

Infrastructure development and Maintenance Policy

Preamble: The management of the institutions regard the infrastructure as the most important physical space that host the entire transaction of academics and its associated services. Hence a defined outlook on the quality of the infrastructure and its maintenance is thought of and documented for the benefit of the stakeholders.

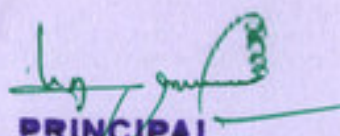
Objectives:

- To seek inputs, needs, purpose and requirements from the stakeholders on the nature of infrastructure.
- To plan, build and utilize infrastructure optimally.
- To create infrastructure and facilities for instructional, administrative, residential and recreation purposes for the students and staff.
- To build and maintain infrastructure upon consultations with the best architects and structural engineers with experience in the domain of education.
- To identify the officials at a strategic and operational level and/or departmental units responsible for the planning, budgeting, construction, management, monitoring and evaluation of physical infrastructure.
- To comply with the norms and guidelines of the statutory authorities.

Infrastructure Planning:

The planning is done to make infrastructure

- Suitable for changing student demographic
- Accessible and efficient



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- Use of technology to optimize the infrastructure requirements
- Compliant to the statutory authorities
- Environmentally compliant and use of more green technologies

Process:

- The Head of the Institution shall propose the requirements of infrastructure upon due consultations with the heads of the department and experts in the domain.
- This requirement shall be communicated well in advance to the management of the trust.
- The Trust shall assign the estimates for the work by the Chief Engineer in terms of civil and financial terms with specific time lines for execution.
- The assessment report shall be studied by the management and further sending these requirements to the consultants - architect and structural engineer.
- The plans received shall be further discussed with the head of the Institution and the academic team for validation of the plans to suit the requirements.
- The plans finalized shall be given to the chief engineer for construction.

Construction of infrastructure:

The Chief Engineer and his team shall execute the construction of physical infrastructure through

- **Construction organization and administration:** the Chief Engineer shall ensure the deployment of optimal human and financial resources in a regular manner for efficient and early construction of Infrastructure.
- **Cost management:** in line with the budgetary provisions the chief engineer shall track costs, forecasting costs and controlling the costs during the construction life cycle.


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- **Procurement Management:** the Chief Engineer shall follow the established procedures for the procurement of materials from the listed contractors and suppliers for ensuring the quality and cost effectiveness.
- **Risk Management:** the Chief Engineer shall continuously track the scope changes, permits, regulatory requirements, environmental compliance, project risks and quality for mitigating the future risk in the successful execution of the project.
- **Schedule Management:** the Chief Engineer shall monitor the schedule of the project execution to ensure timely completion of the project and to minimize the cost of construction through established monitoring mechanisms.


Process:

After due orders and approvals from the management the Chief Engineer initiates the construction process as follows

- Submission of detailed execution plan
- Invitation of tenders/quotations
- Submission of tenders and quotations to Director and Administration for approvals
- Approval of rates by the finance committee
- Indenting and procurement of materials
- Identification of contractors / sub contractors
- Continuous monitoring of the work done by the contractors/sub contractors
- Submission of running bills and final bills for approval
- Release of payment
- Issue of completion certificate and closure of the project

Maintenance of infrastructure:

The Chief Engineer and his team shall execute the maintenance of physical infrastructure as follows:


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Planned Maintenance

- **Statutory Maintenance:** Specific forms of maintenance to be carried out to provide what in their respective fields are regarded as the minimum form of maintenance required. (eg. Plumbing, roof tops etc.,)
- **Preventative Maintenance:** Performed to retain an asset in its required condition or standard and sets out to prevent failure by providing systematic inspection and monitoring to detect and prevent deterioration and or failure and includes testing to confirm correct operation. (electric earthing, water pipes, RO plant etc.,)
- **Scheduled Maintenance:**
Performed to prevent failure in a predetermined and scheduled manner by the manufacturer of the specific asset concerned

Unplanned Maintenance

A. Breakdown Maintenance

1. Normal Breakdowns:

Requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure; This action is generally regarded as requiring remedial attention within a working week of 5 days

2. Emergency Breakdown

Requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure that seriously affects the functioning of the asset and such a breakdown must be attended to within 1 day.

Eg. Sewage block

3. Fatal Breakdowns

Breakdowns that cause serious damage to associated, linking, and or surrounding assets and could cause the loss of a resource such as water or electricity and or could result in a danger to people and loss of life. These forms of breakdown need to be attended to within 3 hours.

Eg. A burst pipe; open electrical wiring system

4. Incident Maintenance: unplanned and reactive maintenance that requires action towards restoring an asset to its respective operational and or safe condition as a result of damage from storms, fire, forced entry, vandalism or malicious actions

B. Minor and major Repairs

Intended to restore an item to an acceptable condition by the renewal, replacement, or mending of worn, damaged or decayed parts

C. Rehabilitation

Intended to restore an asset to its intended useful life

D. Renovations

Actions that are carried out to restore an asset, which has deteriorated to an unacceptable condition, to its original "as new" condition



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