocols for handling emergencies or disasters, ensuring a coordinated response to unforeseen events.
8. **Cost-effectiveness:** Ensures cost-effectiveness by avoiding wasteful spending brought on by a lack of well-thought-out and prudent decision-making.

### Policy Statement and procedures:

#### A. Academic and Support Facilities

1. Provision of the necessary infrastructure, including seminar halls, auditoriums, and classrooms, for the students.
2. Classroom allocation is based on the number of students.





3. The department head updates the maintenance committee on necessary repairs and cleanliness.
4. The day in-charges are responsible for keeping an eye on proper facility maintenance and utilization.
5. Weekly cleaning duty charts for associates are essential, and for effective job performance, associates must keep track of their maintenance of the classroom and restroom.
6. Stock register for the utilities to be kept up to date. The stock and requirement allocations are kept by the college maintenance department.
7. A schedule is used to assign laboratories for practical sessions.
8. Staff have access to print-out capabilities. It is necessary to keep track of the cause and the printouts that were accessed in a register.
9. It is imperative to adhere to Standard Operating Procedures when handling a variety of equipment and devices.
10. Laboratory personnel are responsible for maintaining laboratories. All equipment maintenance and repairs are handled by the administrators and system administrators.
11. The stock register is continuously updated and maintained.
12. Departments are required to verify and examine stocks at the conclusion of the academic year.
13. Conventionally, obsolete instruments and equipment are disposed off.
14. According to the write-off policy, non-usable electronics are disposed off. To dispose of the material properly, the college keeps an e-waste bin which is then removed by e-scrap dealer.

**B. Policy for Physical Infrastructure:**

1. Through the appropriate HOD, the Department in need of repair and maintenance work must file a formal complaint with the maintenance committee.
2. It is necessary to describe the specifics of the maintenance procedure and the equipment code.
3. The maintenance head assigns tasks to the appropriate people and creates the timetable for both routine and preventive maintenance for all physical infrastructures.
4. Annual maintenance contracts and internal and external agencies support the implementation of the maintenance programs.
5. Maintenance person finishes the task and examines the location.



6. The bill is created, processed by the relevant authorities, and then sent to the principal for ultimate payment.
7. Library is maintained and regulated under library policy.

**C. Responsibilities of Estate Manager**

1. To ensure all time serviceability of all the Fire safety equipment like, fire extinguishers, Sand- buckets, hose reels, fire hydrants, fire alarms, emergency siren, etc. on campus.
2. To obtain College fire NOC from the fire department in coordination with the Security Officer.
3. To ensure timely refilling of all fire extinguishers upon getting due for the refilling. Also to maintain the record of the same.
4. To ensure periodic maintenance and upkeep of all the firefighting equipment installed in the college and hostel.
5. To check and upkeep of ceasefire escape gears and other fire blankets kept at the Hostel and college gate to be used in case of fire.
6. To check and ensure the serviceability of the extendable fire escape ladder {to use in case of fire to reach a floor in an emergency situation}
7. To ensure that college and hostel buildings have always updated Emergency Exit Plans and are displayed on all the floors of the building.
8. To ensure the display of college emergency exit plan in all the classrooms at the right places (on the back of classroom's door or next to IFP smart board).
9. To ensure all the staircases of the college and hostel buildings have been marked serially.
10. To ensure that building exit points are marked prominently and are in accordance with the emergency exit map of that building.
11. To ensure adequate water in the water tanks at all times, connected to the fire hydrant/hose reels pipes.
12. Responsible to impart training session to all the support staff, teaching/non teaching staff. admins and students separately on fire safety equipment and maintain record of the same as well.
13. Responsible to conduct emergency drills of the college. At least one emergency drill during each quarter should be conducted and record of the same must be maintained. These drills should be calendarized & followed.





14. To ensure that elevators are not used by anyone during fire emergencies, thus warning notices are fixed inside elevators and at the entry point of elevators on all the floors.
15. To read all the UGC recommended Manuals regarding safety & security of institutions and adhere to them.
16. To ensure that letters are sent to the local Police Station for all important events and exams.

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