



स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

Infrastructure Maintenance Policy

Approved by the Board of Management in its 22nd Meeting held on
12th January 2019

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Infrastructure Maintenance Policy

1. Short Title & Commencement

1.1 This Policy shall be called “Infrastructure Maintenance Policy” of Swami Rama Himalayan University.

1.2 This Policy shall be deemed to have come into force from the date of approval of the Board of Governors of the University.

1.3 Unless otherwise specifically provided in this Policy, pronouns in masculine, feminine and neuter genders shall be construed to include any other gender, and words in the singular form shall be construed to include the plural and vice versa.

2. This policy shall be applicable for maintenance & management of infrastructure across the University inclusive of all the constituent units.

3. The infrastructure is managed through need assessment taking into consideration the guidelines of statutory/regulatory bodies and developments in technology, procurement of the required infrastructure ensuring its quality & cost; timely upgradation, proper accounting & safeguarding by allotting inventory numbers on each equipment/machinery, maintaining asset records, upkeep through preventive & corrective maintenance including Annual Maintenance Contracts, insurance against theft & damage and writing off of obsolete items.

4. CLASSIFICATION OF INFRASTRUCTURE

For the purpose of this policy, the infrastructure of the University is classified as here under:

4.1 Buildings & Roads

4.1.1 The Civil Engineering Wing under the Engineering Department shall be responsible for maintenance and preserving the buildings & roads in good and safe condition. The buildings for the purpose also includes lecture theatres, labs, auditoriums, workshops, hostels & mess, faculty/employees residence etc. The maintenance of all the buildings also includes improvising them by upgradation/ alteration/renovation, wherever required, along with plumbing work and maintenance of overhead & underground water tanks.

4.1.2 Wherever upgradation/alteration/renovation of a building is required, the Head-Civil Engineering Wing shall do architectural planning, prepare project report & financial estimate and submit


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the same to the designated competent authority for financial approval. No Objection Certificate (NOC) from regulatory authorities, wherever applicable, will mandatorily be obtained prior to commencement of work.

- 4.1.3 The Civil Engineering Wing shall be responsible for maintenance of pothole- free roads within the campus ensuring easy connectivity and entry. They shall also ensure that proper signage & direction boards are displayed at prominent places.
- 4.1.4 Routine maintenance of buildings & roads will be carried out by skilled staff under the supervision & control of qualified Engineers & Supervisors. Wherever required, services may be outsourced with prior approval of the designated competent authority.

4.2 **Electrical & Mechanical (E&M)**

- 4.2.1 The maintenance services related to electrical & mechanical will cover the entire campus inclusive of buildings, roads and open to sky areas.
- 4.2.2 The Electrical and Mechanical Wing under the Engineering Department shall be responsible for power supply, maintenance of electrical assets of 33 kv sub- station, diesel generator sets, power distribution system, electricity poles & cables, streetlights, telephone & EPBAX, STP & ETP, motor-pumps sets, tube-wells, medical oxygen plant, medical gas line & gas manifold room equipment, HVAC, solar panels, solar water heating system, CCTV system, fire-fighting system, modular OTs, elevators.
- 4.2.3 Routine maintenance of equipment & systems falling within the purview of E&M wing will be carried out by skilled staff under the supervision & control of qualified Engineers & Supervisors. Wherever required, services may be outsourced with prior approval of the designated competent authority.
- 4.2.4 High-end equipment, in terms of technology & cost, will be maintained through AMC or outsourced service provider.

4.3 **Sports Complex**

- 4.3.1 Routine maintenance, inclusive of repairs/replacement, of the fencing, poles & other fixtures of individual sports courts will fall within the purview of Engineering Department.


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4.4 Furniture & Fixtures

- 4.4.1 It shall be the responsibility of the Head of the constituent academic units/departments to ensure that the furniture & fixtures of their respective buildings are maintained in good condition. They also have to ensure cleanliness & orderliness of the furniture & fixtures.
- 4.4.2 Routine repairs of furniture & fixtures of the buildings will be the responsibility of Engineering Department. For major repairs, if required, the services may be outsourced with prior approval of the designated competent authority.

4.5 Equipment including IT Hardware & Software

- 4.5.1 Equipment for the purpose includes all machinery & tools installed in labs, hospital, departments, various mess/cafeterias and at various locations in the University.
- 4.5.2 It shall be the responsibility of the Head of the constituent academic units/departments to ensure upkeep & maintenance of the equipment & tools of their respective buildings, either through internal resources or annual maintenance contract whichever is applicable.
- 4.5.3 IT hardware includes computers, printers, LAN, routers, biometric machines, overhead projectors and any other IT enabled item. Software includes application programmes, device drivers, operating system, root-user processors, ERP etc.
- 4.5.4 IT Department of the University shall be responsible for upkeep & maintenance of IT hardware & software either through their own internal resources or service provider whichever is applicable.

4.6 Transport

The University has a fleet of vehicles of wide range. A full-fledged Motor Transport Department will be responsible for regular upkeep & maintenance of all the vehicles either through their own workshop or external agencies as and when required.

4.7 Eco-friendly campus

- 4.7.1 The lush green, neat & clean and plastic-free campus with children's play area will be maintained by the Engineering Department. For maintaining greenery, more than adequate number of gardeners are deployed, recycled water of STP is utilized for gardens, solar energy is utilized under 'Green

Practices' and roof-top rainwater harvesting in storage tanks at various locations exits within the campus.

- 4.7.2 Garbage bins are placed at various locations. Waste of various nature is managed in accordance with the Waste Management Policies of the University and/or the regulatory bodies.
- 4.7.3 More than adequate number of housekeeping staff are deployed at various buildings and locations within the campus including roads for cleaning purposes.
5. Complete record of the entire infrastructure will be maintained by the Material Management Department and Engineering Department upto the extent of assets falling within the purview of each of the above Department.
6. Assets registers will contain entries of the asset/infrastructure, coding of each item and marking of inventory number, internal transferring of asset, writing off of asset and their disposal. Condemnation of assets and their disposal shall be in accordance with the Condemnation Policy, Act and Statutes of the University.
7. Physical verification of infrastructure shall be carried out periodically. In case of assets, a list of missing items will be prepared.
8. Depreciation shall be applied to the assets as per income tax law.
9. Any infrastructure/asset declared obsolete on account of change in technology or not cost effective or beyond repairs or for any other reason, shall be written off and disposed off as per the policies of the University and/or regulatory bodies.

The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any provision mentioned herein above in this Policy without any notice.

Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision and the decision of the Vice-Chancellor shall be final and binding.


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