



Policy on Maintenance of the University Infrastructure

Policy title	Policy on Maintenance of the University Infrastructure
Key stakeholders	Board of Management Teaching employees Non-teaching employees Students
Approved on	17 th April 2018
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Next version	
Relevant policies	
Relevant committees	General Administration Committee
Related Guideline	

1. Short Title

This policy shall be known as the “*Policy on Maintenance of the University Infrastructure*”.

2. Objectives

This policy is adopted to achieve the following objectives –

- i. Allocating resources for the development of the university infrastructure;
- ii. Establish and maintain a well – developed infrastructure;
- iii. Facilitate an effective teaching and learning environment.

3. Definitions

- i. “**Committee**” shall mean the General Administration Committee constituted by the University.

- ii. **“Regulatory Authority”** shall mean a body established by the Central/State Government for laying down the norms and conditions for ensuring academic standards of higher education, such as, UGC, AICTE, ACPC NCTE, MCI, DCI, BCI, PCI, NAAC, ICAR, DEC, CSIR, etc.
- iii. **“Sports ground”** shall mean to include all the different outdoor sports which may be played on the University ground.

4. **General Administration Committee**

- i. The General Administration Committee (hereinafter referred to as the **“GAC”**) constituted at the University level, shall be responsible for the maintenance, development, and expansion of infrastructure projects of the University.
- ii. All the necessary repair work, service work, procurement of equipment’s, furniture, their maintenance, disposal and up gradation shall be done under the supervision of the GAC.
- iii. The University shall assist GAC as and when required, to –
 - a. Ensure the maintenance, development, enhancement and expansion of all the infrastructure related projects is done in an environmentally friendly manner and in adherence to the norms of the regulatory authorities;
 - b. Ensure adequate infrastructural facilities including lands, buildings, laboratories, auditoriums, classrooms, seminar halls, conference rooms, workshops, faculty rooms, rest – rooms, canteen and mess, sports and gym facilities, equipment’s, furniture, hostels, place of residences and other necessary assets, vehicles, and the like is available and properly maintained for the all-round development and well-being of the students and employees;
 - c. Make provisions for keeping a record of all the maintenance related activities and the necessary furniture and equipment requirements, and devise a Standard Operating Procedure (SOP) for the same;
 - d. Maintain classrooms and sport infrastructure;
 - e. Examine the university infrastructure and periodic maintenance, which shall include – whitewashing, painting, rectifying leakages in pipelines, uninterrupted water supply and electricity, fixing and replacing fire extinguishers at adequate places as and when necessary, power back – up options and the like.

- f. Ensure that the infrastructure and infrastructural items are secured against any kind of damage or theft;
- g. Make provisions regarding cleanliness and maintenance of the infrastructure;
- h. Establishing medical facilities at university;
- i. Establish and maintaining proper sporting facilities;
- j. Provide hostel and residential facilities for students and employees which shall be in tune with the *Employee Accommodation Policy* and *Student Hostel Accommodation Policy*, with basic facilities. These facilities shall be maintained, renewed or upgraded from time to time.
- k. Assist in installing on campus Wi-Fi, access to computers and other resources which shall be in accordance with the *IT Policy of the University*.
- l. Maintain and expand the Library Infrastructure and facilities.
- m. Ensure overall maintenance and inspection of all the infrastructure facilities in the University on a timely basis. Furthermore, the GAC may even delegate certain responsibilities to the management or the contact persons of the constituent institutes for certain work which it may deem fit.
- n. Ensure adequate and appropriate safety and security measures are put in place in and around the University campus such as fire escapes and staircase, fire extinguishers, trained security guards, emergency alarms and CCTV cameras, proper gates and properly fenced boundary walls.
- o. Look after the beautification of the campus, upkeep and maintenance of gardens, vehicle zones, parking, installing signs and maps, renovation of roads.
- p. Devise procedures for proper waste management and disposal techniques, dumping and sorting, garbage collection, and installation of (recycle) dustbins.
- q. Make all the procedures regarding the Periodic and breakdown maintenance, optimum utilization of the utilities and facilities and the like.
- r. Seek cooperation from all the other committees and authorities of the University and its constituent Institutes.

5. Procedure of Development of Infrastructure

- i. A constituent institute or authority of the University shall file a preliminary application as under **Annexure A** with the GAC for any development, construction, redevelopment or maintenance of building, equipment, land, laboratories etc., which may be required;
- ii. The GAC upon receiving any application of development or redevelopment of any new or existing infrastructure shall review and forward such application to the Board of Management of the University, after whose approval, the GAC shall proceed further.

6. Procedure for the General Maintenance

The GAC shall depute technicians, plumbers, electricians and the like for every department/section or building, who shall on receiving a complaint regarding the repair or breakdown of any kind of utilities, fixtures, lights, furniture, attachment or any other issue related to the infrastructure, try to resolve the issue within two working days. A proper record of the same should be kept by the GAC.

ANNEXURE A

APPLICATION FORM

(For development of infrastructure)

Date: _____

Institute/ Department: _____

Name: _____

Designation: _____

Proposal/Requirement:

Details (of the proposal):

Remarks: _____

Please Attach additional details if required.

Anticipated Expenditure:

Signature
