



An Institution of  
the Society for the Higher Education  
of Women in India

Sophia College for Women  
Empowered Autonomous

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## Infrastructure & Maintenance Policy

1.	Administrative Policy Number (APN): SCWAPN/25	<b>Functional Area:</b> Oversight and management of physical facilities and resources of the institution.
2.	Brief Description of the Policy:	Purpose: To ensure efficient utilization and continuous improvement of infrastructure. Audience: all stakeholders of the institution.
3.	Policy Applies to:	All stakeholders
4.	Effective from the Date:	26 <sup>th</sup> November ,2018
5.	Approved by:	College Development Committee
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated:	New Policy
9.	Reason for the policy	To support academic activities, enhance operational efficiency, and provide a conducive environment for learning and research.
10.	References for the policy	As per the guidelines and regulations given by SHEWI and other regulatory bodies.

### Introduction to Infrastructure Policy

The infrastructure policy at Sophia College for Women aims to provide a robust framework for the development, maintenance, and enhancement of our campus

facilities. We are committed to creating a conducive learning environment by ensuring that our instructional, administrative, and recreational spaces meet the highest standards of safety, functionality, and accessibility. This policy underscores our dedication to continuous improvement, aligning with our mission to support academic excellence and holistic development for all students.

**Creation of Infrastructure:** When initiating a new platform or development, the responsible department must prepare a proposal for management, detailing the program or course to be launched or the addition of intake for innovative ideas.

Cases referenced

For sustainable power generation, the authorized team shall look for an Energy conservation mechanism with emphasis on provisions for generation of solar energy and its management.

For waste management, the responsible mechanisms will be in place and the supervising personnel shall outline maintenance specifics, including the locations of compost bins and compost troughs.

For the parking area on the college campus, the location, the size of the parking space, and allotment of parking space on priority should be decided with the management approval.

### **Enhancement of Infrastructure**

1. The college will continually upgrade its infrastructure, incorporating modern technologies and addressing outdated facilities, in alignment with advancements in teaching methodologies and the requirements of new programs and initiatives.
2. Centralized facilities for instruction and presentations for staff and students will be developed, with comprehensive records of all infrastructure purchases provided to the management, along with booking procedures and usage guidelines for staff and students.

### **Record of Infrastructure**



1. Each department of the college will maintain comprehensive records of all infrastructure, including equipment, software, books, and other items.
2. A dead stock register should be maintained for the institution.
3. General infrastructure deemed obsolete due to technological changes, new product developments, or process advancements will be phased out by transferring electronic assets to other departments that can use them productively or by selling the old assets through auction or other means. These assets will be written off from the asset register by the appropriate authority.
4. The Infrastructure Committee may be constituted for this purpose to physically verify and write off obsolete, non-functional, or irreparably damaged infrastructure. A detailed report will be submitted by the committee, and appropriate ledger entries will be made by the responsible person. The equipment will then be handed over to the Administrator for proper disposal. Any revenue generated from the sale or disposal will be reported and handed over to the Treasurer.
5. The college will prepare and circulate a Standard Operating Procedure (SOP) defining what constitutes infrastructure that must be recorded in the Asset Register.

The SOP will include guidelines for making entries in the Asset Register, coding each item, and marking inventory numbers on infrastructure pieces. It will also cover aspects such as depreciation, periodic physical asset verification, asset transfers between departments, and the process for writing off and disposing of obsolete items.

### **Overall Campus Maintenance**

1. The Administrator's office is tasked with conducting regular maintenance and repairs across the campus.
2. Depreciation is annually applied to various asset categories such as furniture, fixtures, electrical installations, equipment, air conditioners, and computer hardware and software.

3. Office and support staff, along with payroll and contract personnel, must adhere to established procedures when engaging contractors for tasks like air conditioning, water purifiers, electrical, plumbing, and carpentry work.
4. Hostel Maintenance: The designated hostel authorities oversee the upkeep and maintenance of hostel offices, resident rooms, and mess facilities, following college guidelines for cleanliness and preventive maintenance. They also maintain records and schedules.
5. All departments are responsible for promptly reporting infrastructure issues, replacements, or upgrades to the Administrative office in accordance with prescribed protocols.

### **Medical Emergency and Contingency Handling**

Contingency management involves collaboration between the administrative and college general offices to provide first aid, arrange medical assistance, and facilitate transportation to nearby hospitals when necessary.

### **Campus Security**

1. The college will engage outsourced security services, following approved procedures for selecting the service provider.
2. Oversight of the security personnel will be managed directly by the Treasurer's office.

*A.P. Pahl*  
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**IQAC Coordinator**



*Sharda Pahl*

**Principal**

Coordinator  
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