Document Title	
Description	
Created By	
Date Created	
Approving Authority	
Approval Date	
Implementation Responsibility	

Version Number	Modified By	Description of Modifications	Status	Date Modified

INFRASTRUCTURE POLICY

Introduction

Infrastructure plays an important role in education sector. Creation of Infrastructure is an integral component of the operation of any institution, and this impacts the quality education delivery to a great extent in the Institutes. Apart from the availability of good teachers, clean, quiet, safe, comfortable and healthy college environments are important components of successful teaching and learning. Institute's infrastructure development is a strategic process that uses a healthy planning framework designed to deliver the strategic outcomes. This policy supports infrastructure developments in the ATMECE premises while adhering to the ATMECE's Mission and Vision.

Objective

- To have place for everything and everything in place.
- To provide best in class infrastructure to all its constituent Departments and other functional areas to ensure that the infrastructure meets and exceeds the requirements of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality.
- To procure infrastructure ensuring its quality and cost; up-gradation from time to time.

Scope

The quality of Higher Education provided should not and cannot remain limited only to the faculties and libraries. Its scope becomes wider when we think about a congenial atmosphere meticulously created through such Infrastructure facilities that are capable of housing all the relevant requirements in the best possible manner and are maintained as per the need of the hour in the best possible way. The policy covers the following domains.

1. General Infrastructure.
2. Infrastructure for teaching, learning and evaluation.
3. Infrastructure for research, consultancy and extension.
4. IT Infrastructure.
5. Hostel infrastructure.
6. Others.

Policy

➤ ATMECE is committed to create, develop, provide and maintain necessary infrastructure in all the domains. ATMECE is committed to provide all possible modern and essential amenities and infrastructure for all the stake holders.

➤ Ensure the adequacy of the infrastructure including land, building, equipment, computer hardware and software, the norms of the statutory bodies like UGC, AICTE, VTU, etc., with regard to resource requirements shall be adhered to.

➤ The philosophy of the Institutes towards its infrastructure is explained in the following dimensions:

- Accessibility: The infrastructure of Institute reflects its commitment towards the differently abled members of its stakeholder fraternity. The infrastructure of the College is differently abled friendly. Keeping in mind the mobility needs of the

differently abled, ramps and elevators have been installed to facilitate the movement of differently abled people within the college building. The College also has washrooms for differently abled students.

- Expansive: The infrastructure of the institute shall be a modular kind with easy upgradation, expansion, etc.
- Ergonomical: The infrastructure of Institute focuses on its end use.
- Environmentally Responsible: The Infrastructure of institute aims on reducing environmental wastage and maximising harmony of nature with modern facilities.
- Security: The infrastructure of the institute shall secure from safety hazards, chemical hazards, biological hazards, physical hazards, etc.

➢ ATMECE's ICT policy shall be the part and parcel of this Infrastructure Policy.

➢ The new requirements for infrastructure developments may be discussed at various levels of authorities such as Management Review Meeting, Academic Council Meeting, Resource Planning & Purchase committee and the same be proposed in a proper manner by appropriate authorities. The proposals shall be considered by the Management and will be executed by various administrative officers.

➢ Industries may be encouraged to be partners with ATMECE for the development of not only the human resources but also in the areas of creating infrastructure. ATMECE may set-up a Committee to explore these possibilities and to work out the modalities for such a partnership.

➢ Policy shall ensure regular enhancement of 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.

➢ To formulate a mechanism to maintain an uninterrupted creation of required infrastructure to support the Institute's operation economically at a cost consistent with the quality and service required.

➢ Provide the necessary expertise, advice, information to the departments with regard to the best quality of material available in the market, supplier's capability and performance, etc.

➢ It shall be ensured that optimum utilization of the available infrastructure and other support facility is made by all the departments with zero tolerance to wastage.

➢ Record of all infrastructure including equipment, software, books and other items shall be maintained by all departments of the Institutes. For this purpose a Standard Operating Procedure (SOP) shall be prepared and circulated.

➢ For effective and efficient administration of the all the procedure & process involved in creation of Infrastructure shall be incorporated in institute's ERP.

➢ Resource Planning & Purchase Committee may be constituted with the objective of creating a balanced and sustainable ongoing budget that supports the Institute's Strategic Initiatives. This involves strategic investments, assessing capacity, and reallocating existing resources to align with divisional and institute's priorities.

A. Structure & Constitution of the Resource planning and purchase Committee shall be as under:

	RESOURCE PLANNING & PURCHASE COMMITTEE		
Sl. No.	Name	Position	Contact Details
1		Chairman	
2		Member Secretary	
3		Member	
4		Member	
5		Member	
6		Member	
7		Member	

B. The Member Secretary shall, with the approval of the Chairman of the Committee convene the meetings of the Resource Planning & Purchase Committee at least twice in a year and on such other occasions as may be necessary. Member Secretary shall with the approval of the Chairman of the Committee prepare the agenda for the meeting. One half of the members shall constitute the quorum, However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

C. Roles and Responsibilities
   i.   To take indents from the departments/committees/ faculties etc. against the requirement.
   ii. To supervise all the purchases made in the campus.
   iii. To analyze quotations provided by the logistics department and provide recommendations for approval by the person having delegated powers.
   iv. To request technical input from relevant staff as required.
   v.   To ensure proportionality, transparency, accountability and fairness in the procurement process.

➢ The infrastructure of the Institute shall be classified as:

Physical Infrastructure	
Academic/Teaching-Learning and Research Infrastructure	• Classrooms, Tutorial Rooms, Laboratories, Computer Labs, • Research Lab, Project Lab, Workshop • Library

Administrative Infrastructure	• Accounts Office • Administrative Office • Stores • Computer Center • Principal Office • Warden Offices (for Hostels)
Academic/Student Support Infrastructure	• Staff Room • Placement Office • Common Rooms for students • Internal Quality Assurance Centre (IQAC) Office • Student Union Advisor's Office
Conference and Cultural Infrastructure	• College Auditorium • Seminar Rooms
Green Infrastructure	• Campus Lawns • Rainwater harvesting & Ground water recharging system. • Sewage treatment plant • Solid waste Management (SWM) System • Solar Power System

Health Infrastructure	• Physical Health:
	  o Basic Health Care Unit
	  o Gymnasium/Fitness Centre
	• Emotional and Mental Health:
	  o Counselling Services

Residential Infrastructure	o Boys Hostel o Girls Hostel
Sports Infrastructure	• Out Door Sports Complex • Indoor Sport Area.
Student Recreation Infrastructure	• Canteen • Food Centre • Cooperative Area
Security Infrastructure	• CCTV Monitoring • Security Personnel
Utility Infrastructure	• In-campus ATM • Parking • Photocopy Shop • Stationery and Books Shop
IT Infrastructure	
Physical IT Infrastructure	• Computer Labs • Digital Library & Media Lab • Resource Centre • Resource Centre for Visually Challenged • Wi-Fi Network
Virtual IT Infrastructure	• Smart/Digital/Virtual Classrooms • Campus Automation/ERP • Virtual Lab