

POLICY ON INFRASTRUCTURE DEVELOPMENT



MARIAN COLLEGE
KUTTIKKANAM
(AUTONOMOUS)

MAKING COMPLETE

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Date Last Reviewed: 3 July 2019

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

1. Preamble

The Infrastructure Policy aims at offering guiding principles within which the institution may expand and upgrade her infrastructure to meet the growing needs of Marian College as a premier educational institution.

The main objective of this policy is to provide Marian College Kuttikkanam a fair and transparent policy framework to help facilitate the process of growth and encourage the participation of all stakeholders in upgrading, expanding and developing infrastructure of the College. The College, therefore, proposes to provide and facilitate an increasing role for all the stakeholders both in creating new infrastructure assets as well as in managing assets already created. The policy also visualizes sustainable building practices and eco-sensitive approaches as far as possible towards infrastructure development. The infrastructure policy seeks to achieve the following benefits.

- Create global quality state of the art infrastructure utilizing the expertise and exposure of all the stakeholders of Marian.
- Ensuring spirit of ownership and participation of all stakeholders in the process of building quality infrastructure
- Savings in costs due to innovative designs, timely project implementation and higher efficiencies in operations
- Greater transparency in the decision-making process with respect to matters connected with infrastructure development
- Create synergy in the process of decision making and implementation through carefully designed consultation process with respect to need assessment of new infrastructure, and maintenance or refinement of existing infrastructure.
- Financial innovation and development of cost-effective solutions

2. Definitions

The policy document on infrastructure development seeks to make clear the meanings of terms/expressions used in this document.

3 (a) Infrastructure; The term infrastructure includes all the physical assets tangible or intangible of a permanent/semi-permanent nature used, procured or availed by the institution for the purpose of curricular, co-curricular or extra- curricular transactions and services.

Explanation 1: Any new article, program or material developed in the process of academic activity of any sort of the college including software, course materials etc., shall not be treated as infrastructure.

Explanation 2: Any books, journals, audio or video content etc. procured by the library in the process of its collection development shall not be treated as infrastructure.

However, any purchase of new software, audio video content etc. by the computer lab, language lab etc. shall be treated as infrastructure.

3 (b) Infrastructure development; means building, procuring or processing any infrastructure.

3 (c) Infrastructure improvement; includes any activity performed on anything falling within the definition of infrastructure with a view to improving the utility, enhancing capability or ensuring or augmenting visual beauty or appeal of any infrastructure which is already developed or being developed.

3(d) Marian infrastructure committee (MIC); means the committee created under the provisions of this policy.

3(e) Marian housekeeper; means any person designated/appointed by the principal who shall perform such duties as provided in this policy.

3 (f) Principal means the principal of Marian college Kuttikkanam selected and appointed by the college governing board, and it can also include a person appointed as principal- in- charge in accordance with the relevant rules and Statute of Mahatma Gandhi University.

3. Scope

The Infrastructure Policy shall cover the following areas of infrastructure development/improvement.

- i. Articulating a vision on infrastructural development
- ii. Design and location of new buildings and structures
- iii. Policy for procurement of materials for new constructions
- iv. Principles and processes to be followed in ensuring ecologically sensitive approaches.
- v. Laying down systems on performance audit of infrastructure
- vi. Composition of consultative bodies for infrastructure development/improvement
- vii. Entrusting responsibilities and fixing persons/bodies involved in infrastructure development/improvement

4. Objectives

Keeping the above objectives in view, the new Infrastructure Policy has been developed around the following main principles:

- Efficient and responsible use of existing assets and optimal allocation of additional resources
- Payment for services wherever applicable
- Equitable contractual structures
- Transparent process of procurement.
- Fair regulatory framework.
- Enabling institutional frameworks
- Sustainable incentives and concessions.

5. Constitution of MIC

The new policy will be anchored through the Marian Infrastructure Committee at the implementation level. The Committee shall co-ordinate and facilitate the identification, development, and implementation of infrastructure projects, including facilitation for obtaining clearances and approvals.

5.1 Constitution of MIC

Marian Infrastructure Committee shall consist of the following members

1. Manager of the College shall be the President of the committee
2. Principal of the College (*ex-officio*)
3. Coordinator of Internal Quality Assurance Cell (*ex-officio*)
4. Two representatives from the teaching faculty of whom at least one shall be a woman staff member to be nominated by the Manager of the College.
5. One representative from among the administrative staff of the College to be nominated by the Manager.
6. Experts including the architect of the College, engineers, supervisors, persons with domain knowledge etc. who shall serve as invited members as and when required by the Principal of the College.
7. Two representatives of the student community of whom at least one shall be a girl student to be nominated by the Principal.

8. The Marian House Keeper.

From among the above members the Principal shall designate one as the Secretary of the Committee.

5.2 Meetings and Quorum

There shall be at least one meeting of the MIC held in an academic year. The date, time and venue of the meeting shall be decided by the Principal in consultation with the Manager and the same shall be convened by the Secretary and communicated to the members at least two days in advance through a letter with the proposed agenda of the meeting. Minimum one third members shall be the quorum required for the meeting.

5.3. Conduct of meeting

The Manager shall chair the meeting whenever he is present and in his absence by the principal of the college and the chairman has the power to control the proceedings as per the given agenda. The Chairman of the meeting shall decide the agenda of the meeting and any issue for discussion shall be taken up only with his permission. The decisions shall be taken by majority voting if no consensus emerges.

5.4. Minutes of the meetings

The secretary who is selected from among the committee members shall prepare the minutes of the meeting. The full signatures of all the members present shall be obtained in the minutes prepared.

5.5 Term of Office

The term of office of all the members of MIC, other than *ex-officio* members shall be limited to a term of two years. However, the members shall continue to hold their office and discharge the duties vested on them by this policy till the vacancies are filled by the designated authority.

6. Powers and functions of MIC

6.1 Powers of MIC

The MIC has only recommendatory authority. The recommendations made by the Committee shall be presented to the Governing Board for its approval, if required, by the Principal of the College.

6.2 Functions of MIC

The MIC shall review and plan the implementation of proposals for infrastructure development in accordance with the master plan of the College. The following are the special tasks assigned to the MIC;

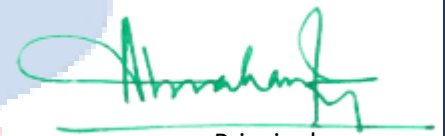
1. Ensure that the infrastructural development of the College is in pace with the need of the institution and to ensure as far as possible compliance of these development initiatives with the master plan of the College.
2. Envisioning and suggesting changes if any, required in the infrastructural dimensions of the master plan of the College through regular monitoring and planning.
3. Annual need assessment of the various Departments for future planning and development of infrastructure.
4. Reviewing the budget allocation for infrastructure development and making suggestions for the optimal use of the same.
5. Reviewing the report of the infrastructure audit and suggesting further measures necessary for the purpose of optimal use of resources.
6. Reviewing the maintenance mechanism and suggesting modifications if any.
7. Recommending proposals for new infrastructural developments for the consideration of the Governing Board.
8. Recommendations on tenders invited in connection with infrastructure development.
9. Obtaining feedback on proposals/plans for infrastructure development.
10. Providing the job profile and necessary directions/guidelines for the Marian House Keeper.

7. Finance, Accounts and Auditing

The MIC shall cause the annual accounts audited according to the norms of the University and the Institution, and it shall be presented for the consideration of the Governing Board. Any changes required in the accounting standards or procedure shall also be recommended to the Governing Board. The annual financial statements for the academic year with respect to infrastructural development shall also be presented to the MIC and the same shall be recommended to the Governing Board with necessary comments and suggestions.

8. Policy Review

Review of any of the provisions of the infrastructure policy may be done by the MIC or a sub committee appointed by the Principal for this purpose. The proposal for review or change of any provision shall be submitted to the MIC for its recommendations and the same shall be presented to the Governing Board for getting the final approval. Any change proposed in the policy shall be effective only from the date of passing it by the Governing Board. The Governing Board shall also have the authority to propose or effect any change in the policy on its own.



Principal

