



**SWARRNIM**  
**STARTUP & INNOVATION**  
**UNIVERSITY**  
WHERE IDEAS COME ALIVE  
INDIA'S FIRST UNIVERSITY FOR STARTUP

# Swarnnim Startup & Innovation University

## Infrastructure Development Policy



### **Preamble:**

- The Swarnnim Startup & Innovation University, Gandhinagar has an extensive infrastructure to deliver its teaching, learning and research programs. The Institute has an established system and Infrastructure Development Policy in the campus. The University has an effective mechanism for the development of the infrastructure facilities in order to have effective university functioning.
- The Estate office of the University is responsible for development of all the infrastructural facilities, providing plans for campus development. It has civil and electrical wings and it operates under the supervision of Estate Officer who is nominated by the Provost.

### **Scope:**

- University infrastructure development is a strategic process that uses a healthy planning framework designed to deliver the University's strategic outcomes. This policy supports infrastructure developments in the University premises while adhering to the University's Mission and Vision.
- This document provides a framework and an outline on the allocation of responsibilities to ensure effective development of existing infrastructure facilities.

### **Infrastructure Policy:**

- The Swarnnim Startup & Innovation University, Gandhinagar is committed to create, develop, provide and maintain necessary infrastructure in all the domains. University is committed to provide all possible modern and essential amenities and infrastructure for all the stake holders.





- Establishing and maintaining a well developed infrastructure is very important for any institutions of higher learning. The infrastructure policy of the University is to ensure the present requirements and future needs in terms of infrastructure.
- The Infrastructure Policy shall cover the following areas of infrastructure development/improvement:
  1. Articulating a vision on infrastructural development
  2. Design and location of new buildings and structures
  3. Policy for procurement of materials for new constructions
  4. Principles and processes to be followed in ensuring ecologically sensitive approaches.
  5. Laying down systems on performance audit of infrastructure
  6. Composition of consultative bodies for infrastructure development/improvement
  7. Entrusting responsibilities and fixing persons/bodies involved in infrastructure development/improvement.

### **Objectives:**

- The new Infrastructure Policy has been developed around the following main principles:
  - Efficient and responsible use of existing assets and optimal allocation of additional resources
  - Payment for services wherever applicable
  - Equitable contractual structures
  - Transparent process of procurement.
  - Fair regulatory framework.
  - Enabling institutional frameworks
  - Sustainable incentives and concessions.



## **Procedure and Planning:**

- The new requirements for infrastructure developments may be discussed at various levels of authorities such as Management Review Meeting, Academic Council Meeting, Planning and Monitoring Board Meetings and the same be proposed in a proper manner by appropriate authorities. The proposals shall be considered by the Vice Chancellor/Board of Management/Governing Body and will be executed by the Registrar by various administrative officers.

## **Work Order Systems:**

- The Estate Office shall has a comprehensive work order system that includes all work request information, viz. source of work, description of work, priority, cost and days to complete. This information is required for the University to plan for the delivery of maintenance services as well as evaluate performance.

## **Estate Office:**

- The Estate Office shall review and plan the implementation of proposals for infrastructure development in accordance with the master plan of the College. The following are the special tasks assigned to the Estate Office:
  1. Ensure that the infrastructural development of the College is in pace with the need of the institution and to ensure as far as possible compliance of these development initiatives with the master plan of the College.
  2. Envisioning and suggesting changes if any, required in the infrastructural dimensions of the master plan of the College through regular monitoring and planning.
  3. Annual need assessment of the various Departments for future planning and development of infrastructure.
  4. Reviewing the budget allocation for infrastructure development and making suggestions for the optimal use of the same.
  5. Reviewing the report of the infrastructure audit and suggesting further measures necessary for the purpose of optimal use of resources.





6. Reviewing the maintenance mechanism and suggesting modifications if any.
7. Recommending proposals for new infrastructural developments for the consideration of the Governing Board.
8. Recommendations on tenders invited in connection with infrastructure development.
9. Obtaining feedback on proposals/plans for infrastructure development.
10. Providing the job profile and necessary directions/guidelines for the Marian House Keeper

### **Finance, Accounts and Auditing:**

- The Finance Office shall cause the annual accounts audited according to the norms of the University and the Institution, and it shall be presented for the consideration of the Governing Board. Any changes required in the accounting standards or procedure shall also be recommended to the Governing Board. The annual financial statements for the academic year with respect to infrastructural development shall also be presented to the Finance Office and the same shall be recommended to the Governing Board with necessary comments and suggestions.

### **Policy Review:**

- Review of any of the provisions of the infrastructure policy may be done by the committee appointed by the Provost. The proposal for review or change of any provision shall be submitted to the committee for its recommendations and the same shall be presented to the Governing Board for getting the final approval. Any change proposed in the policy shall be effective only from the date of passing it by the Governing Board. The Governing Board shall also have the authority to propose or effect any change in the policy on its own.

**Registrar**  
**Swarnnim Startup & Innovation University**  
**At: Boyan Rathod, Gandhinagar.**



**SWARNNIM STARTUP & INNOVATION UNIVERSITY**

+91-95123 4333 | info@swarnnim.edu.in | www.swarnnim.edu.in At Post Bhoyan Rathod, Near ONGC WSS,  
Opp. IFCCO, Adalaj Kalol Highway, Gandhinagar, Gujarat- 382422