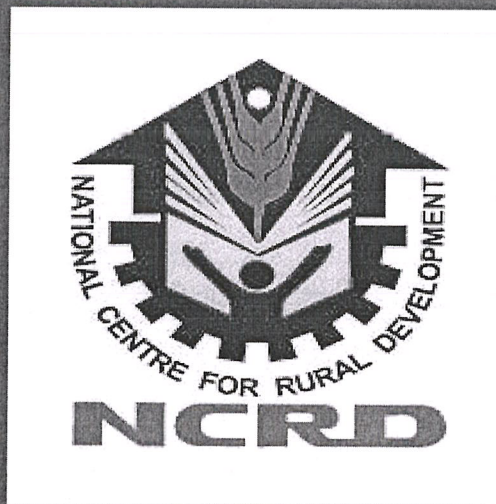


Hand Book On Policies



NCRD's Sterling College of Arts, Commerce & Science

(Accredited by NAAC & Affiliated to University of Mumbai)

Sector – 19, Nerul (East), Navi Mumbai -400706

Phone: 022/27705535

www.sterlingcollegeofcommerce.com

Email: senior_commerce@yahoo.co.in

Index

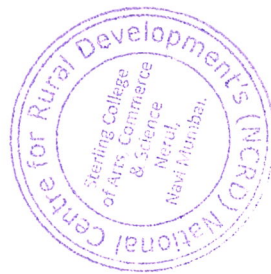
Policy No	Name of the policy	Page Numbers
	Executive Summary	2 - 3
1	Policies on Human Resources	4 - 11
2	Policy on Providing Financial Support to Teachers and Students	12 - 14
3	Policy Regarding Scholarship and Free ship to the Students	15 - 18
4	Policy on Monitoring Code of Conduct/ethics:	19 - 21
5	Policy on Mentorship	22 - 23
6	Financial Policy & Budget	24
7	Policy Document on Environment and Energy usage	25 - 26
8	Policies Regarding disabled-friendly, barrier free Environment	27 - 28
9	Policy Document of E-governance	29 - 31
10	Purchase policy and Procedure	32
11	Policy Regarding Utilization and Maintenance of Infrastructure	33 - 35
12	Policy on Exams Related Grievances	36
13	Policy on Waste Management	37 - 39
14	Policy on Gender Sensitization/ Gender Equity	40 - 41
15	Policy on Green Campus	42 - 44



Policy regarding Utilization and Maintenance of Infrastructure



- Introduction
- Scope
- Objectives
- Policies



7 Policy regarding Utilization and Maintenance of Infrastructure

Introduction

The institute has established a system and procedure for maintaining and utilization of physical, academic and support facilities. For maintenance of physical and other facilities, a systematic policy is adopted through making budgetary provision and subject to approval of College Development Committee (CDC) of the institute

Scope of the policy:

The policy on utilization and maintenance of infrastructure is applicable to the stakeholders who are working in and using infrastructure in the institutes run by NCRD

7.1 Objectives:

- I To ensure optimal utilization of the infrastructural resources
- II To determine the timely inspection and maintenance of the infrastructure
- III To maintain working life of the infrastructural facilities through timely maintenance
- IV To assure smooth working of academic activities through proper maintenance policy
- V To set rules on right use of equipment by the stakeholders and observe it's effective implementation

7.2 Maintenance of Infrastructure

11.2.1 Physical infrastructure: Land, Building, Furniture and Equipment:

11.2.1.1 The institute ensures optimal utilization of the above infrastructure by proper planning of use for various activities, curricular, co-curricular, extra-curricular etc

11.2.1.2 Building of the institute is protected under property insurance cover including equipments, library, computers, furniture and other assets

11.2.1.3 Housekeeping work is outsourced to outside independent agency through annual contracts and the contracts are renewed based on the quality of services provided by the agency. The trust (NCRD) takes the responsibility of finding the house keeping agency and making contracts with it

11.2.1.4 Maintenance of infrastructural facilities is done through maintenance contractors. The trust (NCRD) takes the responsibility of finding maintenance contractors and making annual maintenance contracts



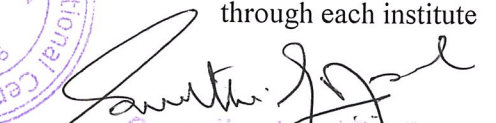
and contracts are renewed based on the feedback on the quality of services given by the contractors. Annual maintenance contract is done for all the institutes run by the trust. Multiple contractors are decided for maintenance of various infrastructural facilities. Eg. Maintenance of elevators separate contractor, computer maintenance separate, electric al separate and so on . Trust has appointed an employee to look after all types of maintenance work. The institute reports to the employee of trust regarding maintenance problem and the work is done through that employee


7.3 Maintenance of equipment like Xerox machines, printers, CC cameras, intercoms is done by concern person/agency expert in that field. Some of these experts/agencies are appointed by the trust as and when need arises

7.4 **Process details: There is centralized system of maintenance contract which is as under:**

- 11.4.1 Need analyses of the infrastructural requirements from the stakeholders is done by the trust
- 11.4.2 Formal approval is sought from the governing council of trust for requirements
- 11.4.3 Incorporated in annual budget for infrastructural expenses, capital and revenue expenses
- 11.4.4 Quotations are invited by the trust for all the institutes run by the trust
- 11.4.5 Comparative analysis, placing of purchase order and procurement of asset and quality checking is done by the trust and transferred to the respective institute
- 11.4.6 Entries are made by the receiving institute in the stock register by the respective institute
- 11.4.7 For repair and maintenance, institutes sends the requisition to the trust and the person is arranged by the trust
- 11.4.8 Payment of bill of all such repairs is done from the respective institute
- 11.4.9 Analysis of infrastructural facilities is done annually by the head office through each institute




Coordinator, NCRD
NCRD'S Sterling College of Arts,
Commerce & Science
Nerul - 400 708


Principal
NCRD'S Sterling College of Arts, Commerce & Science
Nerul, Nerul Mumbai-400708