

# St. Pious X Degree and PG College For Women

Snehapuri Colony, Nacharam, Hyderabad

## **Policies for Maintenance of Infra-structure and Utilization**

In accordance with the Vision and Mission of the Institution, the Institution ensures appropriate availability of infra-structure, maintenance of the infrastructure and support facilities in the following ways:

- A. The “**Infrastructure and Maintenance Committee**” operates according to the following terms of reference.

### Terms of reference:

1. It is the responsibility of the committee to ensure the availability of infrastructure i.e. physical, academic and support facilities as per the norms prescribed by the statutory authorities' viz. AICTE, Osmania University and others, by obtaining the requisite approval of the Governing Body. This can be achieved by horizontal, upward communication, consolidation and approval. The committee is empowered to get the appropriate data.
2. In addition to (i) above, the committee debates and suggests on technology up gradation of the infrastructure like laboratories, library etc. based on the useful innovations for imparting professional education newly featured in the market, and also inputs given by the HODs and others.
3. The committee meets periodically as needed, (quarterly), to review the requirement of assets and their maintenance and makes recommendations to the Management for approval.
4. The committee collects the data from various departments such as Administration, Computer and other Laboratories, Library, Sports etc., in the prescribed format, for the acquisition of assets and their maintenance. Special focus is given to assessment of facilities and tools for augmenting academics.
5. The requirement of infrastructure / maintenance of assets for the ensuing year shall be collected from respective departments for the preparation of the annual budget. The data shall be scrutinized and consolidated for preparation of the Annual Budget for submission to the Governing Body for Budget Allocation. The same shall be communicated to HODs for appropriate action.
6. The committee shall peruse any other item brought to its notice for appropriate action.

### **B. Constitution of the committee**

1. Chairperson - Principal
2. Members
3. Coordinator

### C. Procedure for Acquisition and Maintenance of Infrastructure

1. The minutes of the committee are approved by the Principal.
2. Principal obtains the approval of Governing Body for the Budget, acquisition and maintenance of infrastructure.
3. The approvals for acquisition of assets shall be communicated to the concerned departmental / section heads. Based on this, immediate action should be taken by them to raise the quotation from Vendors.
4. By following the procedure, the Purchase orders/ AMC's shall be placed by the Principal.
5. As and when an assets / Laboratory item/ books / Periodicals / Sports items / Computers / Peripherals etc. are received on campus by respective departments, the same shall be immediately entered in the Stock Register / Accession Register etc and a number is to be given on the respective asset and also on the bills for effecting payment.
6. Each AMC (Annual Maintenance Contract) shall contain the name of the person in charge for ensuring proper maintenance of the infrastructure, who shall then supervise and forward the bills for approval and payment. The bills shall be forwarded after noting that the work has been completed satisfactorily.
7. The routine consumables like stationery, peripherals etc., based on scale regulation shall be approved for procurement by the Principal.
8. For those items which are not covered under AMCs, the approval of the Principal shall be obtained by the Departmental Heads, as needed. This applies only to items of small value.

  
PRINCIPAL

St. Pious X Degree & P.G. College for Women  
Snehapuri Colony, Madharam,  
Hyderabad-500 076.