

Infrastructure and Maintenance Policy



DR. BHIMRAO AMBEDKAR UNIVERSITY, AGRA
(Formerly Agra University)

INTRODUCTION

Dr. Bhimrao Ambedkar University, Agra has an extensive Infrastructure to deliver its teaching, learning and research programs. The University has an established system for the maintenance and utilization of infrastructure on the campus.

VISION

To Provide maximum facilities to all stakeholders of the University with World Class Infrastructure in terms of good laboratories, classrooms, sports grounds, equipment, ICT facilities, etc. at a sustainable pace and provide excellence with utmost governance.

MISSION

To Continue with world-class technologies and provide solutions for maintaining the infrastructure through innovative ideas for the utmost satisfaction of the stakeholders.

The engineering Section of the University is responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied and incidental activities. It has civil and electrical Wings, and it operates under the supervision of the Construction & Maintenance Committee which is formed by the Honorable Vice-Chancellor.

COMPONENTS OF A MAINTENANCE SYSTEM

This policy provides a framework and an outline of the allocation of responsibilities to ensure the effective use and maintenance of existing infrastructure facilities. The Engineering section shall include the following components :-

- i) Prioritization of work
- ii) Comprehensive work procedures
- iii) Performance standards and goals
- iv) Work order system.
- v) Long-range planning

By developing a maintenance policy that has these components in place, the department will have the tools it needs to control the performance of maintenance work at the University.

a) Prioritization of Work

The work priorities adopted by the engineering section are based on its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. The maintenance priorities of the University assets and buildings are as follows:

- i) Emergency repairs
- ii) Planned maintenance.
- iii) Unplanned maintenance
- iv) Resident requests
- v) General cleaning
- vi) Inspection
- vii) Preventive maintenance

This will ultimately decrease on-demand work and maintain the property in a manner that will keep students and staff satisfied.

b) Comprehensive Work Procedures

The Engineering section ensures that there are sufficient clear procedures in place to allow staff to implement the Maintenance Policy. All procedures will include the following:

- i) A statement of purpose.
- ii) Performance Standards and Goals
- iii) The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure.
- iv) Forms needed to carry out the activities.
- v) An annual review of the maintenance procedures.

Specification

These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

Work Order Systems

The Engineering work request information, section shall have a comprehensive work order system that includes all viz. source of work, description of work, priority, cost and days to complete. This information is required for the University to plan for the delivery of maintenance services as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work schedules which will include at the minimum, the following:

- i. Source of request (planned, inspection, resident, etc).
- ii. Priority assigned.
- iii. Location of work.
- iv. Date and time received.
- v. Date and time assigned.
- vi. Worker(s) assigned.
- vii. Description of work requested.
- viii. Description of work performed.
- ix. Estimated and actual time to complete.
- x. Materials used to complete work.

c) Long-Range Planning

The Engineering section will put in place and maintain a long-range maintenance planning capability to ensure the most cost-effective use of university resources and to maximize the useful life of university properties. By developing a work plan, the University will be able to anticipate its staff, equipment, and material needs. It will also be possible to determine the need for contracting particular services.

MAINTENANCE OF PHYSICAL FACILITIES

The physical facilities on the campus of the university are maintained by the Engineering section comprising competent civil and electrical engineers. The services of plumbers, electricians, carpenters, etc. are available around the clock on the campus. Engineers are responsible for the uninterrupted water supply, sanitation, power supply and maintenance of equipment like generator sets, general lighting, power distribution systems, solar plants etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. The Engineering section, with a team of members, monitors the maintenance and cleanliness

of the buildings, classrooms, labs, furniture, campus grounds, and sports facilities, at Dr. Bhimrao Ambedkar University, Agra Infra. Staff lounge, student amenity areas, daycarecentre, ramps, animal house, medicinal garden, gymnasium, tactile path, toilets for disabled persons, lifts, cafeteria, common rooms for girls and hostel buildings are maintained. Adequate fire-fighting arrangements in common areas such as library, administrative block, Auditorium Hall, Bhraspati Bhawan & other Academic & Administrative buildings is ensured.

MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms with ICT facilities, teaching offices and laboratories are maintained by the Engineering section. The Heads of Departments report to the Engineering section periodically for all the maintenance work. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

MAINTENANCE AND UTILISATION OF SEMINAR HALLS AND AUDITORIAMS

Maintenance of Seminar halls and auditoriums is under the purview of the Engineering section. All Auditoriums are under the supervision of the engineering section, Effective utilization of seminar halls and auditoriums for organizing academic meetings, seminars, conferences, and cultural events is made.

MAINTENANCE OF ICT FACILITIES

The Computer Centre and office of the Finance officer maintain the ICT facilities including computers and servers. The annual maintenance contract includes the required software installation, antivirus and upgradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, and photocopiers are serviced and reused.

MAINTENANCE OF SPORTS AND GAMES FACILITY

The sports equipment, fitness equipment, ground and various courts in the Campus are supervised and maintained by the Engineering section. Expensive equipment in the fitness lab is maintained through an Annual Maintenance Contract. Ground-level maintenance is done annually during a vacation in addition to the seasonal maintenance done once every three months. Groundmen, vendors of Sports goods and students of Physical Education jointly maintain the sportsequipment. Seasonal maintenance of all equipment and ground is carried out regularly by the Physical Education students as part of their curriculum. The gymnasium and playgrounds are maintained by the staff of the Engineering section.

MAINTENANCE OF CAMPUS CLEANLINESS

Cleaning of the campus area including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the general section & Sweeping staff of the University. Toilets are cleaned every day. The whole campus area is maintained by the Engineering section & their supervisor who will be reporting the completion of work to the in charge of the Engineering section.

CAMPUS DEVELOPMENT ACTIVITY

To prepare proposals for infrastructural development in the campus as instructed by the Honorable Vice Chancellor & competent authority for funded projects or for seeking funding from UGC/ RUSA, State Government, and other Government projects. Further to coordinate with nominated government executive agencies for successful execution of such funded projects and submission of utilization certification by the Finance Officer.

ALLIED AND INCIDENTAL MAINTENANCE

- I) To prepare estimates of maintenance, repair, renovation, or new projects as per the approved schedule of rates prescribed by the UP Public Works Department, seek administrative approvals, carry out due process of inviting quotations, tenders, Expressions of Interest etc. as applicable as per prescribed respective limits for quotations, tenders etc., assign work to the successful bidder after ensuring prepared MOU to be signed by Finance Officer.
- II) To monitor approved works for timely completion and adherence to quality, verify and process bills for payment to the Finance Officer after due entry in measurement books, stock register etc.
- III) To maintain records of all executed works and assist in the provision of requisite information as needed to authorities, RTI and audit.
- IV) To install Generator meters in residential units, carry out readings for monthly consumption and ensure deduction of electrical charges from the salary bill of residential allottees through advice notes to the Finance officer.
- V) To ensure handing over the newly added infrastructure facilities to the concerned Incharge of the office after verifying the lists of assets, fittings fixtures etc.
- VI) To ensure handing over the keys of the allotted residential quarters to the concerned teacher/employee as per the allotment by the Allotment Committee / Honorable Vice-Chancellor and also take the vacated quarter keys from the outgoing occupant.
- VII) furniture on the request of HOD the scrap yard or store for disposal under the directions to assist in removal of condemned and discarded items of furniture, fixtures and /Coordinator/ Deans/D.R./A.R. or In-charge concerned to of Concern approved Committee.

RAINWATER HARVESTING

The government of India has decided to make Rainwater Harvesting compulsory in urban areas considering the increasing population and burden on water supply. Low rainfall situations and drying groundwater levels are the main challenges in urban as well as rural areas to keep sufficient water supply. Installation or Construction of a rainwater harvesting unit is a solution to this problem.

LIFE SAFETY SYSTEMS

The University shall have a comprehensive program for the maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Engineering section shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment.

Committee Constitution for Infrastructure Maintenance Policy:

An Infrastructure Maintenance Policy Formulation Committee is constituted with the following members: 1. Honorable Vice-Chancellor 2. Members of Building Committee 3. Finance Officer 4. Registrar 5. University Engineer.

The committee ensure due performance as per this policy, derive new policies compatible with the developments and advise the University on all matters referred to by various authorities of the University.