St. Xavier's College (Autonomous), Mumbai
INFRASTRUCTURE POLICY

St. Xavier's College, Mumbai is committed to deliver the best infrastructure to all its departments and other functional spaces to safeguard the infrastructure requirements of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality. This policy for Infrastructure Management of the Xavier's Society has been formulated for managing infrastructure through need analysis considering the guidelines of statutory bodies and developments in technology including educational technology; procurement of infrastructure ensuring its quality and cost; timely upgradation; proper accounting and safe guarding by assigning inventory numbers to each equipment and maintaining asset record, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including Annual Maintenance Contracts; insurance against damage and theft and writing off of obsolete equipment. We believe that correct paraphernalia and its maintenance and preservation are necessary for quality academics and efficient administration of the college.

The infrastructure and equipment shall be maintained by the Administrator's office on campus.

Creation of Infrastructure

At the time of starting a new platform or a new development, the undertaking department shall prepare a proposal for management starting a program or course or for the addition in intake of innovative ideas.

Cases Cited:

For sustainable power generation, the authorized team shall prepare a Solar Energy proposal for management approval. The proposal, in addition to many other aspects will specify the resource requirements and their adequacy for location of solar panels used for hot water generation, the energy to be generated in KW and the departments to be supplied with power.

For waste management, the concerned department shall specify the maintenance details like compost bin location and compost trough. In case of a pioneering pilot plant like grey water treatment plant, the location to treat and recycle grey water from the resident bathrooms and the recipient location of recycled grey water supply shall be identified by the enterprising department.

A proposal like Rain-water harvesting shall require specifics about the location of water collection and the type of water storage build.

For parking area on college campus, the requisition of location, the area of parking space and the hierarchy of vehicles allowed, for example the principal and the guests etc. shall be sought approval from the management.

Enhancement of Infrastructure

1. The college shall regularly enhance infrastructure by modernization and removal of obsolescence keeping in view the developments of technology and advancement in teaching learning process, needs of the new programs and new initiatives.

2. Developments like centralized facilities for instructions and presentations for our staff and students shall specify the detailed record of all infrastructure purchase to the management, followed by booking and other norms for staff and students.

    For example, The Smith Centre for Audio-Visual Instruction (SCAVI) and the Multi-media Room (MMR) shall propose the procedure of booking in terms of online/offline engagement.

Record of Infrastructure

1. Record of all infrastructure including equipment, software, books and other items shall be maintained by all departments of the college.

2. A dead stock register will be maintained under the custody of the Head of the department and will be updated by the concerned Lab staff (Lab Assistant / Lab Attendant / Office Clerk etc)

3. Obsolete / non-functional / damaged and beyond repair infrastructure will be written off by the Infrastructure committee specifically constituted for such purpose, after the committee physically verifies the condition of the infrastructure. An appropriate report will be submitted by the committee and the equipment will be written off from the dead stock register, with appropriate entries made in the ledger by the concerned responsible person. The equipment will be handed over to the Administrator, who will ensure the proper disposal of the equipment. Any revenue generated from the sale / disposal of such equipment / infrastructure will be reported and handed over to the Treasurer.

4. General infrastructure rendered obsolete on account of change in technology, new product and process developments shall be phased out like transferring electronic assets to other departments which can utilize the old equipment productively or selling the old assets through auction or other arrangements and the assets thus transferred or disposed of shall be written off from the asset register by appropriate authority.

5. A Standard Operating Procedure (SOP) shall be prepared and circulated by the college. This SOP shall provide definition of a piece of infrastructure which must be entered in the Asset Register.

The process of making entries in the Asset Register, the coding of each item and marking of inventory numbers on pieces of infrastructure shall also be mentioned in the SOP. It shall also focus on depreciation, physical asset verification and its periodicity, transfer of assets from one to the other department, writing off of obsolete items and their disposal.

Library Infrastructure

1. The College Library staff shall take care of all activities associated with the library and coordinate with the administrative office for regular upkeep of the library spaces.

2. The library team, functional for eleven hours on all working days, shall provide print and electronic resources for all academic and connected actions of the students and staff.

3. The department shall provide services for the retrieval and use of all resources and adequate infrastructure and spaces for their use.

4. An online database of the books and journals shall be maintained and access to the same shall be provided through a number of OPAC (On-line Public Access Catalogue) terminals in the library with an access from the College website with due approval from the management.

5. The department shall initiate an Institutional Repository by digitalizing rare books and college publications. The facility shall be allocated into two components for the easiness of handlers.

6. Reference library shall lodge Reserve Counters with referral access to paperback and digital volumes and special study space for staff with cardinal charging and photocopying facilities. The maintenance of the Issue and Return Counters as well as reading spaces shall be taken care of by the lending library.

College Computer Centre

1. A dedicated Computer Center, categorized as Knowledge Centre shall be equipped with adequate Computer Laboratories having about over one hundred computers and a minimum of one video conferencing facility for all the curricula computer courses.

2. The Centre shall support and hold different academic courses in collaboration with other organizations with due approval from the management.

Sports Infrastructure

1. The college campus shall necessitate a sports department for the supporting a wholesome physical and mental well-being of the students and staff, with facilities for body-building, Badminton, Table-Tennis, Carrom and Chess, along with designated full-size Basketball and Volleyball Courts on campus.

2. The sports department shall seek approval from the management for joining with government bodies like the municipal corporation, for the use of necessary sports ground, for example, a cricket on a ground like Azad Maidan.

3. The Director of sports department shall be assisted by other Coaches for different sports, as and when the need arises.

Physical Verification

1. Physical verification of infrastructure shall be carried out periodically and a list of missing items or items not in use/ obsolete items shall be prepared.

2. Appropriate authority shall take action with regard to the shortages and writing off.

Overall Campus Maintenance

1. The Administrator's office shall be responsible for carrying out regular maintenance activities as well as repairs across campus.

2. Depreciation shall be applied to the assets annually based on the type of assets like furniture and fixtures, electrical installation, equipment, air conditioners, computer hardware and software.

3. The office staff, support staff and personnel working on pay roll and contract basis shall synchronize to follow appropriate procedure for associating with contractors for air conditioning, water purifiers and to execute electrical, plumbing and carpentry work etc.

4. Hostel Maintenance: Upkeep and Maintenance of campus hostel office and occupant rooms and the hostel mess shall be handled by the designated hostel authorities. The office shall strictly follow the laid down procedures and guidelines of the college hostel with regard to cleanliness and preventive and corrective maintenance of infrastructure alongside maintenance of schedules and records.

5. All institutes/departments on campus are responsible for communicating any infrastructure malfunction and replacement or enhancement required to the Administrative office following due protocol.

Medical Emergency and Contingency Handling

Contingency management shall be undertaken by the administrative office and the college general office in collaboration for the facilitation of first aid and other paraphernalia, calling of a doctor or the shifting of the sick person to nearby hospitals on list.

Campus Security

1. The college shall outsource campus security with appropriate steps of approval taken for selection of the syndicate.

2. The security personnel shall be directly handled by the treasurer's office.