

PRIST DEEMED TO BE UNIVERSITY

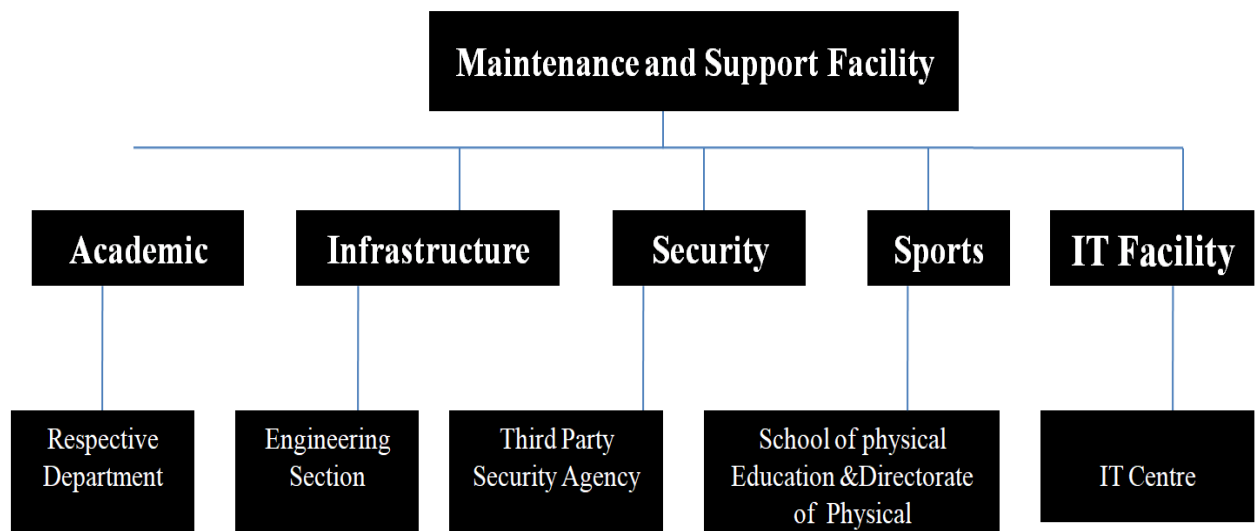
**Infrastructure Utilisation
&
Maintenance Policy**

Table of Content

<i>No.</i>	<i>Title</i>	<i>Page No</i>
1	<i>Preamble.</i>	1
2	<i>Purpose and Scope.</i>	1
3	Maintenance of Physical facilities	2
3.1	<i>Maintenance of Classrooms, Furniture and Laboratories</i>	4
3.2	<i>Maintenance and Utilisation of Library and Library Resources</i>	5
3.3	<i>Maintenance and Utilisation of Seminar Halls and Auditoria</i>	6
4	<i>Maintenance of Electronics and Instruments</i>	7
4.1	<i>Maintenance of ICT Facilities</i>	8
4.2	<i>Maintenance of Lab Equipments</i>	9
4.3	<i>Maintenance and Utilisation of Advanced Research Lab and the Central Instrumentation Lab</i>	9
4.4	<i>Maintenance and Utilization of Tissue Culture Labs and Animal House</i>	10
5	<i>Maintenance of Sports and Games Facility</i>	11
6	<i>Maintenance of Campus Cleanliness</i>	12
7	<i>Maintenance of other amenities</i>	13
8	<i>Annual Stock Checking</i>	13
9	<i>Replacement of Equipment/ Electronics /Computers</i>	13
10	<i>Day to Day Emergency Maintenance</i>	13

1. Preamble

The Campuses of the Institution provide and excellent academic environment through buildings constructed with state-of- the art technologies consisting of energy efficient, water conserving and sustainable building materials. The Institution has a large number of buildings, auditoria, laboratories, sophisticated equipments. Computer and ICT facilities, sports and physical education amenities, which are the back bone of academic activities. Besides, there are hostels for girls and boys and guesthouse. The maintenacna activities can be summarized by the table shown below.



2. Purpose and Scope

The purpose of this Infrastructures Utilization & Maintenance Policy is to define a structural framework for utilization and maintenance of physical and academic infrastructure, support facilities, ICT facilities and sports facilities. This policy shall be applicable to all teaching departments, Centres and Campuses of the Institution.

3. Maintenance of Physical Facilities

The physical facilities are maintained by the Engineering Section of Institution's Estate Office, which comprises competent Executive Engineer, civil engineer and electrical engineers. The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

Sections in Engineering Section :

I. Carpentry and general services

- a. Install and repair doors, hinges, doorstops and structural building repairs
- b. Install and repair window treatments (e.g. blinds)
- c. Glazing and flyscreen repairs
- d. Repair damaged walls and ceilings
- e. Maintain furniture and fittings
- f. Repair/replace damaged windows
- g. Picture and whiteboard mounting
- h. Floor covering repairs and replacement
- i. Wall and floor ceramic tiling
- j. Locksmith service including key replacement, lock repairs and re-keying of doors

II. Electrical

- a. Operate complex electrical infrastructure, including high voltage system, to serve the campus
- b. Maintain high voltage distribution and building electrical systems
- c. Replace circuit breakers
- d. Repair electrical outlets/power points
- e. Repair interior and exterior lighting

III. Air conditioning (HVAC)

- a. Test and maintain air conditioning systems to ensure they are working to design specifications
- b. Repair of air conditioning.
- c. Disposal of redundant equipment.

IV. Painting

- a. Paint interior and exterior University facilities as prioritised and scheduled
- b. Remove graffiti

V. Physical plant

- a. Provide routine and emergency repair and maintenance services to mechanical, electrical, plumbing, piping, fire protections and structural systems in all campus buildings
- b. Monitor building temperatures, humidity and emergency alarms
- c. Maintain the structural and system integrity of buildings: windows, walls, doors, locks, lights, floors, ceilings, roofing, high and low voltage electrical distribution, lift safety systems, air supply and exhaust distribution systems, chilled and hot water distribution piping, sanitary and lab waste systems, and domestic water systems
- d. Preventative maintenance of building systems

VI. Plumbing

- a. Repair and maintain all plumbing (pipes and fixtures) integral to building operation systems
- b. Repair leaky faucets, drains and pipes
- c. Service clogged drains, sinks and toilets
- d. Repair tanks, valves, traps, heat exchangers, etc.
- e. Storm drain repairs
- f. Gas leaking detection and repairs
- g. Roof/gutter repairs

VII. Fire fighting system/equipment

- a. Check system/equipment is in place and is not damaged or obstructed.
- b. Inspect and test operation/function of system/equipment on regular bases.

VIII. Gardens

- a. Green space care and management
- b. Lawn care and maintenance
- c. Pruning trees and shrubs
- d. Maintaining and managing sports grounds

The Public Relations Officer with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days.

Transport facilities are monitored and maintained by the public relations officer and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

3.1 Maintenance of Classrooms, Furniture and Laboratories

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. The Lab utilization is done depending upon the requirements of various courses. There is separate lab Time-Table for all the courses. The respective faculty members, staff, lab assistants are given responsibility of maintain the equipments under their purview during practical session. All major repairs are identified and external expertise is sought for maintenance of equipment wherever necessary. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

3.2. Maintenance and Utilisation of Library and Library Resources

The Institution has well equipped library with necessary books, Journals, magazines and periodicals. The Library is open on all working days from 8.00 a.m. to 8.00 p.m. During holidays the library will be kept open from 10.00 a.m. to 5.00 p.m. During the examination days the library will be kept open from 8.00 a.m. to 10.00 p.m. Library is fully automated using the web based software, where all students are given a user name and password, where they can send the request in 3 slots. Books issue will be done between 9.00 a.m to 3.00 p.m in 3 slots. Library is divided into Library books, Reading room and research room. To facilitate the student's requirement photocopy machine is also placed. Students are allowed to open access for the books. Library books are normally issued only for 7 days and the borrowing period can be reduced according to the demand. Book Bank Facility available, where students return the book at the end of the academic semester. Delay in returning books will not be entertained.

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- || Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding. □
- || Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat. □
- || Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. □
- || Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room. □
- || Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammoxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats. □

3.3. Maintenance and Utilisation of Seminar Halls and Auditoria

Seminar halls and auditoria are under the purview of the civil engineer and electrical engineer and the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a form available with PRO, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

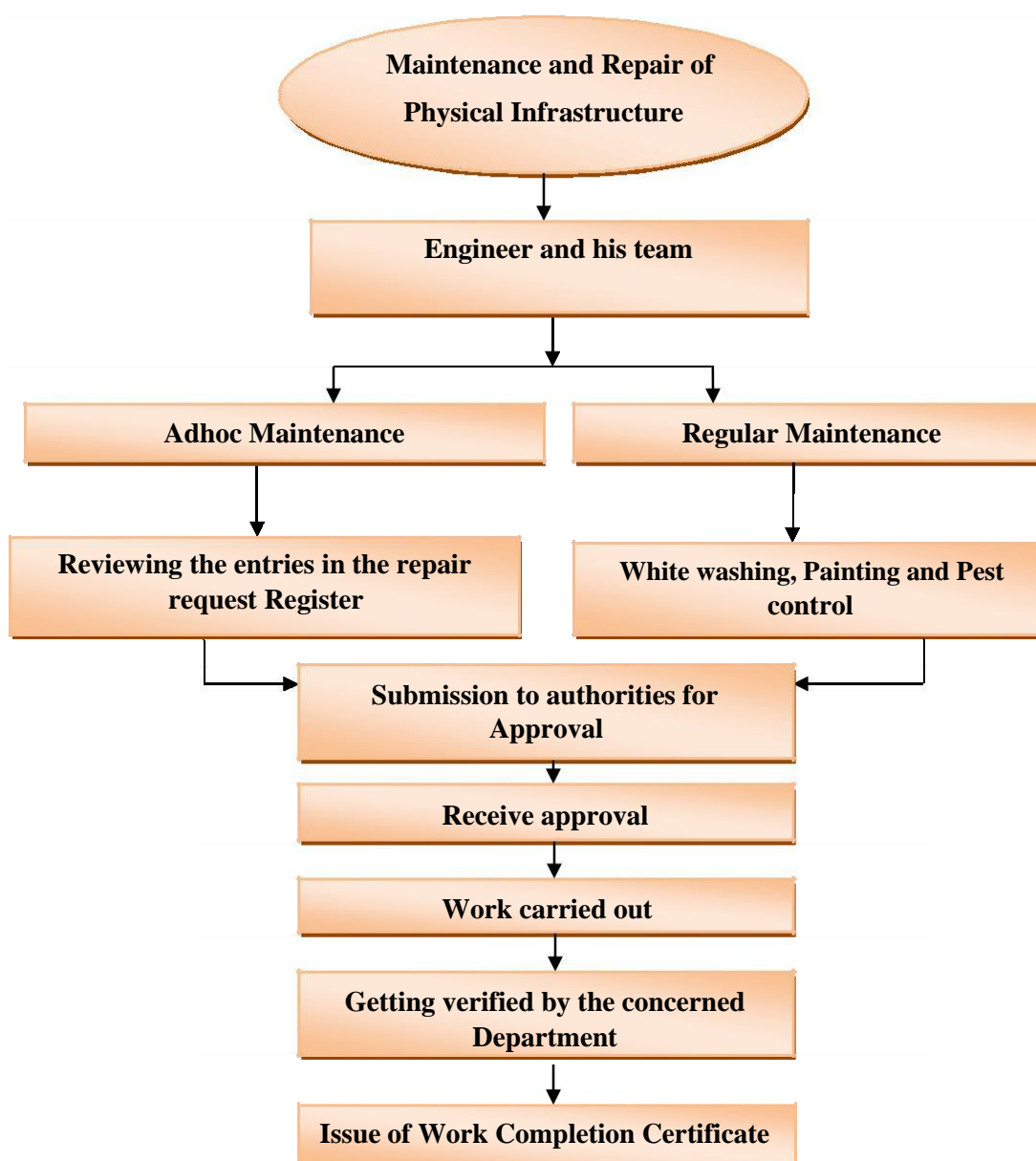


Figure:1 Maintenance of Physical Facilities

4. Maintenance of Electronics Items and Instruments

The Instrumentation Maintenance Facility (IMF) provides essential support of servicing and maintaining Instruments and electronic items utilized in the various laboratories. Three technicians attached to IMF extend their service to all the departments to ensure optimal utilization of instruments. The IMF provides periodic training to lab assistants for updating their technical skills.

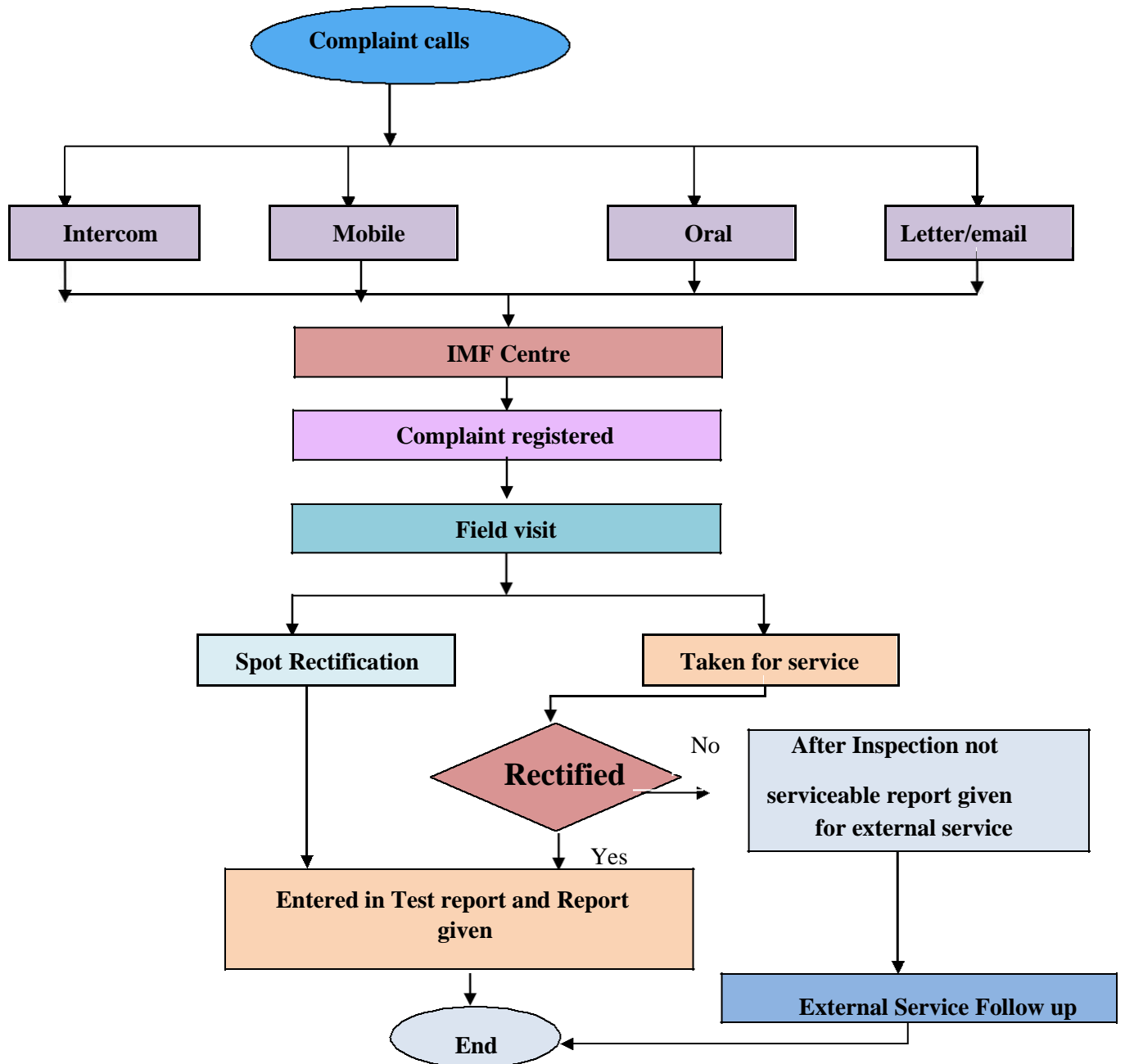


Figure: 2 Maintenance of Electronics Items and Instruments

4.1 Maintenance of ICT Facilities

The Computer Centre and its support staff under the leadership of Hardware Engineer maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by respective centre.

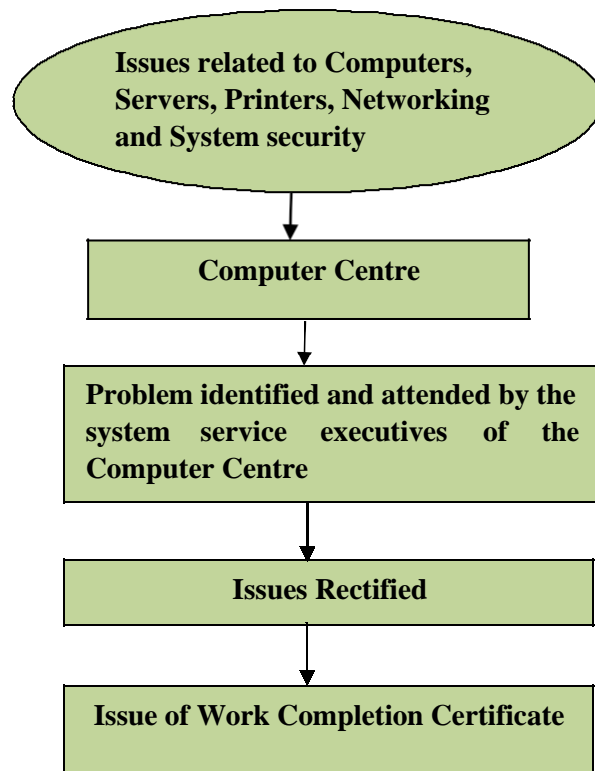


Figure:3 Maintenance of Computer and Accessories

4.2 Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Registrar.

Standard operating procedures for all high end equipments are made available to the users. In-campus users register in the log books and are responsible for the safe handling of the equipments. 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. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.

The condemned/obsolete items are discarded by procedure after getting the report of the IMF and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers

4.3 Maintenance and Utilisation of Advanced Research Lab and the Central Instrumentation Facility

Advanced research labs and Central Instrumentation Facility housing sophisticated equipments operate for the benefit of the research scholars. They are maintained by a faculty-in-charge who reports to the corresponding Dean on all matters related to the working and maintenance and in-campus service and outsourcing of the equipments. Entry to the labs is through log book registration. Users must duly submit a service requisition form available in the Institution website to the faculty in-charge. Access to equipments and service for recording analytical and computational data is given on first-cum- first served basis. Same procedure is followed with regard to testing samples from other institution users.

4.4 Maintenance and Utilization of Tissue Culture Labs and Animal House

Animal house and plant tissue culture laboratories are maintained by the Department of Biochemistry, Biotechnology and Bioinformatics. The equipments in these labs, CO₂ incubators, water purifiers, phase contrast and fluorescence microscopes, laminar air flow chamber, liquid nitrogen cylinders for cryopreservation are maintained by the scholars of the Department to ensure sterility of the working condition under the supervision of the faculty.

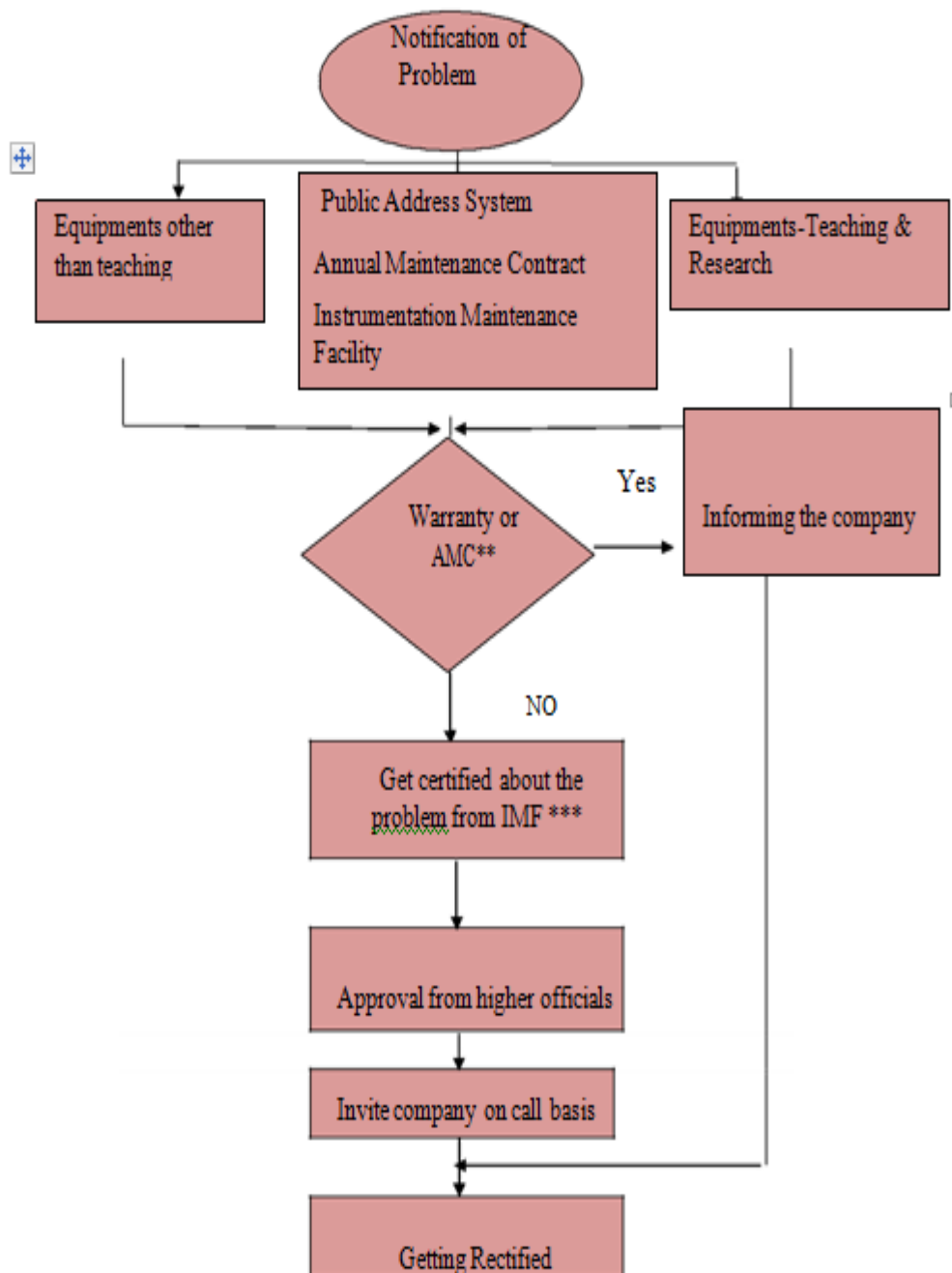


Figure: 4 Maintenance of Equipments

5. Maintenance of Sports and Games Facility

The sports equipments, fitness equipments, ground and various courts in the campuses are supervised and maintained by the Physical Directors and Faculty members of Department of Physical Education Department respectively. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipments. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education students as part of their curriculum. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education.

Provision of the facility is done for the students of the Institution for Practice. Institution level and intercollegiate level competitions in sports and games are organized as per policy of the Institution.

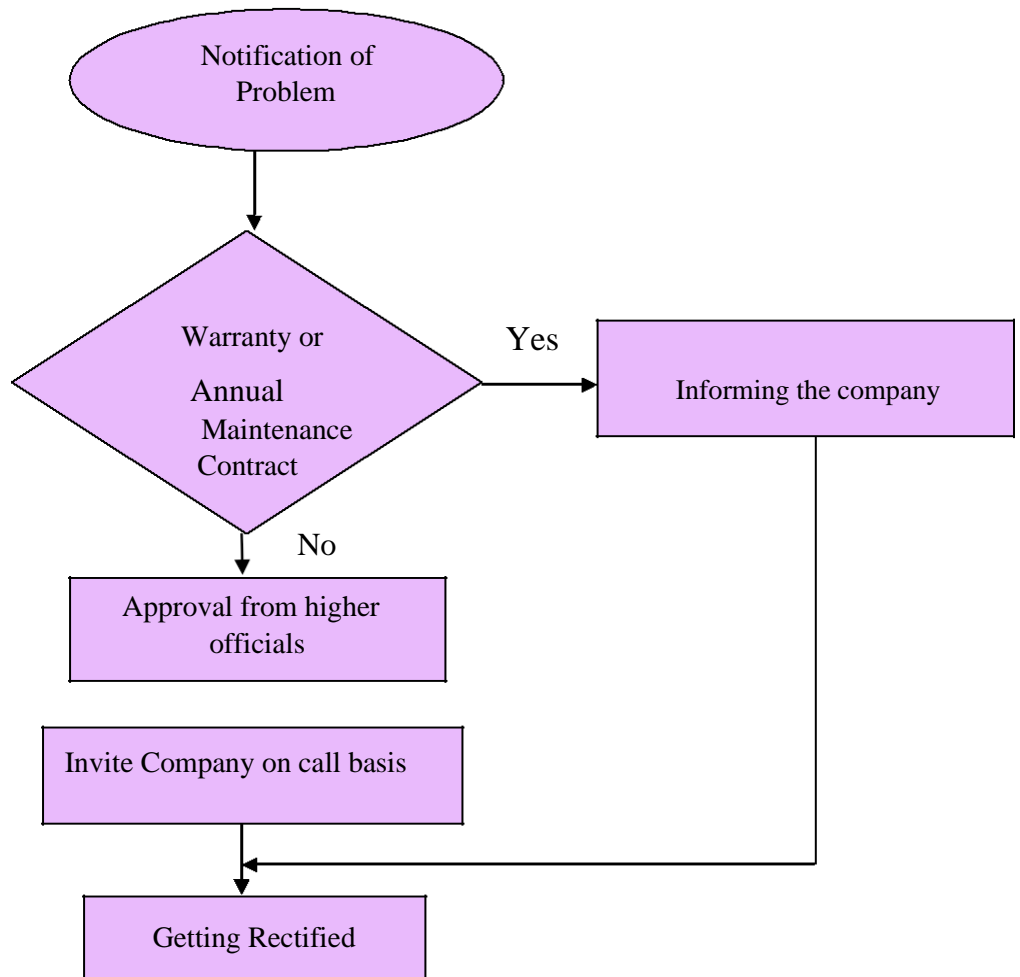


Figure:5 Maintenance of Sports and Games Facility

6. Maintenance of Campus Cleanliness

Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Public Relations Officer and his assistants.



Figure : 6 Maintenance of Campus Cleanliness

7. Maintenance of other amenities

The effluent treatment plants and rain water harvesting systems are maintained by the civil engineer and support staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. Round the clock safety of the campuses are ensured by the CCTV cameras installed at vital points and the security staff. Adequate drinking water supply is provided using water purifiers under Annual Maintenance Contract. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the civil engineer. Amenities like canteen and juice shop, stationery, bank and ATM facilities, laundry and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects –Garden, the orchards, bird feeders, solar panels, rainwater harvesting systems, herbal garden, waste water treatment plant, biogas plant and the green house are maintained by the gardeners and the technicians every day and also frequently by the National Service Scheme volunteers as a service activity.

8. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

9. Replacement of Equipment/ Electronics /Computers

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

10. Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Executive Engineer and his team members.