	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel		No.	AIKTC/SOP/IPDC/01
			Rev.	00
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR INFRASTRUCTURE PLANNING & DEVELOPMENT CENTRE (IPDC)		Date	26/04/2023
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1. **PURPOSE:** To create a positive and conducive atmosphere for a student's learning. Be it a theory, practical, sports or entertainment, it must encourage students to get actively involved.

Infrastructure planning matters because poor building conditions such as dark classrooms with no proper ventilation, broken furniture, leaky washrooms, poorly maintained cafeterias and pantry areas, messed-up library, Auditorium and seminar area, exhibition arrangement creates a negative environment among the students about the institution and this adversely affects student's learning outcome. Poor building conditions results in the negative perception of the institution, which in turn can impact a student's learning.

2. **SCOPE:** Anjuman-I-Islam's Kalsekar Technical Campus (AIKTC), provides best in class infrastructure to all its departments and common areas to ensure that the infrastructure meets and exceeds the requirements of teaching learning.

3. **RESPONSIBILITY:** All concerned members of constituted IPDC

4. **DEFINITIONS:**

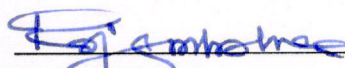
- Infrastructure planning-** Infrastructure planning primarily relates to new infrastructure creation but also phasing out of deficient and outdated infrastructure when it is cost-effective.
- Development Centre-** It consists of Professionals whose job is to plan for future requirements w.r.t infrastructure planning, growth of campus & student development.
- Building maintenance** - Work undertaken to keep, restore or improve every facility, i.e., every part of a building, its services and surroundings to a currently acceptable standard and to sustain the utility and value of the facility."
- Design Cell-** A team who looks after the new planning and development in campus with current norms.
- Auditorium:** To main the ambience and hygiene for smooth running of all the Events

5. **ABBREVIATIONS:**

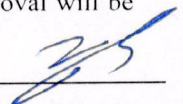
- AIKTC – Anjuman-I-Islam's Kalsekar Technical Campus
- IPDC – Infrastructure Planning & Development Centre
- DC: Design Cell;
- DSR: Dead Stock Register


6. **PROCEDURE:**

- New Planning & Design works - (Interior work & Building Extension Planning work) - Any refurbishment work has to go under scrutiny of the IPDC team. - New planning & development work has to be done under the Design Cell team. - Common approval will be


Centre Controller




Director

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needed between the department HOD, IPDC, Design cell Director sir as per approval of budget.

- a. Open Ground Development- Paved areas, Ground areas, Semi-open Spaces, Garden etc- Paved areas need to be cleaned regularly by a jet washer machine. - Open sports ground areas need to be ready for students for fitness & sports activity. Playgrounds must be multi-functional, flexible and safe. It must also be spacious enough to support various sports at the same time. Regular maintenance for ground cleaning should be reported every 20 days - Semi open spaces for seating and multifunctional activities need to be well-lit. Proper electrification and maintenance should be done on a regular basis. - Garden & lawn spaces need to be trimmed, watered and maintained by the appointed gardener only. Any new plant to be planted on campus should be informed to the Centre for Green & Clean Campus (CGCC) controller.
- b. Auditorium: Availability of facility to all the departments whenever necessary and to generate IRG from the same

7. TARGET:

- a. IPDG shall conduct survey of entire campus per month

8. REFERENCES:

- a. The mentioned Committee should be in consultation while organising campus level event. Campus Maintenance, Security & Surveillance Centre (CMSSC); Discipline & Anti Ragging Squad(DARS); Council of Students (Centre for Students' Affairs) (COST); Centre for Green & Clean Campus (CGCC); Sports, Health, Immune and Fitness Affairs (SHIFA)
- a. Office order vide No. AIKTC/Admn/2023/40 dated 31/03/2023

9. RECORDS:

- a. Minutes of Meetings conducted - not yet formally conducted
- a. Records and reports of various programs and events -in discussion




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