

# SRI BALAJI VIDYAPEETH

(ACCREDITED WITH 'A' GRADE IN THE FIRST CYCLE BY NAAC)

Pillaiyarkuppam, Pondicherry - 607 402



## **SBV POLICY ON THE MANAGEMENT OF ESTATES**

**2017**

# **SRI BALAJI VIDYAPEETH (SBV)**

DEEMED-TO-BE-UNIVERSITY

ACCREDITED WITH A GRADE BY NAAC IN THE FIRST CYCLE

PILLAIYARKUPPAM, PONDICHERRY 607 402



## **SBV POLICY ON THE MANAGEMENT OF ESTATES - 2017**

# SRI BALAJI VIDYAPEETH

DEEMED -TO-BE-UNIVERSITY

ACCREDITED WITH A GRADE BY NAAC IN THE FIRST CYCLE

Document Number: SBV- ESM -PL-2017

Date of release by IQAC: 27-05-2017

| Prepared by  | Reviewed by  | Approved by  |
|--|--|--|
| <b>Name:</b><br>1. Dr. A.R. Srinivasan<br>2. Mr. Joseph Naresh S<br>3. Mr. Prabakaran<br><b>Designation:</b><br>1. Registrar, SBV<br>2. Dy. Registrar,<br>(Academics), SBV<br>3. Project Coordinator | <b>Name:</b><br>Mr. Ralph Alexander Matthews<br><b>Designation:</b><br>Legal Officer and Head HR,<br>SBV | <b>Name:</b><br>Dr. Sethuraman<br>K.R.<br><b>Designation:</b><br>Vice Chancellor,<br>SBV |
| <b>Date:</b> 02-05-2017  | <b>Date:</b> 10- 05- 2017  | <b>Date:</b> 19- 05 -2017<br><b>BoM Approval:</b><br>27-05-2017                          |

**TITLE AND APPLICABILITY: SBV POLICY ON THE MANAGEMENT OF ESTATES  
-2017**

The Policy on Management of Estates will henceforth be known as “**SBV POLICY ON THE MANAGEMENT OF ESTATES -2017**”.

**PREAMBLE**

Sri Balaji Vidyapeeth (SBV) is a young health Sciences Deemed to be University accredited with A Grade by NAAC. Possessing four constituent colleges, besides Allied Health Sciences and seven designated centres, SBV is well aware of the importance of managing estates pertaining to the Main and Off campuses. Since health care comes under the essential services, there is an immediate as well as long term need for the strict upkeep of all the endeavours related to the management of SBV ESTATES.

Provision of need based and value added infrastructure is a pre requisite for the effective execution of Academics and Quality Research, besides patient care which is of utmost importance. In order to ensure such endeavors, the SBV ESTATES MANAGEMENT COMMITTEE has been constituted.

**PURPOSE**

The policy is meant to act as the standard operating protocol for managing SBV estates, as related to the main and off campuses. The SBV COMMITTEE ON ESTATES MANAGEMENT would govern all the constituent colleges, Centres, besides other cardinal establishments including Libraries, Student and Research laboratories, Clinical Laboratories, Project Office, Biomedical section, Civil, Electrical , Maintenance and other auxiliary units located within the jurisdiction of SBV estates, on all matters pertaining to creation, maintenance, upkeep and development of ESTATES.

**SCOPE**

The scope of the Committee centres around the policy and includes under its jurisdiction the Project and infrastructure, as related to the academic departments, laboratories, Library etc. in the main and off campuses.

## TERMS OF REFERENCE

As per the UGC Regulations, Deemed-to-be-Universities have to comply with the recommendations of the various statutory committees. As regards the Management and functioning of SBV ESTATES COMMITTEE, mention must be made of the recommendations of the Finance Committee, Planning & Monitoring Board and Board of Management. It is the Board of Management that is the apex statutory body of SBV, wherein all policy decisions would be taken for implementation and follow - up. Hence, there is a sustained need for the SBV ESTATES COMMITTEE to comply with all the stipulations and recommendations of the afore mentioned statutory bodies.

The **SBV ESTATES MANAGEMENT COMMITTEE** essentially represents the effective and optimal functioning of all endeavors related to projects, infrastructure at the level of each institute/Centre.

**The composition of the Committee is as follows:-**

|                                |                  |
|--------------------------------|------------------|
| Vice Chancellor                | Chairperson      |
| Dean Research & AHS            | Member           |
| Dean - MGMCRI                  | Member           |
| Dean - SSSMCRI                 | Member           |
| Medical Superintendent, MGMCRI | Member           |
| Principal, IGIDS               | Member           |
| Principal, KGNC                | Member           |
| General manager (Admin), SBV)  | Member           |
| Project Manager                | Member Secretary |

**SPECIAL INVITEES ( as and when deemed appropriate for realizing specific objectives):**

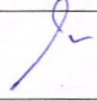
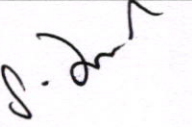
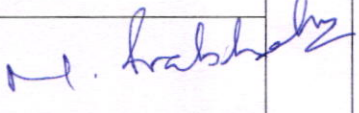

CYTER/CMTER/CIDRF/CHPE/MSC/ CareTS/ASTRA

### **ROLES AND RESPONSIBILITIES**

Strictly subject to any general or particular direction that will be provided by the Statutory Bodies, namely Finance Committee, Planning & Monitoring Board and Board of Management, as per the regulations laid down by the UGC.

1. To facilitate and ensure appropriate, objective governance with regard to the management of all issues and considerations related to estates, across the entire student, staff accommodation estates, including asset management, major projects, maintenance, facilities management and energy , environmental issues relating to the estates .The committee would also take into due consideration the SBV POLICY ON MAINTENANCE OF CAMPUS, while effecting policy decisions on SBV ESTATES.
2. To provide oversight, keeping in view the broad policies as related to the institutional strategic compliance with the developmental initiatives
3. To provide oversight and strategic support to the development and ongoing review process with due emphasis on any amendments or new strategies that may be effected from time to time, prior to submission of the details to the apex Statutory Board, namely BOARD OF MANAGEMENT
4. To monitor progress of Carbon Reduction in the campus and tree plantation (green campus), especially with a view to planting endangered plant species that reduce campus carbon
5. To consider and approve of all proposals pertaining to capital works programs, prior to the acceptance by the Board of Management
6. To review business cases for all capital projects and provide suggestions and recommendations to the Statutory Board/Committee
7. To approve of the principles for the allocation and proper use of space
8. To consider and approve proposals for the naming of all buildings, lecture halls, demo rooms, library etc.

9. To report to Finance Committee by way of prompt submission of the Minutes of each meeting of the Estates Management Committee.
10. To function effectively by taking due cognizance of the recommendations/ approval of the Statutory Board/Committee, viz. Finance Committee, Planning and Monitoring Board and Board of Management.

| Sl.No | Role        | Name                            | Designation                        | Signature   |
|-------|-------------|---------------------------------|------------------------------------|---|
| 1     | Prepared by | Dr.A.R.Srinivasan               | Registrar, SBV                     |  |
|       |             | Mr. Joseph Naresh S             | Dy. Registrar,<br>(Academics), SBV |  |
|       |             | Mr. Prabakaran                  | Project<br>Coordinator             |  |
| 2     | Reviewed by | Mr. Ralph Alexander<br>Matthews | Legal Officer and<br>Head HR, SBV  |  |

Approved by: Dr. Sethuraman K.R., Vice Chancellor, SBV:

