



Chhatrapati Shahu Ji Maharaj University Kanpur

(FORMERLY KANPUR UNIVERSITY, KANPUR)

Policy

for

**Maintenance & Utilization
of Campus Facilities**

The Maintenance and Utilization Policy for CSJM University outlines the guidelines and procedures for construction of new infrastructure, maintenance and utilization of the present infrastructural assets of the University, the facilities, and equipment. The document covers the objectives, strategies and procedures for maintenance and utilization planning and execution, and the roles and responsibilities of the maintenance team.

1. Objective:

The primary objective of repair and maintenance is to ensure that all the assets of the University (eg., buildings, classrooms, laboratories), facilities (hostels, library, sports fields, gymnasium etc.), and equipment are kept in good condition and are operational at all times through regular and timely maintenance. This would provide a safe, functional and comfortable atmosphere for the students, faculty, and staff of the University.

The policy document establishes clear guidelines and procedures for maintaining and utilizing equipment, facilities and other assets.

2. Scope:

The policy shall include the following:

- a) Campus development and construction of new buildings and infrastructure
- b) Maintenance, repair and utilization of existing classrooms, furniture and laboratories
- c) Maintenance & utilization of other physical facilities
- d) Maintenance & utilization of ICT facilities
- e) Maintenance & utilization of sports facilities and equipment
- f) Maintenance& utilization of library and library resources
- g) Maintenance& utilization of hostels
- h) Housekeeping and Maintenance of campus cleanliness
- i) Allied and incidental maintenance

3. Strategies for Maintenance & Utilization

All maintenance work is categorized into annual maintenance, routine maintenance, preventive maintenance and complaints/requests from departments, hostels, offices etc.

- (a) Annual maintenance: Annual maintenance refers to scheduled maintenance activities that are performed once a year to ensure the proper functioning and longevity of equipment, machinery, or systems. Such activities should be funded through the annual budget. Equipment

such as generators, air conditioners, fire fighting equipment, water purification RO equipment, vehicles all come under the category where annual maintenance is required.

(b) Routine maintenance: Routine maintenance refers to cleaning of assets, repair or replacement of components of equipment performed on a regular/periodic basis (intervals shorter than a year) to ensure systems operate at peak efficiency and prevent its failure. Routine maintenance includes daily cleaning jobs, periodic maintenance of equipment etc.

(c) Preventive maintenance: Preventive maintenance refers to periodic inspection, replacement of components and cleaning done to keep equipment and assets operating at desired level and reduce occurrence of breakdowns.

(d) Complaints received from stakeholders: Corrective action is to be taken in case of complaints are received from departments, hostels, offices and other units.

4. Roles and responsibilities of Authorities

The following are the roles and responsibilities of the personnel involved in the maintenance process:

(a) The Building Committee is a statutory body of CSJM University whose role is to decide the building, development and renovation of infrastructural facilities on the University campus. Apart from members from the University, the Building Committee shall consist of experts from Public Works Department and other construction agencies involved in construction.

(b) The Estate Officer (EO) of the university shall have the overall responsibility of ensuring the compliance of the Maintenance Policy. The EO shall be in-charge of coordinating all building, renovation, and maintenance related activities. The responsibility of overseeing and monitoring the maintenance of academic buildings, offices, classrooms, laboratories, and all other physical and infrastructural facilities shall lie with the EO.

(c) The maintenance work will be carried out under the direct supervision of JE, Civil (for all civil work) and JE, Electrical (for all electrical work) and they would be reporting to the EO.

(d) The maintenance section of the university will have dedicated support staff for civil, mechanical and electrical maintenance.

(e) All proposals for construction and maintenance of assets in the departments/facilities/hostels shall be the responsibility of Heads of Department, Lab In-charges, Coordinators/In-charges of the facilities and Hostel Wardens.

5. Construction and Maintenance of Assets

(a) Campus development and construction of new buildings and infrastructure

All proposals for construction of new buildings, extensions and renovations of existing buildings shall be initiated by the concerned heads of the Departments after providing suitable justification. This may then be placed before the Building Committee after permission from the Registrar and Vice Chancellor. The Building Committee shall recommend any such proposals after assessment of the existing facilities, the present capacity utilization of the facilities and the need for the new construction/renovation. The sanction for new construction and renovation of university infrastructure shall be given by the Executive Council based on recommendations of Building Committee.

(b) Maintenance, repair and utilization of existing classrooms, furniture, and laboratories

All the departments of the University have classrooms with interactive panels and LCD projectors, along with green/white boards and adequate furniture as per student capacity.

The classrooms in the academic buildings have furniture, and teaching aids and electrical fixtures. The laboratories have state of the art equipment for curriculum-based laboratory courses and research. The classrooms shall be used for lectures and tutorial classes and for holding examinations.

The Estate Office shall have a Central Stock Register for maintaining the stock of all items purchased in the University (furniture, laboratory equipment etc.) and then the items shall be issued to the departments. Stock registers are to be maintained in each department for keeping a record of all non-consumable and consumable items issued to the department.

The Heads of Departments shall ensure proper maintenance and utilization of classrooms, seminar halls, equipment and furniture.

The classrooms shall be optimally utilized according to the timetable prepared by the Heads of Department and uploaded on the Academic Monitoring Services Portal. The requests for maintenance of furniture and electrical repairs shall be made by the Heads of Department to the Estate Officer, who shall undertake the maintenance process.

The laboratories shall be maintained by the respective department laboratory assistants and technical staff and supervised by the respective Head of the Department. They shall also monitor effective utilization of the laboratories. The laboratories with state-of-the-art

equipment shall be used for conducting lab sessions, practical exams, and research under the supervision of faculty members and lab assistants.

Breakage and need for repair shall be reported to the Heads of Department and suitable measures shall be taken for speedy functioning of the equipment. Minor repairs required for laboratory equipment shall be undertaken on priority basis by the department using funds issued as imprest money. For major repair works, the Heads of Departments shall report to the Estate Office who will carry out the repair from competent agencies after proper permission from authorities. There shall be Annual Maintenance Contracts (AMC) in place for sophisticated and sensitive equipment of higher value.

The general cleanliness of the classrooms and office rooms shall be carried out by a housekeeping team appointed by the University.

(c) Maintenance and utilization of other physical facilities

The overall maintenance of physical facilities such as the auditorium, multi-purpose hall, administrative buildings, stadiums, playgrounds, guest houses, roads, gardens etc shall be the responsibility of the Estate Officer and carried out under his supervision.

All civil and electrical repair/service/works shall be carried out under the overall supervision of JE (Civil) and JE (Electrical) and other technical staff.

Periodical preventive measures for the maintenance of the buildings, painting, and white-washing of buildings, rectifying leakages and blockages in pipe lines to provide uninterrupted water supply to the entire campus, maintenance of generator and other electrical works such as frayed wiring and overloaded circuits, cleaning of roof top water tanks, replacing fire-extinguishers, and ensuring a clean environment in the whole campus shall be carried out with the support of technical and housekeeping staff.

Regular monitoring of fire safety measures, water purifying RO units and provisions for physically challenged shall be undertaken.

Annual maintenance of air-conditioning units in administrative office buildings, auditorium, and seminar halls shall be undertaken to ensure effective and efficient service.

Transport facilities and all vehicles of the University shall be monitored and maintained under the supervision of the Estate Officer.

Request for use of facilities such as the main auditorium and multipurpose hall shall be made to the Estate Officer with proper justification, who will then provide permission as per the availability. Booking of guest houses may be done through the online booking portal available on the guest house webpage.

(d) Maintenance & utilization of ICT facilities

Computer laboratories of Department shall be utilized for curriculum related activities, project, and research work. Computer labs may also be used for digital evaluation, faculty and staff training and placement tests.

The Network Cell of the University and its support staff shall be responsible for maintaining the ICT facilities including computers, servers and smart boards.

Annual maintenance contracts (AMC) shall be signed with competent service providers for servicing and maintenance of computers, printers, projectors, smart boards, photocopiers etc.

The Cell shall also ensure that all computers are installed with licensed antivirus software and regular up gradation of software.

All campus-wide network infrastructure, Wi-Fi and LAN facilities shall be maintained by the Network Cell of the University.

Complaints regarding internet-related issues from departments shall be resolved by the staff of the Network Cell.

The timetable of the departments shall be prepared in a manner to ensure optimum utilization of all the computing facilities in the departments for academic purposes and research.

(e) Maintenance and utilization of sports facilities and equipment

Sports equipment, fitness equipment and other sports facilities shall be supervised and managed by the Secretary, University Sports Council and Head, Department of Physical Education.

All the facilities as like Stadium, basketball courts, gymnasium, and playgrounds shall be maintained with the help of multitasking employees on a regular basis with thorough maintenance being carried out during vacations. Expensive fitness equipment in the gymnasium shall be maintained through Annual Maintenance Contract with the manufacturer or suitable service provider. Maintenance of the swimming pool shall be carried out by specialized workers under the supervision of the Physical Education Department.

The sports facilities including the running/jogging track shall be open for use of students, faculty and staff of the University as per the timings decided by the Physical Education Department. Students shall fill out an online registration form for the use of the University play grounds and sports facilities including swimming pool. The sports related material shall be issued to students and record of the same shall be by maintained in an issue/return register for safekeeping of equipment and optimize the use.

Separate slots for male and female members shall be provided for the best possible use of the

gymnasium and swimming pool. Registrations for the use of gymnasium and swimming pool shall be done through the online registration portal available on their respective web pages. Specialized trainers, swimming coaches and yoga teachers shall be appointed for optimum use of the facilities and safety of the users. Faculty members related to their concern specialized field of sports and games shall responsible to organize intramural and extramural events under the supervision of Secretary, University Sports Council.

All the activities of the swimming pool shall be monitored by the swimming pool management committee, Annual maintenance and repairing of filter and pump machine (filter overhauling, non-return valve (NRV) change, FRV repair, addition of sand, grit and treated media and change of nozzle) at swimming pool complex shall be carried out. Students shall register for the

Sports Council of the University shall facilitate and host interuniversity; inter college and state level tournaments to provide maximum exposure and competition for the students. Budget proposal for such events to be held in each academic year shall be decided through meetings after thorough discussion by its members. The orders for any required items shall be placed with prior approval of the purchase committee.

(f) Maintenance and utilization of hostels

The hostels provide accommodation to out of station students. The maintenance of the hostels in terms of repair of infrastructural facilities, and regular cleanliness and hygiene is carried out by the Estate Office in coordination with the wardens of the hostels.

The Wardens of the hostels shall be responsible for maintaining the cleanliness of the hostels and minor maintenance. They shall ensure optimal utilization of hostel facility by students. They shall be assisted by the Hostel Working Committee (HWC) of each hostel, caretakers, and maintenance staff.

The General Secretary of the HWC will oversee the hostel's overall functioning and ensure cleanliness, hygiene, and ambiance. It shall be the responsibility of the HWC to look after the general maintenance and cleanliness of the hostel premises including the building, courtyards, and the toilets.

All hostel maintenance duties shall be handled by the Hostel Maintenance Secretary of each hostel, who shall be responsible for collecting all minor maintenance requests and referring them to the Hostel's wardens and caretakers.

The Mess Secretary of the HWC shall be responsible for maintaining the mess menu, cleanliness, and hygiene in the mess. The mess secretary shall also bring the mess-related problems to HWC and resolve it.

Residents shall put in their requests for any maintenance work (civil, carpentry, electrical, and sanitation) to be carried out in the rooms, corridors, toilets or any other place in the hostel premises, to the HWC. The requests for maintenance work shall be sent to the Estate Office through the Wardens.

If any problem(s) related to maintenance of hostels needs an immediate action, hostel activity cell (HAC) shall take prompt decisions for resolving them.

Regular cleaning of the hostel premises, washrooms, kitchens, and corridors and rooms shall be undertaken by the housekeeping staff. Periodic maintenance of gadgets in the hostel kitchen, overhead water tanks, RO machines etc., shall be carried out by the maintenance staff of the University.

Request for hostel accommodation may be made through the online portal available on hostel web page. Accommodations shall be provided to eligible students based on the rules as decided by the Wardens of the hostels.

(g) Maintenance and utilization of library and library resources

The Central library shall remain open from 10:00 AM to 12:00 PM from Monday to Saturday and open till 5:00 pm on Sundays and Holidays.

Open bookshelf shelf system, library software system and supporting staff of the Central library shall help in the search, issue and return of resources for all registered users.

The library shall conduct an orientation program every year for new students to facilitate access to library resources. Library staff is expected to motivate users for optimum utilization of library resources.

The Librarian of the Central Library shall be responsible for the overall management and maintenance of the library and the library resources. Library resources shall be used and governed by predefined policies.

Maintenance of library material involves - stacking, shelf arrangement, cleaning, shelving, stock verification and weeding of unwanted material.

Records of all library resources shall be maintained by library staff and inventories are to be reviewed annually by a physical review. They shall be responsible for management of the library website, managing the digitisation, scanning facility and the Library Automation software and remote access facility through e-Library app.

Gate registers and issue registers shall be used to register daily physical footfalls and the e-Library app shall be used to record the online footfalls.

Periodical cleaning and dust removal of the library will be carried out by a cleaning staff dedicated to the library.

Photocopy machines in the library shall be serviced periodically through Annual Maintenance Contracts and/or call basis.

(h) Housekeeping, Maintenance of campus cleanliness and Other allied maintenance

Daily cleaning of the campus premises including roads, sidewalks, parking lots and the academic, and administrative buildings including washrooms shall be carried out by the outsourced housekeeping team.

In order to ensure proper waste management, adequate number of waste bins shall be placed at strategic locations. Separate bins for dry and wet waste shall be installed.

The electricity and water supply services shall be maintained by the civil and electrical maintenance staff. They shall carry out periodic maintenance of these facilities in order to ensure uninterrupted supply to the hostels, academic area, and faculty and staff residences.

Fire-fighting equipment in the academic area, laboratories, offices, and hostels shall be maintained by the Estate Office.

Regular pest control and periodic fogging of the campus premises shall be carried out by the Estate Office.

The maintenance of all horticultural facilities shall be carried out under the supervision of the School of Agriculture. Proper landscaping and maintenance of the gardens, lawns, parks, fields, and horticultural facilities and campus beautification by planting decorative plants shall be carried out by an outsourced external agency on the directions of the in-charge of the School of Agriculture. The maintenance work shall be assigned to external agencies through tenders via the GeM portal.

To ensure a safe and secure campus, CCTV cameras shall be placed at various places throughout the campus. The surveillance equipment and CCTV cameras shall be monitored by the Security Officer who is a senior faculty member and his team.

The maintenance of green initiatives such as rainwater harvesting, sewage treatment plants, bio-gas plant, solar panels, plastic free campus and green audits shall be all carried out under the supervision of the Estate Office.

The upkeep of the guest house facilities, and university vehicles shall also come under the purview of the Estate Office.

All maintenance activities will be documented, including the tasks performed, the date and time, and any issues or concerns identified.

Any spare parts or materials required for maintenance will be procured in advance.

The Central stock registers shall be maintained at the Estate Office while each department shall have its own stock registers (both consumable and non-consumable) for maintaining records of all assets. All expenditures relating to maintenance are to be carried out after due approval from the Building Committee (for civil maintenance), Finance Committee, and Executive Council.

Annual stock checking of furniture, lab equipment, ICT facilities, sports equipment and other inventory shall to be carried out through a process of physical verification of stocks. Equipment/assets that have completed their useful service life shall be written off from the stock and removed from departments.

Overall, maintenance of campus cleanliness is essential to create a healthy and welcoming environment for students, faculty, and staff. By implementing a proactive approach to cleaning and waste management, the University shall promote a safe and healthy campus environment for all.


REGISTRAR
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