

# DR. BALIRAM HIRAY COLLEGE OF ARCHITECTURE

ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.  
Tel. #91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : hirayarch@yahoo.co.in

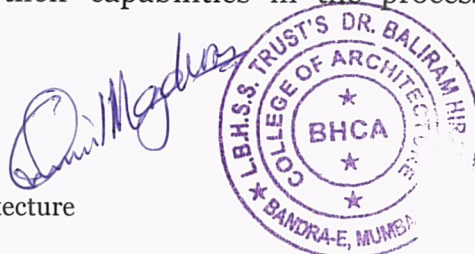
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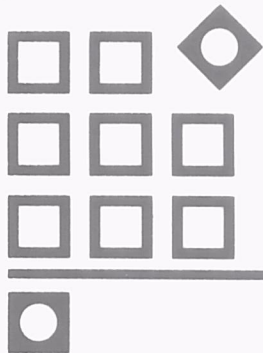
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	<b>Policy Title: Infrastructure Policy</b>	
1.	Administrative Policy Number (APN): ARC/APN/10	Functional Area: Quality in functioning of Library
2.	Brief Description of the Policy:	Purpose: Upgrading and maintaining quality of infrastructure of institution.  Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	01 June 2015.
5.	Approved by:	Core Committee and Management
6.	Responsible Authority	Head of Infrastructure Committee
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	7 <sup>th</sup> September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University/ COA

- I. Introduction:** Infrastructure of an institute is a key to its overall development. It plays a crucial role in providing all stakeholders with appropriate opportunities to enhance their capabilities in the process of providing quality education.





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The infrastructure committee has a responsibility for enhancing as well as maintaining the quality of both physical and academic support infrastructure.

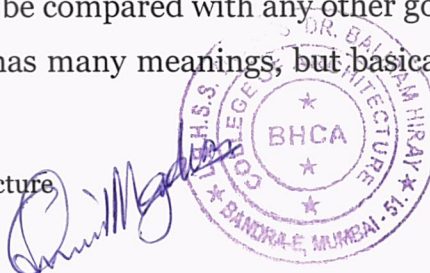
**II. Policy Statement:** Dr. Baliram Hiray College of Architecture is committed to providing the best infrastructure facilities to all the stakeholders of the institute so that they can contribute to the advancement of the institute. The infrastructure policy is formulated under the close supervision of management by the core committee and tries to cover all the aspects related to physical and academic infrastructure and is applicable to all stakeholders of the institute.

### III. Objectives:

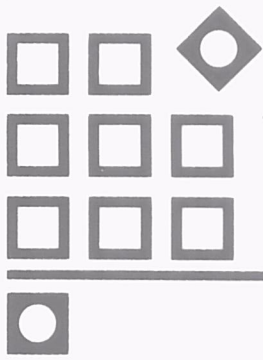
- i. To work in conformity with institutional management /University/ Council of architecture/ NAAC/ UGC.
- ii. To upgrade Physical Infrastructure with safety for effective and best utilization by staff, students etc.
- iii. To provide better academic support facilities to the students to engage them in the learning process.
- iv. To build up new resources such as books, reading materials, notes, videos, recordings to make the library a resource creator.
- v. To upgrade the IT infrastructure in the campus to encourage the students and staff members for research work.
- vi. To create an awareness amongst the stakeholders of organization for upgrading and maintaining the quality of infrastructure facilities.
- vii. To ensure the timely upgradation and maintenance of existing infrastructure of institute.

### IV. Definitions

- i. **Quality:** Quality could be defined as a basic tool for the natural property of any good or service that allows it to be compared with any other good or service of its kind. The word quality has many meanings, but basically, it







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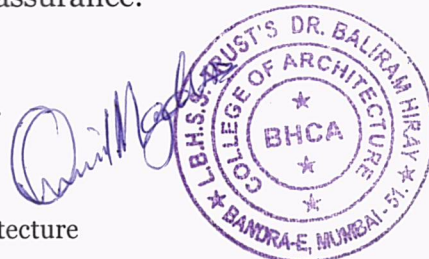
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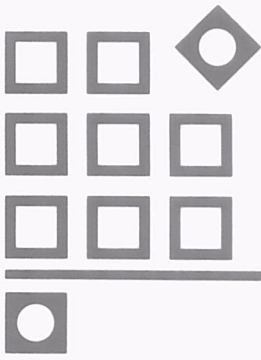
Policy document refers to the set of inherent properties of an object that allows satisfying stated or implied needs. (Geneva Business News)

- ii. **Stakeholders:** A stakeholder is a party that has an interest in a company and can either affect or be affected by the business. The primary stakeholders in a typical corporation are its investors, employees, customers, and suppliers. However, with the increasing attention on corporate social responsibility, the concept has been extended to include communities, governments, and trade associations. (Investopedia)
- iii. **Infrastructure:** Infrastructure is the general term for the basic physical systems of a business, region, or nation. These systems tend to be capital intensive and high cost investments and are vital to economic development and prosperity (Investopedia).
- iv. **Infrastructure committee:** an institutionalized body created under the guidance of management, core committee and principal to promote quality in educational institutions.
- v. **Head of committee:** An authority with seniority and experience appointed by the institution to coordinate with management in terms of grievances, suggestions on quality of infrastructure.
- vi. **Institution:** Higher Educational Institution (HEI)
- vii. **NAAC:** National Assessment and Accreditation Council, an accrediting organization in India for higher educational organizations.
- viii. **Institutionalization:** The action of establishing something as a convention or norm in an organization or culture. (Oxford Dictionary)
- ix. **Internal Quality Assurance System:** a holistic mechanism that includes quality control and quality assurance.

## V. Processes:

The Policy covers the following domains.





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## 1. Academic and Support Facilities

It includes the upgradation and maintenance of the library, computer lab and other laboratories dedicated to different subjects mentioned in the syllabus for the course.

## 2. Policy for Physical Infrastructure:

It includes the upgradation and maintenance of classrooms, studios, other areas as well as the furniture and other facilities required for smooth conduction of the course.

## VI. **Related Documents:**

Policy Documents, Procedures, Guidelines, and other Resources

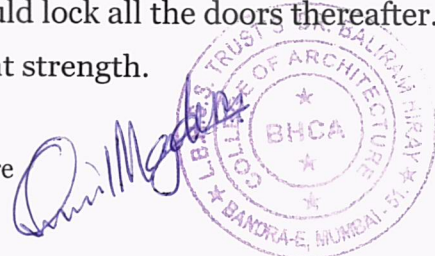
- A. Policy Statement
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other resources
- F. Frequently Asked Questions.

(These statements and documents will vary from organization to organization)

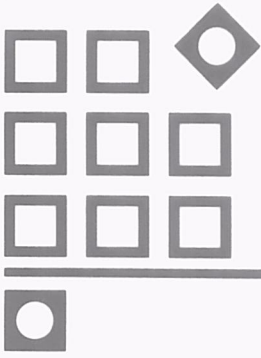
## VII. **Standard Operating Procedure (SOP)**

### ➤ **Utilization and Maintenance of Classrooms:**

- All classrooms to be cleaned after the current day's lectures are completed.
- Each floor has a staff assigned (floor in charge) who will supervise all the classroom infrastructure and maintenance of that particular floor. The floor in charge should ensure that all lights and fans should be turned off after all students vacate the class.
- The floor in charge should ensure that all the students vacate classrooms after the lectures are completed and should lock all the doors thereafter.
- Classrooms are allotted as per the student strength.







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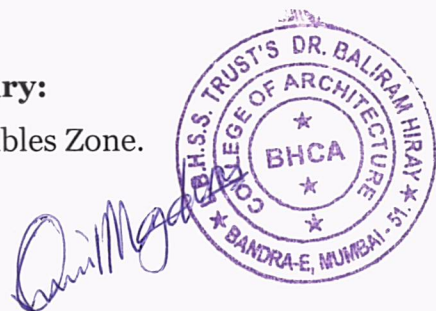
- Stock register for the utilities to be maintained. The college Maintenance Department retains the stock and allocations of the requirements.

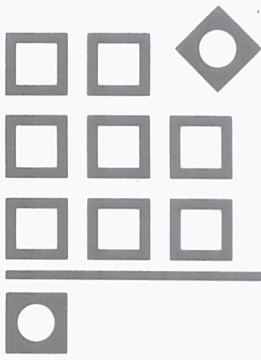
➤ **Utilization and Maintenance of Computer Laboratories:**

- Laboratories are allotted for practical sessions based on a timetable.
- Print-out Facilities are provided for staff and students. The register for recording the reason and the printouts availed should be maintained.
- Standard Operational Procedures for handling various Equipment and instruments are to be strictly followed.
- The maintenance of computer laboratories is taken care of by laboratory In-charge and the system administrators take care of the repairs and maintenance of all computers.
- The stock register is maintained and updated regularly.
- Stock verification and inspection must be carried out by the departments at the end of the Academic Year.
- Old and outdated Equipment and instruments are discarded by standard procedure.
- Non usable gadgets are discarded as per the write-off policy. The college has a link with an E-waste collection firm for discarding all the electronic components.
- Software upgrade form to be made available to faculties & students for requisition of software's required. The software must be upgraded after approval by the principal.

➤ **Utilization and maintenance of library:**

- The library is a Silent, No Mobile, No Eatables Zone.





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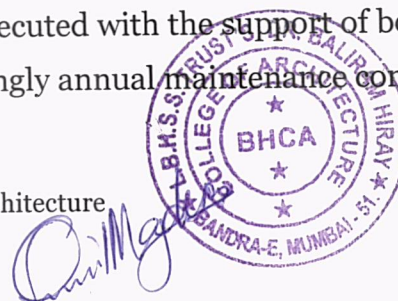
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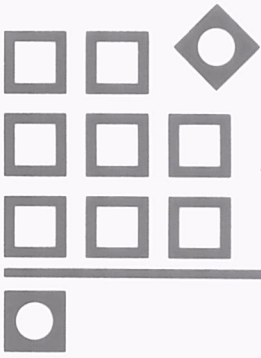
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- The book list requirement is received from the concerned department as per their curriculum changes and as per the variation of intake.
  - The students are instructed to procure an Identity card to access the library.
  - All the functions of the library, i.e., book borrowing and lending etc. are monitored by automated library software.
  - Students can utilize the library daily during all working hours from 7:30 am to 5 pm as per their timetable and beyond working hours anyone can access up to 6.00 pm.
  - The library must maintain all graduate and postgraduate students' thesis books for reference.
  - Periodically, the conditions of all the library books are monitored and old books are maintained by binding the books if needed.
- **Maintenance, housekeeping, and Annual maintenance contracts**
- The floor in charge must check if any equipment or infrastructure component needs repair and maintenance work must register a written complaint to the administration department. Students, teaching, and non-teaching staff who want to bring to notice any defect in any physical or academic infrastructure component must inform the administrative department or floor in charge.
  - The details of the maintenance work and the details of equipment need to be mentioned.
  - The maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocates duties to the respective staff.
  - The maintenance schedules are executed with the support of both internal and external agencies and accordingly annual maintenance contracts.







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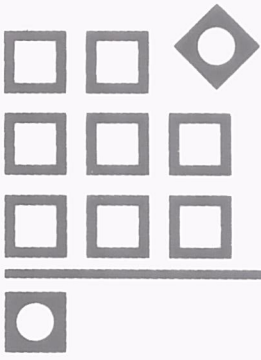
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- Once the task is completed, the maintenance head signs the completion report.
- Bill is generated and processed through the concerned authorities and forwarded to the management for approval and final payment.
- All monthly maintenance bills are brought to the notice of the principal.
- The college has Annual Maintenance Contracts for the following:
  - Housekeeping
  - Pest-control
  - Air conditioning service
  - Water Purifier maintenance
  - Computers (Hardware and Software) and printers
  - Elevators
  - Gardener
  - Biometric scanner machine
- Housekeeping staff Rules & Regulations:
  - To maintain the cleaning completion chart at every toilet block and to be updated daily.
  - One housekeeping supervisor should be present daily and should report to the maintenance in charge.
  - Housekeeping staff should always wear the assigned uniform.
  - Any important items found during cleaning should be handed over to the administrative department.
- Policy for write off:
- Furniture and other items including equipment and models which are beyond repair or have lost functional significance are intimated to the core committee and its decision regarding scrapping it should be simultaneously resolved.





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- Committee members personally check the Equipment's and convey the decision for further action like repair from outside agencies or write-off to higher authority.
- For write-off of equipment, records are updated by respective In-charge and same is authenticated by core committee and principal.
- Accordingly, such equipment is written off at college level with the consent of Registrar and Principal, standard Accounting Procedures are followed for write-off of equipment.
- The Answer Sheets are preserved for a period of one year as per the provisions of the University of Mumbai circular from time to time. The Registrar identifies such answer books and proposes for them to be scrapped in the Infrastructure Committee.
- The Library Committee identifies old books, outdated books, damaged books, newspapers, periodicals & magazines etc. from time to time and proposes for it to be scrapped, the minutes of the meeting of the library committee are sent to the principal for final approval.

Prof. (Ar.) Sunil Magdum  
Principal  
Dr. Baliram Hiray College of Architecture



Managing Trustee  
Dr. Baliram Hiray College of Architecture