

# बुनियादी ढांचा रखरखाव नीति INFRASTRUCTURE MAINTENANCE POLICY



श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय

(संसद के अधिनियम (संख्या 2020 का 5) द्वारा स्थापित एक केन्द्रीय विश्वविद्यालय)

**SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**

(A Central University established by an Act of Parliament (No.5 of 2020))

नई दिल्ली New Delhi -110016 (भारत/India)

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## INFRASTRUCTURE MAINTENANCE POLICY

### 1. Preamble

This document outlines the University's Infrastructure Maintenance Policy. It outlines the University's system and procedures for new construction and maintaining and utilizing the physical, academic, and other support facilities, library, sports, computers, and classrooms etc.

### 2. Policy Statement

"To ensure that all maintenance activities in the University are conducted in a planned manner and are consistent with the Vision and Mission of the University and in line with prescribed standards/specifications and guidelines." This Policy forms a part of the University's Strategic Plan. It demonstrates the University's commitment to planning and constructing new infrastructure and maintaining the existing one in a strategic, cost-effective, environmentally safe, and timely manner in line with the latest norms and standards/Guidelines. The University complies with the standard Construction and maintenance practices as per the government-approved procedures and CPWD guidelines issued from time to time as far as possible.

### 3. Scope

The scope of this policy shall cover the following:

- (i) New construction of buildings/Infrastructure
- (ii) Repair and maintenance of existing buildings/Infrastructure
- (iii) Electrical and Mechanical Infrastructure
- (iv) ICT Infrastructure Departments and Laboratories
- (v) Sports facilities
- (vi) Horticulture

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### 4. Introduction

The University has established systems and procedures along with dedicated manpower for monitoring and to ensure proper maintenance and utilization of infrastructure like library, laboratories, classrooms, committee rooms, seminar halls, other academic facilities, sports facilities, etc.

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## 5. Types of Maintenance

Maintenance is defined as the work required to preserve or restore buildings and equipment to their original conditions or to such a condition that they can be effectively used for the intended purpose, ensuring the ongoing operation of the campus. The University conducts the Following types of maintenance:

- a) Routine/Normal Maintenance
- b) Preventative Maintenance
- c) Scheduled Maintenance
- d) Corrective Maintenance
- e) Complaints/requests from departments, offices, hostels, residents etc.

### a). Normal/Routine Maintenance

Cyclic or planned work activities funded through the annual budget, carried out to continue or achieve either the originally anticipated life of a fixed asset (i.e. buildings, equipment etc.) or an established level of performance. Normal/routine maintenance is performed on capital assets such as buildings and equipment to help them reach their originally anticipated life and remain useful during the period.

### b). Preventive Maintenance

A planned and controlled program of periodic inspection, lubrication/oiling, and replacement of components and cleaning is done to extend the useful life of building systems and keep them operating near the design level.

Thus, objectives of the preventive maintenance include the following:

- Reducing the occurrence of breakdowns
- Prevention of dampness, and seepage of buildings
- Reducing energy consumption
- Reducing overall maintenance costs

### c). Scheduled Maintenance

Scheduled Maintenance refers to any repair, cleaning, or replacement of components or systems performed periodically to prevent its malfunction/failure. It is a task in which there is a fixed time interval frame for carrying out maintenance. Scheduled maintenance includes inspections, adjustments, regular service, and planned shutdowns.

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#### d). Corrective Maintenance

It refers to maintenance wherein defects have been observed in civil, electrical, and ICT infrastructure during its design life or operation. It includes cracks, seepage, plasters, breakdown of equipment etc.

The table below presents the types and classifications of Maintenance in the University along with an indicative description of works. All other maintenance related to ICT facilities, library, and other support facilities can also be categorized as per this classification.

Type	Type of Maintenance	Description of Work	Frequency
Civil	Scheduled	Cleaning of overhead tanks, water tanks of hostels and sewage treatment plant	Once a year ; as per norms
		The whitewash of all buildings including hostels, classrooms and central facilities, staff residences,	Every 3 - 4 years
		Cleaning of drainage facilities including sanitary and storm sewers	Every year
	Routine/Normal	Cleaning of offices, buildings, streets and washrooms	Daily
	Preventive	a. Earthquake-resistant design of new buildings b. Damp proof course c. Waterproofing of roofs	At the time of construction of new buildings
	Corrective	a. Waterproofing and spalling of plaster from the ceiling	As and when it is required
	Complaints/ requests from hostels/residents	Repair and maintenance of civil works	As and when a request is received
Electrical	Scheduled	Diesel Generator sets, HT Substation, lighting, power distribution system, STP, solar panels, etc.	Every year
	Corrective	Electric wiring in old buildings, Major breakdown in transformers /fire to transformers etc.	Every five years; or as and when a situation arises
		Power breakdown because of heavy rain/wind and consequent uprooting of electric poles and cables	As and when a situation arises (within 12 hours)
	Complaints/ requests from hostels/residents	Repair and maintenance of electric supply Major breakdown in water supply	As and when a situation arises (within 12 hours)
ICT	Scheduled	Maintenance of facilities like, computers, LAN, internet, Wi-Fi and, MIS, LMS, CCTV security system, LCD projectors etc.	Daily /as and when required
	Preventive	Installation of antivirus/network security software in the University's internet facilities	CMS; As and when required
	Complaints/ requests from hostels/residents	Repair and maintenance of internet/Wi-Fi facilities etc.	As and when requested



General Maintenance	Routine	Plantation maintenance of lawn and garden in the University	Daily
		Sports facilities such as cricket ground, football ground, basketball ground and badminton ground etc.	As and when required
		Other horticulture works	As and when required
		Fire extinguishers	Yearly

Standard procedures have been in place for the maintenance and upkeep of various other departments, offices, facilities, and purchase activities connected to infrastructural maintenance in collaboration with the Maintenance and other sections in charge through authorised buyers of the University, take care of the purchase-related activities concerned with the maintenance of various sections / on a demand basis, complaint/ request from the stake holders.

### 10. University Works Department

The University Works Department is headed by the Executive Engineer / University Engineer and assisted by an Assistant Engineer to take care of the smooth functioning of the infrastructure facilities like buildings, roads, parks, housekeeping facilities etc. of the University.

(i) Civil Maintenance Section: Physical Infrastructure facilities like classrooms, Laboratories, Yajnashtala, Library, Sports Complex, Computer Centre, roads, parks, etc., are maintained internally by the Civil Maintenance Section of the University. Horticulture and housekeeping work are also looked after in this section. This section has to ensure the campus is hygienically clean, and drinking water supply through a dedicated system. The maintenance of equipment for water supply sets, sewage treatment etc. is undertaken as per the standard maintenance schedule

The Junior Engineer, Caretaker, etc., are appointed in the University.

(ii) Electrical Maintenance Section: The University has an Electrical Maintenance Section to ensure uninterrupted water and power supply and maintenance of electrical assets of the 11KV substation, 380KVA and 250 KVA Diesel Generator sets, lightings, power distribution system, solar panels, 120 KLD FAB type Sewage Treatment Plant, Fire Fighting Systems etc.

The Junior Engineer (Electrical), and technical staff like Electrician, Pump Operator, MTS (Electrician) etc. are appointed in the University for the smooth functioning of EMS.

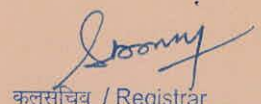
All works are to be carried out by the University Works Department as per CPWD guidelines and rules and regulations as per procedure of the CPWD/ the Govt. of India.

All works carried out by the UWD are to be monitored by the following Committees:



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- 1- **Building Committee** – constituted as per the UGC guidelines under the chairmanship of the Vice Chancellor of the University consisting of 15 expert members of different disciplines including the Finance Officer, University Engineer, two Professors nominated by the VC and the Registrar as its Member Secretary.
- 2- **University Works Committee** – constituted under the chairmanship of Prof. Veerendra Kumar of IIT-BHU and other expert members of Civil Engineering, Electrical Engineering, Architecture fields, Finance Officer or his/her nominee, University Engineer, and Assistant Engineer as its Convenor.
- 3- **Standing Sub-Committees of the Building Committee –**
  - I) for vetting for estimates and bills;
  - II) Architectural issues;
  - III) Electrical, Mechanical, Lifts, Air-conditioning and Fire fighting works;
  - IV) Environmental Issues;
  - V) Horticulture and landscape developmental matters.
- 4- **Tender Committee:** There is a Tender Committee in the Chairmanship of the Registrar.
- 5- **Procurement Committee:** For goods and services.

(iii) **Computer Centre:** The Computer Centre maintains the facilities like, computers, LAN, internet, Wi-Fi, MIS, LMS, CCTV security system, LCD projectors, ICT-based teaching-learning facilities other ICT facilities through dedicated staff Assistant Programmer, Technical Assistants, Lab Attendant, etc. The Computer Centre of the University is headed by the System Administrator of the University.

(iv) **General Administration Section:** The General Administration section maintains a centralised store under the supervision of the Assistant Registrar of the University.

Separate Complaint registers are maintained for various services like computer and IT, electrical, plumbing, housekeeping etc. both for academic and hostel/residential buildings. The e-system (through email) is functioning in the University for Fast Service.

- Petty work is carried out by skilled workers hired on labour rates/contracts.
- Major and Minor maintenance works are carried out on contract through the Annual Maintenance Contract System/tendering procedure through CPP Portal/ GeM.
- All repair, maintenance and upkeep of labs are maintained by the lab in charge/technical staff.
- The utilization reports are maintained by the In-charge Laboratory, HoDs, and In-charge Maintenance Cell.
- The Advanced and Expensive Equipment is maintained through Annual Maintenance Contract (AMC)/ service providers.

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- Equipment, instruments and appliances involved in the teaching-learning process are maintained through internal technical staff, service providers and AMC.
- The procurement of services through AMC, parts/components are procured through the well-established mechanism of purchase under the monitoring of various Technical Committees / Registrar.
- Periodic information/requirement of maintenance is submitted by HoDs/Section In charge concerning Maintenance Cell
- Before the commencement of the new academic semester, all teaching-learning facilities including hostel and sports are maintained by concerning Maintenance Cell.
- Each laboratory has one teacher as a faculty in charge lab, a Lab Assistant and an attendant. The lab in-charge is responsible for maintaining and upgrading the laboratory with necessary equipment from time to time to cope with changes in the curriculum. Stock verification (Physical Verification) is carried out to verify working/non-working/missing equipment etc. Yearly Preventive maintenance and performance monitoring is carried out by concerned lab--staff. Every laboratory staff keeps a record of utilization of equipment, computers and other required materials for experiments. Various safety equipment is installed in the laboratory to avoid any kind of accident/ hazard.
- The University's Central Library is maintained by the Assistant Librarian with dedicated library supporting staff under the supervision of Professor –in- Charge Library. The Library services like MIS, digital section, reference sections, Books issuing section, equipment and other library facilities are maintained regularly through dedicated staff. Assistant Librarian with supporting staff ensures the availability and utilization of instructional material in the teaching and learning process. At the end of the Academic year, the stock verification is done as per rule. The Assistant librarian is responsible for preparing the report on the same and the utilization of library facilities by the students and staff. Procurement of books as per the requirement is initiated through the library committee by inviting the requirement of books from various departments this is then processed following the established procurement procedure.
- The fire safety equipment is installed at various locations as per Standard Operating Procedure on safety and hazards.
- Various sports facilities like grounds, gymnasium, indoor game facilities, and equipment are regularly maintained by the Sports -in-charge and coaches. The sports in-Charge of the University looks after the sports facilities and the activities. The sports equipment are issued to the students as per the schedule of the events. If any equipment gets faulty, the Sports-in-Charge submits a proposal for maintenance. Preventive maintenance measures are taken in time. Sports -in-

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Charge is responsible for keeping the record of utilization of sport facilities, activities held, awards/achievements of the students etc.

- The IT coordinators are appointed in various departments to maintain the ICT facility in the department. The IT coordinators through HoDs are also responsible for coordinating with the Computer Centre / ICT Maintenance Cell of the University to maintain an effective ICT facility in efficient manners. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc. are maintained by the Computer Centre departmentally /through service providers/ AMCs.
- Classrooms are allocated to departments along with necessary ICT tools. The classrooms are utilized as per the timetable of the department. The classrooms are cleaned daily and monitored by the Caretaker. HODs and Class coordinators also monitor the cleanliness and ensure that the cleanliness is maintained in the classrooms regularly.

## 11. Departments and Maintenance of Laboratory Equipment

The University laboratories are well equipped with state-of-the-art equipment and facilities with the proper stock maintenance. Each of the laboratories is assigned a Laboratory In-charge who is responsible for submitting maintenance/upgradation related to the equipment. The respective In-charges, technical staff, and lab assistants are responsible for maintaining the laboratory equipment and general upkeep of the laboratories. Teachers, Technical and support staff of respective departments monitor the effective utilization of the laboratories. Stock registers and asset registers are maintained by the departmental office in consultation with lab In-charges. Breakage and repair, if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment. For the maintenance activities, which are not possible to be taken up in-house, equipment manufacturers are called or agreements/AMCs are signed with the relevant agencies. Depending upon the need, an annual maintenance contract (AMC) is carried out for high-end equipment, servers, and computers. The repair and maintenance of other electronic gadgets like computers, projectors, interactive smart boards, printers, and photocopiers are maintained by respective departments internally or through AMC contracts. All Classrooms with furniture, teaching aids, and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.

## 12. Maintenance of ICT Facilities

The ICT facilities (in terms of campus-wide network infrastructure, Wi-Fi, LAN, and Servers) are maintained by the System Administrator. The System Administrator is supported by Assistant programmer and computer technicians. The support staff maintains the computers, servers, Campus

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Wi-Fi, and other internet-related equipment. The annual maintenance of computers including the required software installation and antivirus renewal/upgradation is carried out under the overall control of the System Administrator. Based upon the complaints received from departments and administrative offices of the University, the internet-related issues are looked after/resolved by the IT-related staff. Maintenance activities about the IT infrastructure including the Computer Centre, Internet lease lines, Wi-Fi facility, Virtual Classroom Studio, Media Centre, University Website, University ERP System, IT enabled Classrooms, Seminar Halls, EAPBX systems, Conference Hall/ Committee rooms etc. are managed through a well-defined IT Policy of the University.

### 13. Maintenance of the Central Library

The University has a Central Library apart from the departmental libraries to keep program-specific books. In addition, the University has a digital library through which faculty and students can access books, journals, and other learning resources in online mode through computers available in the library and various departments. The Central Library has been using all modern technological facilities to assist users in their pursuit of information. The central library is equipped with many such facilities in the library as LMS, RFID Technology, and assisted Technology for VIS, a high-end scanner for the digitalisation of old and rare books, a cyber-library, etc. Central Library is looked after by the Assistant Librarian, Professional Assistant, SPA, and other supporting staff for the maintenance and enrichment of the library facilities.

### 14. Maintenance of Sports Facilities

The University provides sports facilities to the students under the umbrella of Dean Student Welfare where a Sports in-charge takes care of all the sports activities and facilities in the University. Maintenance of grounds is under the supervision of the Civil Maintenance Section of the University. Procurement of Sports facilities is done by the University Purchase Section as per requirements through the Sports in-Charge/ DSW.

### 15. Maintenance of Boys' Hostel

The Boys' hostel has necessary amenities like individual cots, study tables, chairs & wardrobes with a locking facility. The hostel is well maintained with a team of our Maintenance staff. The hostel is provided with 24-hour power backup with a good drinking water facility. The other facilities available include a mess, and an air-conditioned common room with a TV. Students are provided with Wi-Fi internet facilities in the hostel. The warden and supporting staff are appointed for the looking after

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the hostel. Repairing for furniture, doors, windows, fans, lights, water purifiers, and electrical points is done regularly. Regular cleaning of hostels, washrooms, kitchens, corridors, and surroundings is done. Cleaning of overhead water tanks and drainage systems is carried out regularly.

#### 16. Campus Cleanliness

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of regular and outsourced staff members.

#### 17. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, and sports items in all departments/sections of the University is carried out through the process of Physical Verification, obsolete or unusable Stocks and equipment are auctioned, if not in use/or have completed their useful life.

#### 18. Roles and Responsibilities

The role of the University Works Committee of the University is to carry out the planning and maintenance of Civil Infrastructure in the University and process the proposals from the Building Committee, and Finance Committee to the Executive Council of the University for the Final Approval. For effective implementation of the University's Infrastructure maintenance policy, the main stakeholders shall be as under: Construction and maintenance in charge / University Engineer / Executive Engineer, ICT maintenance-in-charge / System Administrator, Assistant Librarian, Assistant Registrar, Assistant Engineer, and Deputy Registrar (A/cs), etc..

#### 19. Policy Making Committee

For effective implementation of the Infrastructure Maintenance Policy, there shall be an Infrastructure Maintenance Policy Committee (IMPC). The constitution of the same shall be as follows:

- a) Registrar
- b) Two Deans
- c) Hostel warden
- d) DR (A/cs)
- e) University Engineer
- f) System Administrator
- g) Library-in-Charge.
- h) NSS Coordinator
- i) AR (Admn.)
- j) Assistant Engineer - Convenor

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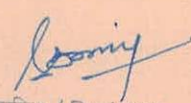
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