



Shri Guru Gobind Singhji Institute of Engineering and Technology

Vishnupuri, Nanded (Maharashtra State) INDIA PIN 431606

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Vision Statement: Education of Human Power for Technological Excellence



(An Autonomous Institute of Government of Maharashtra)

Infrastructure Development and Maintenance Policy

INSTITUTE VISION AND MISSION

VISION

"Education of Human Power for Technological Excellence"

MISSION

- Dissemination of knowledge by offering world-class education
- Right to information for all stakeholders
- Promotion of sustainable industrialization to development of appropriate technologies
- Continuing education programs for reengineering of regional socio-economic system in the light of dynamic, global technological changes
- Contribution to national wealth through innovation

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1. INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE POLICY.

• NEED FOR THE POLICY

The institution recognizes the importance of systematic and transparent procedures in the selection and execution of civil infrastructure projects. To ensure efficiency, accountability, and fairness in the process, the institution has developed a comprehensive Infrastructure Development and Maintenance Policy.

• PURPOSE OF THE POLICY

The primary purpose of the Infrastructure Development and Maintenance Policy is to establish clear guidelines and procedures for the selection, planning, execution, and maintenance of civil infrastructure projects. By adhering to these guidelines, the institution aims to streamline the project lifecycle, ensure cost-effectiveness, and uphold standards of quality and transparency.

• OBJECTIVES OF THE POLICY

1. Ensure Transparent and Accountable Project Approval
2. Optimize Resource Allocation and Project Execution
3. Streamline Maintenance Task Execution
4. Plan and Execute Future Civil Infrastructure Needs
5. Maintain and Enhance Campus Safety and Sustainability

1.1 COMMITTEES AND DEPARTMENTS INVOLVED

- Board of Management (BOM)
- Finance committee (FC)
- Building Construction Committee (BCC)

Composition of BCC

Sr.	Building Construction Committee (BCC)	Role
1	Director of the Institute	Chairman
2	Nominee of Board of Management	Member
3	Nominee of Board of Management	Member
4	Govt Representative Mostly Superintending Engineer, PWD, Nanded	Member
5	Local Body Representative. Mostly Additional commissioner, / Commissioner, NWCMC, Nanded	Member
6	Renowned Architect-1	Member
7	Renowned Architect-2	Member
8	Head, Department of Civil Engineering	Member
9	Dean Planning	Secretary

- Institute Infrastructure and Maintenance Committee (IIMC)

Composition of IIMC

Sr. No.	Institute Infrastructure and Maintenance Committee (IIMC)	Role
1	Director of the Institute	Chairman
2	Dean Finance	Member
3	Site Engineer	Member
4	Dean Planning	Secretary

The IIMC shall identify the technical and financial feasibility of the proposed new infrastructure projects or maintenance work. The committee shall communicate these requirements to the Director. The tenure of the committee shall be three years.

Roles and responsibilities of IIMC

- 1) Evaluate the technical and financial feasibility of projects.
- 2) Liaise and communicate with departments, site section, and Director.
- 3) Review and forward project requests for approval.
- 4) Ensure compliance with policies, fire safety, and accessibility.
- 5) Incorporate fire safety and implement prevention measures.
- 6) Ensure accessibility and provide assistive technology for differently abled students.
- 7) Consolidate and submit annual budget proposals for infrastructure development and maintenance.
- 8) Plan, execute, and monitor projects efficiently.
- 9) Develop maintenance strategies and streamline tasks.

• **Departmental Maintenance Committee (DMC)**

Composition DMC

Sr. No.	Departmental Maintenance Committee (DMC)	Role
1	Head of the Department	Chairman
2	Three faculty members nominated by HoD	Members
3	Faculty member nominated by HoD	Secretary

The DMC shall be responsible for identifying infrastructure maintenance needs and proposing new infrastructure projects for the department with due consideration of fire safety and infrastructural needs for the differently abled students. The committee shall communicate these requirements to the IIMC for initial approval. The tenure of the committee shall be two years.

Roles and responsibilities of DMC

- 1) Identify infrastructure maintenance needs.
- 2) Identify infrastructure maintenance needs and propose new requirements, considering fire safety and accessibility requirements.
- 3) Submit comprehensive requests to IIMC for approval.
- 4) Participate in project feasibility assessments.
- 5) Communicate maintenance needs to IIMC.
- 6) Submit annual infrastructure and maintenance budgets for the department to Dean Planning.

• **Site Section**

Composition of site section

- 1) Site Engineer
- 2) Assistant for site engineer
- 3) Office Clerk

Roles and responsibilities of Site Section

- 1) Dean Planning
- 2) Execute approved infrastructure projects and maintenance work.

- 3) Prepare detailed estimates for projects.
- 4) Support the preparation and publication of tender documents, following Institute and Government of Maharashtra guidelines.
- 5) Submit annual infrastructure and maintenance budgets for the Institute to Dean Planning.
- 6) Coordinate with IIMC and departments for project execution.
- 7) Ensure compliance with safety, accessibility, and quality standards.
- 8) Monitor project progress and provide regular updates.
- 9) Maintain records of all projects and maintenance activities.
- 10) Conduct site inspections and quality checks during project execution.
- 11) Support the development and implementation of maintenance strategies.
- 12) Coordinate with contractors and vendors for project implementation.

1.2 2. ANNUAL BUDGET

Each department shall submit the annual infrastructure and maintenance budget to Dean Planning before the 15th day of February month. The site section shall submit the yearly infrastructure and maintenance budget to Dean Planning before the 15th day of February month. Dean Planning shall prepare the Annual budget for Infrastructure and maintenance work at the Institute level, considering departmental and site section requirements. It shall submit the annual infrastructure and maintenance budget to Dean Finance for approval by the end of February.

1.3 3. APPROVAL PROCEDURE: INFRASTRUCTURE AND MAINTENANCE

1. Request from DMC

- DMC submits a request for the civil infrastructure requirement or maintenance work.

2. IIMC Review and Approval

- IIMC reviews and approves the project or maintenance work.
- If required, the site institute communicates requirements to the architect.

3. BCC Review and Approval

- If required, the architect presents ideas and plans/drawings to the BCC
- BCC reviews and approves the plan.
- The architect prepares a block estimate, which the BCC reviews and approves.

4. Detailed Estimation Preparation by the Site Section

- The site section prepares detailed estimates for the project or maintenance work.

5. Dean Planning Forwarding Detailed Estimate to the Director

- The Dean of Planning forwards the detailed estimate prepared by the site section to the Director.

6. Approval of the Director

- The Director reviews and approves the detailed estimate prepared by the site section.

7. FC Review and Approval

- FC reviews and approves the estimate.

8. BOM Final Approval

- The estimate is forwarded to the BOM for final approval, potentially with modifications.

9. Administrative Sanction

- The Secretary of the BOM (Director) issues administrative sanctions (AS) based on approved estimates.

10. Project Execution Authority Determination:

- BOM determines the actual project executing authority with due consideration of the procedure mentioned in Annexure 1.

1.4 4. FIRE SAFETY POLICY

A fire safety policy is essential to safeguard the lives of students, faculty, staff, and visitors on campus. This policy ensures compliance with safety regulations. By implementing comprehensive fire safety measures, the Institute can prevent property damage, ensure the continuity of academic activities, and create a secure environment for everyone.

- **Purpose of the Policy**

The fire safety policy establishes clear guidelines, procedures, and comprehensive fire prevention, preparedness, and response measures. By adhering to these guidelines, the institution aims to protect the lives and the well-being of all students, faculty, staff, and visitors.

- **Objectives of the Policy**

1. Ensure safety from fire-related incidents.
2. Adhere to fire safety regulations.
3. Implement measures to reduce fire hazards.
4. Develop clear evacuation and emergency procedures.
5. Conduct regular fire drills and training.
6. Conduct fire safety audits as necessary.

DMC submits a request to IIMC for the infrastructure requirement or maintenance work regarding fire safety.

5. COMPREHENSIVE ACCESSIBILITY AND INFRASTRUCTURE POLICY

An infrastructure provision policy for differently abled students is crucial to ensure inclusivity and accessibility on campus. It demonstrates the Institute's commitment to providing all individuals equal opportunity and non-discriminatory access.

- **Purpose of the Policy**

The purpose of infrastructure provision policy for differently abled students is to establish a campus environment that is fully accessible and supportive for differently abled students.

- **Objectives of the Policy**

1. Ensure accessibility for differently abled students in campus.
2. Ensure provision of assistive technology and appropriate infrastructure.
3. Adhere to safety regulations.
4. Implement measures for safe campus navigation and emergency preparedness.

DMC submits a request for the infrastructure and assistive technology requirement or maintenance work regarding infrastructure and assistive technology provision for the differently abled students to IIMC.

1.5 6. GREEN INITIATIVES POLICY

The green initiatives policy encompasses key areas such as green energy, rainwater harvesting, trees, waste collection and disposal, and sewage treatment to promote environmental sustainability. These policies aim to foster sustainable development, conserve natural resources, and mitigate the environmental impact of human activities, contributing to a cleaner and healthier environment for present and future generations.

- **Sustainable Campus Initiatives Committee (SCIC)**

The SCIC shall identify needs and propose maintenance activities for new infrastructure, schedule and conduct required audits, and promotional/awareness activities. The committee shall communicate these requirements to the IIMC. The tenure of the committee shall be two years.

Sr. No	Sustainable Campus Initiatives Committee	Role
1	Director of the Institute	Chairman
2	Faculty members specialized in environment and sustainability Nominated by the Director	Member
3	Faculty member specialized in non-conventional/green energy Nominated by the Director	Member
4	Faculty member specialized in chemical and biological treatment of wastewater Nominated by the Director	Member
5	Faculty member specialized in hydrology/ water management Nominated by the Director	Member
6	Dean students affairs	Member
7	Head Electrical Engineering Department	Joint-secretary
8	Dean Planning	Secretary

Roles and Responsibilities of SCIC

- 1) Provide strategic direction and oversight for all green initiatives on campus.
- 2) Identify campus needs related to sustainability and propose relevant activities.
- 3) Schedule and conduct regular audits per norms to assess the effectiveness and compliance of green initiatives.
- 4) Liaise with the IIMC to communicate requirements and progress.
- 5) Ensure effective policies on Green Energy, Rainwater Harvesting, Trees, Waste Collection and Disposal, and Sewage Treatment are implemented effectively.
- 6) Ensure adherence to environmental regulations and sustainability standards.
- 7) Monitor the progress of initiatives and report outcomes to stakeholders.
- 8) Promote awareness among faculty, students, and staff about environmental responsibility and conservation.
- 9) Optimize resource use through energy efficiency, water conservation, and waste management practices.
- 10) Foster student involvement and community participation in sustainability efforts.

11) Identify areas for improvement and implement measures to enhance campus sustainability over time.

6.1 Green Energy Policy

Our institution recognizes the necessity to adopt sustainable practices in light of global environmental challenges and the imperative to reduce carbon emissions. As such, there is a pressing need to establish a Green Energy Policy to address electricity conservation and energy efficiency on campus.

- **Purpose of the Policy**

The Green Energy Policy aims to foster a culture of environmental responsibility and energy consciousness within our institution. It seeks to mitigate our carbon footprint by promoting electricity conservation and implementing renewable energy solutions, contributing to a sustainable future.

- **Objectives of the Policy**

1. To reduce energy consumption across campus through targeted initiatives and practices.
2. To identify and implement energy-efficient technologies and solutions.
3. To raise awareness and educate faculty, students, and staff about the importance of energy conservation and safety.
4. To establish measurable targets and benchmarks to track progress towards sustainability goals.

- **Rules and Responsibilities to Execute the Policy**

1. Schedule regular energy audits to identify areas of high electricity consumption and prioritize efficiency measures.
2. Implement energy-saving measures such as optimizing lighting systems, regulating temperature controls, and promoting energy-efficient appliances.
3. Integrate renewable energy technologies into campus infrastructure, such as Solar Photovoltaic (PV) systems and solar water heating.
4. Establish protocols for monitoring and reporting energy usage to track progress and identify areas for further improvement.
5. Encourage student involvement through educational initiatives, competitions, and sustainability projects to instill a sense of responsibility toward energy conservation.
6. Conduct safety procedures before integrating (PV) solar with the grid.
7. Regulate power generation and consumption of (PV) solar energy within the campus.

6.2 Rainwater Harvesting Policy

Recognizing the significance of its geographical location near the Vishnupuri dam and the presence of a perennial Nalla, our Institute has developed a comprehensive Rainwater Harvesting Policy. This policy aims to harness the potential of these natural features to address water management challenges effectively.

- **Purpose of the Policy**

The primary objective of the Rainwater Harvesting Policy is to mitigate waterlogging issues in the sports area during the rainy season. By strategically implementing rainwater harvesting systems, the policy seeks to capture rainwater efficiently, minimizing runoff and flooding while ensuring sustainable utilization of water resources.

- **Objectives of the Policy**

1. To reduce waterlogging and flooding in the sports area by capturing and utilizing rainwater effectively.
2. To promote the balanced utilization of groundwater and surface water resources for sustainable water management.
3. Maintaining a sustainable water balance by adopting a conjunctive use approach during dry weather.
4. To manage the groundwater table effectively, ensure it remains below the ground level of vulnerable areas such as the sports area.

- **Rules and Responsibilities to Execute the Policy**

1. Install rainwater harvesting systems in all suitable buildings, prioritizing areas prone to waterlogging.
2. Implement measures to divert rainwater from rooftops and paved surfaces into harvesting structures.
3. Pump water from the Nalla during dry weather seasons for irrigation purposes, ensuring judicious use to prevent depletion.
4. Regular inspections and maintenance of rainwater harvesting infrastructure are conducted to ensure optimal performance.
5. Educate campus stakeholders about the importance of water conservation and the role of rainwater harvesting in sustainable water management.

6.3 Trees Policy

In light of ongoing infrastructure developments on campus and the importance of preserving the natural environment, our institution has implemented a robust Tree Policy. This policy aims to safeguard existing greenery and ensure responsible management of tree resources amidst developmental activities.

- **Purpose of the Policy**

The primary objective of the Tree Policy is to preserve the original green cover on campus by replanting trees lost to development activities. By adopting a proactive approach, the policy seeks to maintain the campus environment's aesthetic beauty, ecological balance, and biodiversity while demonstrating a commitment to sustainability.

- **Objectives of the Policy**

1. To mitigate the impact of infrastructure developments on existing greenery by replanting lost trees within the campus premises.
2. To uphold the aesthetic appeal of the campus environment and ensure its harmonious integration with new developments.
3. To contribute to preserving ecosystem services provided by trees, such as air purification, carbon sequestration, and habitat creation.
4. To promote biodiversity and enhance the overall ecological resilience of the campus through tree conservation and replanting efforts.

- **Rules and Responsibilities to Execute the Policy**

1. Conduct an assessment of tree loss resulting from development activities and determine the equivalent number of trees to be replanted.
2. Prioritize the selection of native tree species for replanting to promote biodiversity and ecosystem resilience.
3. Ensure proper planting techniques and maintenance practices to facilitate the healthy establishment of replanted trees.
4. To minimize future tree loss, incorporate tree preservation measures into campus planning and development processes.
5. Engage campus stakeholders through educational initiatives and tree-planting events to foster a culture of environmental stewardship.

6.4 Waste Collection and Disposal Policy

Recognizing the importance of responsible waste management practices, our institution has established a comprehensive Waste Collection and Disposal Policy. This policy addresses waste generation on campus through adequate segregation, recycling, composting, and innovative utilization methods.

- **Purpose of the Policy**

The primary objective of the Waste Collection and Disposal Policy is to minimize waste generation, promote recycling and composting, and maximize resource utilization in an environmentally sustainable manner. By implementing this policy, we strive to reduce our environmental footprint and foster a culture of responsible waste management within the campus community.

- **Objectives of the Policy**

1. To segregate waste at its source into recyclable, organic, and non-recyclable materials, ensuring adequate waste management practices.
2. Organic waste, such as leaves from trees, should be used for composting, and the resulting compost should be used as a nutrient-rich fertilizer for campus gardens.
3. To promote recycling initiatives for paper, cardboard, and other recyclable materials, fostering student involvement and community engagement.
4. Innovative methods, such as anaerobic digestion, should convert organic waste into valuable resources, such as cooking gas and animal feed, thereby reducing dependence on fossil fuels and promoting renewable energy sources.

- **Rules and Responsibilities to Execute the Policy**

1. Implement strict waste segregation protocols to separate recyclable, organic, and non-recyclable materials at all campus facilities.
2. Establish designated collection points for recyclable and organic waste, with clear signage and educational materials to promote proper disposal practices.
3. Conduct regular training and awareness programs for staff, students, and campus residents on waste segregation, recycling, composting, and innovative waste utilization methods.
4. Monitor and evaluate waste management practices regularly to identify areas for improvement and optimize resource utilization.

6.5 Sewage Treatment Policy

Given the environmental impact of untreated sewage discharge, our institution has developed a Sewage Treatment Policy to prioritize effectively treating all sewage water generated on campus. This policy aims to mitigate pollution and safeguard the ecological integrity of the nearby Nalla by implementing advanced and environmentally friendly sewage treatment methods.

- **Purpose of the Policy**

The primary objective of the Sewage Treatment Policy is to ensure that all sewage water undergoes thorough treatment before being released into the nearby Nalla. By adopting more advanced treatment methods, such as the Moving Bed Biofilm Reactor (MBBR) system, the policy seeks to enhance water quality and minimize the ecological impact of wastewater discharge.

- **Objectives of the Policy**

1. To implement effective sewage treatment methods to prevent pollution and protect the ecological health of the nearby Nalla.
2. To transition from conventional septic tanks to more advanced and environmentally friendly treatment systems, such as the MBBR system.
3. To improve water quality and minimize the release of harmful pollutants into the environment through comprehensive sewage treatment.
4. To align sewage treatment practices with principles of environmental sustainability and responsible resource management.

- **Rules and Responsibilities to Execute the Policy**

1. Regular monitoring of water quality parameters is conducted to assess the effectiveness of sewage treatment and ensure compliance with regulatory standards.
2. Implement maintenance protocols to ensure sewage treatment infrastructure's proper functioning and longevity.
3. Provide ongoing training and education for staff involved in sewage treatment operations to ensure safe and effective management practices.
4. Install and operate the system for sewage treatment, such as Moving Bed Biofilm Reactor (MBBR), ensuring thorough and efficient removal of organic pollutants.

Dr. L. G. Patil
Chairman BCC Committee
SGGSIE&T, Nanded

Dr. A. V. Nandedkar
Policy Coordinator
SGGSIE&T, Nanded

Dr. M. B. Kokare
Director
SGGSIE&T, Nanded

ANNEXURE 1

The site section adheres to the following procedure:

i. Petty works up to Rs. 5000

The site section will directly execute the works using the available workforce.

ii. Work with an estimated cost of less than Rs.25000

Works that include SSR (Schedule of Rates) items, with a cost of less than Rs.25,000, will be carried out without the need for tender or quotations, relying instead on the prevailing SSR rates.

For works involving non-SSR items with a cost of less than Rs.25,000, we will initiate the process by calling for quotations. Subsequently, the work will be awarded to the L1 (lowest) contractor for execution.

iii. Works with estimated cost equal to or more than Rs.25,000 and less than Rs.50,000

The site section will handle these works by soliciting quotations from eligible contractors or suppliers.

iv. Works with estimated cost equal to or more than Rs.50,000 and less than Rs.3,00,000

The site section will manage these types of works by inviting quotations from eligible contractors or suppliers through the Institute's website. This approach ensures transparency and facilitates fair competition among potential vendors, ultimately leading to the selection of the most suitable contractor or supplier for the project.

v. Works with estimated cost equal to or more than Rs.3,00,000

The site section will oversee these works by requesting quotations from eligible contractors or suppliers through the E-Tender portal of the Maharashtra government. All rules and regulations stipulated by the Maharashtra state government will be followed.