

**VPM's B.N. BANDODKAR COLLEGE OF SCIENCE
(AUTONOMOUS), THANE**

Infrastructure Management Policy

Policy Creator: Criterion 4 In-charge, IQAC and Principal

Superseding Authority: College Development Committee

Date of Implementation: 22.03.2023

Date of Revival: 21.11.2025

Purpose:

1. To establish new infrastructure deployed for smooth conduct of all courses and launching new courses at BNBCS
2. To develop state of the art laboratories and upgrade college infrastructure in response to advancements in research
3. To enhance infrastructure with updated Information and Communication Technology
4. To ensure systematic maintenance and upkeep of existing infrastructure

Scope

- Applicable to all existing and new course proposals requiring infrastructure development
- Covers the entire approval process from department level to College Development Committee (CDC)

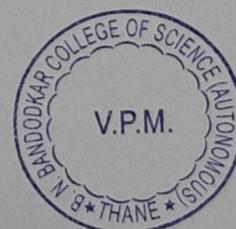
Mechanism:

Every year the budget is allocated for infrastructure development and maintenance. The mechanism of budget utilization involves processes at three levels.

1. Infrastructure Creation

Process: When initiating a new course, the respective department must submit a comprehensive proposal to the Principal containing all required specifications. The proposal follows a three-tier approval process:

1. Purchase Committee
2. Finance Committee review
3. College Development Committee



The proposal must include specifications for new infrastructure requirements and approximate budget estimates. The College Development Committee decision serves as the final authority.

2. Infrastructure Enhancement

Process: Due to the rapid impact of Information and Communication Technology, infrastructure requires frequent updates. The college enriches its infrastructure by removing obsolete materials and adding new equipment as per departmental needs. Departments submit proposals for new instruments to the Purchase Committee, whose decision is final.

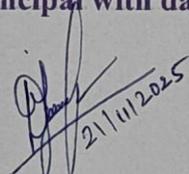
3. Infrastructure Maintenance

Process: Infrastructure maintenance operates through a two-step framework:

1. **Record of Present Infrastructure:** Systematic documentation of all existing infrastructure
2. **Annual Maintenance:** Regular scheduled maintenance of documented infrastructure

This policy has been approved by the College Development Committee dated 21st November 2025.

Name and Sign of Principal with date



Prof. Dr. Vinda Manjramkar

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