



INFRASTRUCTURE POLICY

Introduction:

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.

Keeping this point in view, an Infrastructure Policy is drafted by a Committee chaired by Registrar of the University, comprising of Senior Administrative Staff and faculties from all the departments. This Policy was approved by the Board of Management and ratified by the Governing Body.

MATS University is committed 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. This policy for Infrastructure Management of MATS University has been formulated for planning infrastructure through need analysis considering the guidelines of statutory bodies and development in technology including educational technology; procurement of infrastructure ensuring its quality and cost; up-gradation from time to time; proper accounting and safe guarding by putting inventory numbers on each equipment and maintaining asset register, upkeep of the

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equipment through regular cleaning, preventive and corrective maintenance including Annual Maintenance Contracts; insurance against damage and theft and writing off of obsolete equipment.

MATS University believes that appropriate equipment and its maintenance and upkeep are essential for quality academics and efficient administration. A comprehensive Policy for Infrastructure Management has therefore been prepared and implemented.

Creation of Infrastructure

To ensure the adequacy of the infrastructure including land, building, equipment, computer hardware and software, the norms of the statutory bodies like University Grants Commission (UGC), All India Council for Technical Education (AICTE), Bar Council etc. With regard to resource requirements shall be adhered to. At the time of starting a new program of a new course, the concerned department shall prepare a proposal. The proposal, in addition to many other aspects will specify the resource requirements and their adequacy for starting a program of course or for the addition in intake.

Enhancement of Infrastructure

The University and all its constituent departments shall regularly enhance 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.

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Utilization of Infrastructure and Support Facilities

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.

Whenever a department seeks additional infrastructure and support facility, at any particular point of time, it shall submit a requisition, well in advance, to the concerned authority for making it available with appropriate justification for the requirement. After utilization the concerned department shall make sure that the said property is handed over back to the Asset/Estate Manager or concerned Administrative Officer in the same condition. In case any detriment is identified, it shall be made good by the concerned department, prior to its return.

Record of Infrastructure

Record of all infrastructure including equipment, software, books and other items shall be maintained by all schools and departments of the University. For this purpose a Standard Operating Procedure (SOP) shall be prepared and circulated by the MATS University. This SOP shall provide definition of assets/piece of infrastructure which must be entered in the asset Register, the process of making entries in the asset Register, the coding of each item and marking of inventory numbers on pieces of infrastructure. The SOP shall also focus on depreciation, physical asset verification and its periodicity, transfer of assets from one to the other institutes, writing off of obsolete items and their disposal.

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