

**Minutes of the First Meeting of the University Infrastructure Committee
Held on 23rd January 2024 at 11.00 am in the Board Room, KJSCE**

Following members were present:

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| 1. | Dr. Suren Patwardhan
Convenor | K J Somaiya College of Engineering |
| 2. | Dr. Makrand Kulkarni | K J Somaiya College of Engineering |
| 3. | Dr. Swati Maurya | S K Somaiya College |
| 4. | Ms. Anagha Wavhal | K J Somaiya Institute of Dharma Studies |
| 5. | Mr. Aazaz Khan | Somaiya Sports Academy |
| 6. | Mr. Varun Kapadia | Somaiya School of Design |
| 7. | Mrs. Kiran Sharma | Department of Library & Information Science |
| 8. | Mrs. Mangal Parab | Maya Somaiya School of Music & Performing Arts |
| 9. | Mr. Mahaveer Devannavar | General Manager – IT |
| 10. | Mr. Dilip Pokal | Principal Architect |
| 11. | Mr. Narendra Solanki | Dy. C. E. |
| 12. | Mr. Dinesh Acharya | General Manager – Infrastructure & Security |
| 13. | Mr. Atul Naik | Director – Purchase & Procurement |
| 14. | Mr. Dipak Bhatt | Lead Manager – Accounts & Finance |

Invitees

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| 15. | Lt. Gen. Jagbir Singh | Secretary, SVV |
| 16. | Prof. N. R. Gilke | Registrar, SVU |
| 17. | Dr. Ramesh Lekurwale | Director, IQAC |

Following members were absent:

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| 1. | Ms. Arti Bhargava | K J Somaiya Institute of Management |
| 2. | Dr. Manisha Gawde | K J Somaiya College of Education |

Lt. Gen. Jagbir Singh, Secretary, SVV chaired the First Meeting of the University Infrastructure Committee.

1. Introduction and welcome to the members

At the outset, Dr. Ramesh Lekurwale, Director IQAC welcomed the members to the first meeting of the University Infrastructure Committee and informed that this committee has been constituted as per the guidelines of National Assessment and Accreditation Council (NAAC). He then added that Dr. Suren Patwardhan, Associate Professor, K J Somaiya College of Engineering (KJSCE) is the Convenor of the Committee.

Further, he briefed the members about the responsibilities and the functions of the committee by giving reference to the Office Order No. SVU/R/O/2023-24/63 dated 7th November 2023. The members then introduced themselves to each other and Director IQAC requested Dr. Suren Patwardhan to take up the enlisted agenda items.

2. Preparation of Central Policy documents for infrastructure planning and maintenance as per NAAC criteria IV

AND

3. Discussion on systems and procedures for maintenance and utilization of various physical, academic and support facilities (as per NAAC criterion 4.4.2) and defining scope / responsibilities for various heads.

Director IQAC informed that as per NAAC, the University has to prepare a write up of up to 500 words on “systems and procedures for maintenance and utilization of various physical, academic and support facilities (as per NAAC criterion 4.2.2) and defining scope / responsibilities for various heads” which carries 10 marks.

Dr. Suren Patwardhan informed that a policy document has to be prepared as there is no central policy at the University level for infrastructure maintenance and utilization. For example - procedure for booking swimming pool, procedure for maintenance of air conditioners etc. He added that a meeting has to be conducted in this regard with the concerned persons in the respective institutes.

The Registrar stated that all the procedures and processes are already there and only proper documentation has to be done for them which will give an idea for the preparation of the draft policy document. He further added that a deadline has to be set for preparing the draft policy document, after which a review meeting will be conducted for the same.

Dr. Suren Patwardhan then presented a sample document of Sage University, Indore to the members to give an idea on how to prepare the said document and upload it on

the website of NAAC. The Registrar informed the members that as per the sample, the photographs should be geo-tagged and it is a mandatory requirement of the NAAC.

Lt. Gen. Jagbir Singh, Secretary, SVV suggested to allocate the responsibilities to everyone and inform them regarding their roles. For example - Who will be the responsible person for collecting geo-tagged photographs and other such points required by NAAC. He then enquired who will have access to the website – University or NAAC to which Director, IQAC informed that till the University finishes its NAAC visit, the NAAC decides when to give or not give access to its website.

In addition, Lt. Gen. Jagbir Singh, Secretary, SVV also suggested to identify the headings under which the data is needed to be prepared and circulate those points amongst the concerned persons in the respective institutes along with a sample model if available according to which the data can be prepared. He further suggested that the write up should be a statement of facts which is based on proper analysis of the infrastructure in the University – academic, physical and other support facilities. In addition, daily maintenance tasks should also be mentioned. For example - If any IT related issue arises then to mention the steps in brief i.e. how the ticket is raised, the visit of the IT person to identify the problem and how it is resolved.

The Registrar suggested to identify what data is needed, what data the University already has and to find out the steps to bridge the gaps. He also suggested to keep the necessary documents expected by NAAC during their visit handy beforehand.

It was also suggested to take help from Dr. Pradnya Prabhu, Principal, K J Somaiya College of Science and Commerce as their college had presented for NAAC.

Director, IQAC informed that he will have a meeting with all the members of the Committee individually and work with them on the above suggestions.

Dr. Suren Patwardhan enquired whether the University Infrastructure Committee shall function even after the NAAC visit to which the Registrar informed that all educational institutions have infrastructure committee for overseeing the maintenance and development of infrastructure and hence similarly this committee shall also keep functioning regardless of NAAC.

After due deliberations and taking into consideration the suggestions made during the meeting, it was decided that the draft of the policy document will be prepared by 31st January 2024. A review meeting will be conducted afterwards.

The meeting concluded with a vote of thanks to the Chair and the members.