



SRI BALAJI VIDYAPEETH

Deemed-to-be University

U/S 3 of UGC Act 1956

Accredited with 'A' grade in the First Cycle by NAAC

SBV POLICY ON THE MANAGEMENT OF ESTATE – 2019 (Revised version of 2017)

SRI BALAJI VIDYAPEETH (SBV)
 DEEMED-TO-BE-UNIVERSITY
 ACCREDITED WITH "A" GRADE BY NAAC IN THE FIRST CYCLE
 PILLAIYARKUPPAM, PONDICHERRY 607 402



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(Revised version of 2017)

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Prepared by	Reviewed by	Approved by
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Document Revision History

Date	Edition Number	Brief Description of change	Change Request Number
27-05-2017	Original	-	-
17-12-2019	First Revision	Changes in Introduction, Scope, Composition, Roles & Responsibilities. Constitution of the Committee	SBV-ESM-PL-2017: Pages 3, 4 &5

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

The Policy on Management of Estate will henceforth be known as “**SBV POLICY ON THE MANAGEMENT OF ESTATE - 2019**”.

PREAMBLE:

Sri Balaji Vidyapeeth (SBV) is a young Health Sciences Deemed-to-be-University accredited with “A” Grade by NAAC. Possessing five constituent colleges, a School of Pharmacy, besides, Physiotherapy, Allied Health Sciences and seven designated centres, SBV is well aware of the importance of managing estate 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 ESTATE.

Provision of need based and value added infrastructure is a prerequisite 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 ESTATE MANAGEMENT COMMITTEE has been constituted.

PURPOSE

The document is meant to act as the standard operating protocol for managing SBV estate, as related to the main and off-campus. The SBV COMMITTEE ON ESTATE MANAGEMENT would govern all the constituent colleges, Centres, besides other cardinal establishments including academic establishments, outreach units, student hostels, residential quarters, Student recreation facilities and Laundry. The applicability of this policy centres around the preparation of the agenda, deliberations at the committee for onward submission to the apex Board, namely Board of Management. The policy also would embrace the action taken in response to the advice by the Board of Management. The expansion activities and coming up of new infrastructures have initiated for the first revision of the policy.

SCOPE

The scope of the Committee refers to the development and maintenance of the aforementioned projects 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 ESTATE 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 ESTATE COMMITTEE to comply with all the stipulations and recommendations of the aforementioned statutory bodies.

The SBV ESTATE MANAGEMENT COMMITTEE essentially represents the effective and optimal functioning of all endeavors related to infrastructure and its maintenance at the level of each Institute/Centre.

The reconstituted Committee is as follows:-

Vice Chancellor	Chairperson
Vice President (Research, Innovation & Development), SBV	Vice Chairperson
Dean of Faculty	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)

Principal, IGIDS

Principal, KGNC

Principal, SSSCON

GM(Finance)

CYTER/CMTER/CHPE/MS/CareTS/ASTRA

Member Secretary, Central Research Laboratory & other laboratories, SSSMCRI

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. The committee would also take into due consideration the SBV POLICY ON MAINTENANCE OF CAMPUS, while effecting policy decisions on SBV ESTATE.
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 prepare proposals pertaining to capital works programs, prior to submission to the Board of Management.
6. To review the projects, following the approval of the Board of Management and monitor the same (projects).
7. To conduct quarterly review meetings for monitoring the progress in order to effect course corrections, if required.
8. To function effectively by taking due cognizance of the recommendations/approval of the Statutory Board/Committee, viz. Planning and Monitoring Board and Board of Management.

INVOLVEMENT OF MEDIA, IF ANY

NIL

INVOLVEMENT, IF ANY OF MAJOR FINANCIAL IMPLICATIONS CONCERNING EXTERNAL AGENCIES

Yes, as per the recommendations of the SBV Estate Committee.

EXCEPTIONS, IF ANY:

NIL

ANY OTHER PERTINENT DETAILS:


NIL

ENQUIRIES:

All enquiries related to this policy should be necessarily addressed to the Registrar, with acopy marked to GM (Administration), SBV.

APPELLATE AUTHORITY

For all decisions taken with regard to the policy, the decision of the Vice Chancellor will be final and binding.

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Mr. Ralph Alexander Matthews	Legal Officer and Head HR, SBV	
		Mr. Joseph Naresh	Dy. Registrar (Academics), SBV	J. Naresh
2	Reviewed by	Mr. Suresh Babu	Project Manager	

Approved by: Dr. A.R. Srinivasan, Registrar, SBV:

