



SANT BABA BHAG SINGH UNIVERSITY

Procedure and Policy for Utilization and Maintenance of Infrastructure and Learning Resources @ SBBS University

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Approved by:

Date of Approval:

[Signature]
Vice President

[Signature]
Chancellor

Procedure and Policy for Utilization and Maintenance of Infrastructure and Learning Resources @ SBBS University

The university has established procedures and systems for maintenance and utilization of various facilities in the campus. Minor and more routine maintenance work is carried out by in house staff and offices. The maintenance activities are properly budgeted and adequate financial resources are allocated for the purpose. A range of offices and persons are entrusted with the responsibility of a periodic and regular review of status of maintenance and upkeep of any academic and support facilities-labs, library, sports complex, computers, classrooms etc. In general, the matter related to Infrastructure-Physical, Consumables and IT are discussed at the department level via staff meetings and subsequently at institute level. The requirements are identified and approvals are obtained from Vice Chancellor of University. Then quotations are obtained after shortlisting/freezing of the requirements as per the resources available and subsequently comparative statements are submitted to Top management (through proper channel) for final sanction. Appropriate purchase orders are placed and the required materials are procured in the central store. The concerned department is intimated by the store department to collect the items. The University adopts the following policies and procedures for maintenance and utilization of infrastructure and learning resources:

Maintenance of Buildings

- The Overall maintenance of the institutional infrastructure including the buildings and the garden, shall be under the direct control of the Building and Maintenance Section of the University, under whose supervision any kind of repair/service/work shall be carried out.
- Procurement of any material related to civil engineering/electrical/plumbing etc. shall be allowed only with the permission of the management of SBBSMCS. ✓
- The Building and Maintenance Section shall be entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings, white washing the buildings once in three years, and certain important buildings every year, plumbing works, rectifying leakages in pipe lines, providing uninterrupted water facility, maintenance of generator and other electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employee appointed by the University for the specific purpose.
- The Building and Maintenance Section must ensure the availability of Ramps and Special Toilet facilities for physically challenged, power back up facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety.

Maintenance of Classrooms

- Complete responsibility for proper utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture and department labs shall be laden with Deans/Dy. Deans of institutes.
- Deans/Dy. Deans shall ensure that the classrooms have adequate furniture, tube/led lights, multiple electrical points, and uninterrupted electrical and water supply.
- All furniture, green/white boards, smart class rooms, almirah, LCD/Overhead Projectors and Podiums must be utilized for academic and research pursuits.
- The classrooms/lecture halls must be utilized only for academic purpose.
- Stock Register/Log Book must be maintained and annual Stock Verification must be done with the help of the committee instituted by the Registrar.
- Damage/loss of the goods/leakage should be instantly reported to the maintenance section through Dean/Dy Dean of concerned institute. Any repair work/service must be performed by the University electricians/plumbers/carpenters/Workshop technicians for proper functioning.
- Cleanliness inside and outside class rooms must be given utmost priority.

Maintenance of IT facilities

- The CCTV, Biometric Devices, Public Address System, in addition to the Audio-Visual Aids, shall be maintained by the skilled technical staff appointed by the university. There is separate IT policy in the university.

Maintenance of Seminar Halls/Auditorium

- GM Administration will be laden with the responsibility of maintenance of Central Auditorium and seminar Halls.

Maintenance of Laboratories

- The laboratories must be utilized for enhancing/demonstrating the pursuers' practical ability, for research activities.
- Proper timetable must be adopted for the exact utilization of the laboratories.
- Prior permission from the university authority must be sought for conducting activities such as Blood donation camp/Vaccination drives/polling booth/Science exhibitions/ providing any kind of consultancy services to other institutions.
- The equipment for the laboratories should be purchased by inviting quotations as per university norms and orders to be placed with the organization offering standard equipment at feasible rate after preparing the comparative statements.
- The Deans/Dy. Deans are laden with the responsibility to ensure that equipment,

instruments and appliances involved in the teaching-learning process must be provided continuous maintenance and repair. The Advanced and Expensive Equipment should be maintained through Annual Maintenance Contract (AMC). Small instruments/equipment like balance, microscope, pH meter, dissolution apparatus, mixer, hot plate must be repaired time-to-time and maintained periodically.

- Stock Register for lab equipment must be maintained in the respective departments and annual stock verification must be done by the committee constituted by the Registrar.
- The matter related to Infrastructure-Physical, Consumables and IT must be discussed at the department level via staff meetings and subsequently at Institute level.

Maintenance of Computer Laboratories and Network

The University's centralized Computer Centre and Purchase Section are entrusted with the responsibility of Computer and Network maintenance.

- The laboratories must be utilized for academic and research purposes, for conducting online quizzes, tests and assignments, virtual labs and for pursuing online courses.
- For ensuring optimum and time-bound utilization of Computer Centre proper time tables must be used as guidelines.
- Stock Register must be maintained and updated and verified annually by Purchase Section.
- The systems in the computer labs should be maintained with the help of the computer hardware technician appointed by the University.
- Internet and Wi-Fi facility for the entire campus shall be maintained by skilled technician appointed by the university for this specific purpose.

Maintenance of Library

- The Librarian shall be the custodian of the University Library.
- Library must function from 9am to 4:30pm on all working days.
- Photocopying and scanning must be utilized with prior permission
- The racks and furniture in reading hall should always be kept clean.
- The books have to be organized subject-wise and shelved with clear labelling and numbering systems for the easy access of the users.
- Online and offline catalogues must be updated with every new procurement.
- Stock Register must be maintained and verified annually by the committee appointed by the Registrar.
- The Gate Register, Issue Register must have the record of daily users.

- Xerox/copier machine and scanner must be serviced periodically through Annual Maintenance Contract (AMC) and/or on call basis.
- Access, issue and return of the books must be under careful vigilance of the Deputy Librarian.
- Library must maintain the Accession Register, Circulation Register, Fine Register, Gate Entry Register, Missing Books, No Dues, E- Journal usage Statistics Reports when there is necessity.
- Stock verification must be done once in four years (General Financial Rule 194).

Maintenance of Sports Infrastructure

- The Physical Education Director shall be the complete in-charge of the proper utilization and maintenance of the sports infrastructure.
- Regular practice to students on athletic events such as, Kabaddi, Kho-Kho, Volley Ball, Badminton and practice for Athletes should be given in the playground.
- Play grounds shall be allocated among coaches and their responsibilities should be fixed.
- Regular practices for Shuttle Cork, Table Tennis, Chess etc. should be provided to the students in the Indoor Stadium.
- All sports equipment should be maintained in good condition by the head of the department of physical education for regular use by the students.
- Stock Register must be updated with every new procurement/condemnation (consumable or non-consumable).
- Periodical stock takings of the stores shall be carried out i.e. stock taking for consumable sports items/equipment shall be carried out on the last day of every month and that for non-consumable items/equipment once in a year by constituting a committee.
- Annual Stock Verification must be performed with the help of the committee instituted by the Registrar.
- Any Tournament/Practice to neighbouring institutions/students must be conducted /provided only with prior permission of the University authority.

Maintenance of Vehicles

- All University vehicles must be utilized only for official purpose.
- All the vehicles must be maintained in good condition by the drivers and conductors appointed by the university.
- The Building and Maintenance Section shall be authorized for allocating duty to the drivers and conductors.

- The drivers must maintain the log book for diesel and other repair works of the vehicles.
- The Fitness Certificate for all the vehicles must be renewed with the RTO office every year during the vacation period.
- Medical fitness certificate along with the valid commercial driving license for all drivers and conductors shall be ensured.

Maintenance of Hostels & Mess

- Complete responsibility for proper utilization and maintenance of the Hostels (Boys & Girls) shall be laden with the respective wardens.
- Hostel wardens shall ensure that the rooms have adequate furniture, tube/led lights, multiple electrical points, and uninterrupted electrical and water supply.
- Stock Registers/Log Books must be maintained for hostels and mess both. Annual stock verification must be done with the help of the committee instituted by the Registrar.
- Damage/loss of the goods/leakage should be instantly reported to the maintenance section. Any repair work/service must be performed by the University electricians/plumbers/carpenters/ workshop technicians for proper functioning.
- General cleanliness and maintenance of cook house, dining halls, living rooms and surrounding areas must be given utmost priority.
- Hostel rules shall be strictly followed and made available for visitors.
- Mess menu must be prepared and got approved by the competent authority and be strictly followed.

Maintenance of other services to the students, faculty and staff

- Other services to students, faculty and staff such as banking/ATM facility, cafeteria, books and stationary facilities, photo coping & printing facilities must be supervised and maintained by GM Administration.
- SBBSU Dispensary shall be maintained by administration department as per laid down guidelines under the supervision of two full time qualified Doctors and other support staff. Night time service shall be available in each hostel.
- The housekeeping services shall be maintained by GM Administration through building supervisors appointed for each building.

GENERAL MAINTENANCE PROCEDURE

- The Deans/Dy. Deans/Section heads shall inform the Building and Maintenance

section for any kind of repair/breakdown in writing/mail.

- The Building and Maintenance Section shall depute the technician/electrician to the department/section concerned to complete the job within two days.
- Procurement of any material related to civil engineering/electrical/plumbing /books/lab equipment/furniture shall be allowed only with the permission of the management of SBBSMCS.
- Upon completion of the work, the technician/electrician shall record the nature of the work completed in the maintenance register and get it attested by the concerned head of the department/section.
- If any accessories are needed to complete the work, the carpenter/ technician/ electrician/ workshop technicians should intimate to the Building and Maintenance Section to purchase and provide within an approximate time frame to complete the work.
- In case of equipment/machines not covered under AMC, the service/repair work will be outsourced with the permission of the Registrar.
- All the condemned items should duly be reported to the purchase section, under whose purview such items will either be discarded or put into auction/scrap scale once in a year.
- All the departments and sections must maintain proper stock registers and the stocks shall be verified periodically by the committees constituted for the stated purpose.

GENERAL MAINTENANCE POLICY

Besides Periodic maintenance, preventive and breakdown maintenance shall be carried out as and when required for effective utilization of infrastructure. Annual maintenance shall be provided for costly equipment in the laboratories. Repair and Replacements for electronics, electrical equipment, computers, and furniture, need to be done periodically.

- **Periodic Maintenance:** Periodic Maintenance of the facilities/equipment as per the schedule shall be carefully executed by the persons laden with responsibility of the work. The University's electric equipment and electronic gadgets, buildings, gardening, transports gymnasium/sport/games equipment etc. shall be done with due proceedings. Regular cleaning of water tanks shall also be carried out.
- **Break-down Maintenance:** For the break-down of any asset/property/facility/ equipment which, needs urgent repair, the university shall attend to it immediately for the uninterrupted flow of work. Facilities such as furniture, water-systems, electric system, IT infrastructure like CCTV, biometric devices, Wi-Fi, Website, Vehicles, Public Address System, Lab equipment come under the Break-down Maintenance System. For the break-down of any electronic gadget, or any equipment with warranty periods, the suppliers/their agencies shall be instantly contacted for the

restoration of work through repair/replacement as per the requirement.

- **AMC Policy:** The Institutions' laboratory equipment and other High Value items shall be well-looked-after by the respective suppliers as per the Annual Maintenance Contract: AMC Policy (free of cost for the first 3-5 years).

UTILIZATION POLICY

- The Institutions shall mandate and ensure optimum utilization of any facility but for the gadgets/equipment/systems which need cooling/recovery time/rest.
- All Departments/Sections must maintain stock registers which are to be updated with every new purchase or condemnation.
- The Institutions shall mandate and ensure Annual Stock Verification by the persons/committee assigned with that duty and records shall be kept in the respective department/section as well as in Central store/Building and Maintenance Section.
- Condemned items must be reported in writing to the Purchase Section for necessary action.
- Optimum utilization of library resources by the staff and students shall be mandated.

Reviews

The Vice Chancellor and the Registrar along with The Governing Body shall do periodic review and decide upon enhancement.

Records

Record of facility/equipment, Annual Stocktaking, Annual Cleansing, Stocks Verification shall be made by every responsible laden person/department/cell in coordination with the central store department of the university.

Anju Sood
20/09/2021
Dr. Anju Sood
(In charge NAAC Criteria IV)

Vice President

S.S. Chandel

Submitted to

Vice Chancellor, SBBS University for approval please (through Director IQAC).

30/9/21

*Respected Sir, for Kind
Hon.ble management to
approve
30/9/21*

*Forwarded to Worthy Vice-Chancellor, Sir
for Kind consideration and Approval, please
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20/9/2021*

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