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### INFRASTRUCTURE MAINTENANCE AND UTILIZATION POLICY


Dr APJ Abdul Kalam Technical University owns an extensive infrastructure to deliver its teaching, learning and research programmes. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

Infrastructural facilities and operations play a major role in smooth functioning and incremental growth of any institution. The University gives priority to create, develop, and maintain necessary infrastructure in all the domains and provide all possible essential amenities and infrastructure for all the stakeholders. Proper maintenance of physical, academic and support services is essential for their optimum and effective utilization.

Hence, the University has laid down institutional mechanisms and procedures with a decentralized approach for the effective use and maintenance of existing infrastructure facilities and also to suggest new infrastructure to meet future needs. The University ensures optimal allocation and utilization of the available Financial Resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the University as per the requirements, in the interest of students. This policy and procedures would be reviewed from time to time based on the suggestions, recommendations or feedback received from the stakeholders.

#### Objectives of the Policy

- The objectives of the Infrastructure Utilization and Maintenance Policy and Processes are:
- To achieve optimum utilization of facilities and services for the benefit of stakeholders.
- To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities
- To reduce probabilities of accidents at workplace for ensuring safety
- The policies are meant for day –to-day dealing. They provide guidance to all members in academic areas.
- The physical and academic facilities are implemented by policies to optimize the use of Resources based on needs of Education, Research and Administration
- The coordination between facility allocation and utilization ensures the optimal usage of Resources like Laboratories, Sports Gym, Library and Classrooms inside the campus.

  
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- University policy is to have an effective mechanism in place for the upkeep of the infrastructure and other facilities so as to have optimum utilization of the facilities in order to have effective and smooth functioning of the University.
- To prevent misuse and misconduct of Resources and Services
- To achieve timely up-gradation, replenishment, repairing and replacement of Resources and Services
- To set standardized maintenance and utilization procedures for Resources.

## **MAINTENANCE AND UTILIZATION OF FACILITIES**

### **1. Physical Facilities/Buildings**

The overall maintenance of the university infrastructure including all buildings, boundary wall, campus landscaping and gardens shall be under the direct control of the Development Unit of the University which is headed by the Maintenance officer.

- The maintenance works shall be carried out by different sub-units under the Maintenance section. The sub-units of this section are also responsible for inspecting the premises at regular intervals, identifying the problems and taking appropriate measures to rectify the problems relating to ramps and special toilet facilities for differently-abled (DA) persons, white washing of buildings, the colouring of grills, plumbing works, leakages in pipelines, providing uninterrupted water facility, overhead tanks, maintenance of generator and other electrical works, replacing fire extinguishers, etc.
- If any of these works is beyond the ability of the technical person of the University or if it is necessary, help from outside experts shall be taken on payment basis.
- Procurement of any civil engineering, electrical and plumbing materials shall be done by the development section/store & purchase section following due purchase procedure and with due approval of the authority. Proper stock entry must be done before use of the procured items.
- The Maintenance section also looks after installation solar light/panel, periodic maintenance and replacement as and when necessary.
- The University landscaping and garden are maintained by University's regular gardener (Mali) and outsourced trained persons. The Maintenance unit of University is responsible for hiring required number of gardener (Mali) for regular maintaining the gardens/landscaping, pruning trees and shrubs.
- The Maintenance unit also ensure construction of paved foot path wherever necessary and their routine maintenance.

### **2. Classrooms, Furniture and Laboratories**

- The Heads of the Departments (HoDs) are laden with complete responsibility for proper maintenance and utilization of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, and seminar libraries. HoDs/faculty shall ensure



optimal utilization of classrooms during the day-long working hours and also mentor the students to maintain the furniture and equipment.

- Any maintenance or up-gradation of classroom and practical lab infrastructure are taken care of at the departmental level through its Departmental Committees. The lab infrastructures including equipment/computers are maintained by technicians of the related owner enterprises and service centres as and when required under the supervision and monitoring of the respective departments. Some high-end equipment are maintained through exclusive AMC. Instrument-wise logbooks are to be maintained for tracking the user statistics of the equipment. For major maintenance works, the HoD also reports to the administration periodically. Damage/loss of the goods/leakage should be instantly reported to the concerned authority.
- Research labs are maintained by respective members and ensure optimal utilization by the research scholars.
- Purchases of items pertaining to the classrooms, laboratories and department offices are mainly met from developmental grants released to each department every year or special grants released under specific programme. Besides this, the purchases are also made at the University level and distributed to different departments as per requirement. Stock Register/Log Book must be maintained and annual stock Verification must be done by a duly constituted committee/audit team.

### **3. Auditorium/Convocation Hall and Seminar/Meeting halls**

- The university has an auditorium, convocation hall and several seminar/conference halls under various departments/units at various locations for common usage of the stakeholders.
- Effective utilization of these facilities for organizing academic meetings, seminars/conferences, and cultural events is ensured. The responsibility of the maintenance lies with the custodian of the respective hall as mentioned below.
  - Auditorium- Pt. Atal Bihari Bajpai Multipurpose Hall, Capacity-2000 persons by University Maintenance Unit.
  - Vishvesharaiya Seminar Hall, Capacity-400 persons by University Maintenance Unit.
  - Seminar Halls and Conference Halls by their respective departments.
- Induction/Orientation Functions, Guest Lectures, Workshops, Career Fair, University Annual Fest, inter-collegiate Fest, Placement Drives, National and International Seminars, Alumnia Meet, Yoga Sessions etc can be organized in the Auditorium/Seminar Hall.
- For organizing events in the Seminar Hall and Auditorium the University staff has to book using the booking slip (Containing Date, Function Name, Requirement of the Event, Name and Signature of the person who booked and signature of the Dean) which is available at the University office.

### **4. Library infrastructure and resources**

The Central Library and all departmental Libraries, headed by the Librarian and supported by technical and ministerial staff is fully automated having RFID, e-Resources facilities etc. The



library staff headed by the Librarian is the custodian of the University Library. The following rules are to be followed for maintenance and use of the library infrastructure and resources.

- Library shall function as per the approved time schedule on all working days.
- The library staff ensure proper handling of documents, particularly during processing, shelving, and conveyance of documents.
- The reading halls should always be kept clean and proper discipline should be maintained.
- Procurements of new books/e-resource are to be made as University rules. The Online and offline catalogues must be updated with every new procurement.
- Library must maintain the Accession Register, Circulation Register, and Fine Register and the access, issue and return of the books must be under careful vigilance of the library staff.
- The gate entry register, Issue Register, e-resource user register, etc. must have the record of daily users.
- RFID, Xerox/copier, lift, smart classroom, computers and other equipment must be serviced periodically through AMC or on-call service providers.
- Repair work related to civil, plumbing, electrical, etc. must be informed to the concerned section of the University for necessary action.
- Stock Register must be maintained and verified annually by the competent authority.
- The library rules must be strictly adhered for its overall smooth functioning.
- Departmental Libraries are maintained by the respective departments.

## 5. Research Laboratories and Central Instrumentation Facility

Individual research laboratory allotted to faculty is maintained by the respective faculty and the faculty in charge is responsible for procurement of equipment, consumable, and others either from the sponsored project or special grant released by the University from time to time following due purchase procedures. All the procured items must be entered in the stock register and after completing the project, the physical assets should be transferred to the respective department stock register or transferred to other faculty (with due approval) for further use.

- The faculty in charge should ensure proper utilization of the lab by his/her own research scholars and also by other research scholars as and when necessary.
- Central Instrumental Facility (CIF) houses the high-end equipment for general use by the university students and faculties and is also extended for the students and faculties from other institutions and industrial entities by collecting a nominal fee. A faculty in charge of the Director, CIF, supported by supporting staff, is responsible for the overall maintenance of CIF building and equipment.
- Procurement of all equipment shall be made following the due purchase procedure as per the availability of funds under special programmes, government grants or University grants. The list of equipment to be procured is finalised by the central committee based on the requisition received from different departments/centres. Procurement of high-end equipment should be made with at least 3-5 years performance guarantee to ensure performance and periodic maintenance. For others, AMC should be done as far as



practicable. A university should ensure the allocation of funds under the maintenance of equipments. All procured items must be entered in the stock register and properly commissioned before processing for payment.

- A faculty shall be made in charge of each piece of equipment and responsible for its day-to-day care/ maintenance. Logbook of users must be maintained. Any short of breakdown must reported immediately for repair.

## 6. Computer Lab and Language Lab

Each Campus has its own Computer Lab with state-of-the-art facilities. It is adequately equipped with (i) hardware (servers, desktop, laptop, etc.), networking equipment, peripherals (printer, scanner, projector, Xerox, etc.) and software. A Language laboratory is also established in the computer centre with desktop computers, headphones with integrated Mic., an interactive touch panel, and Orell talk hybrid language lab software.

- The computer centre is in charge of maintenance of LAN cabling in the campus, Wi-Fi, maintenance computer centre and language labs, and other common computer facilities.
- All purchase-related computer centre, networking and language lab shall be purchased following the due purchase procedure with at least three years warranty.

## 7. Sports facilities/infrastructures

The University has Badminton, football/cricket field, an indoor stadium (under construction) with badminton court and tennis ball court, and a gymnasium with basic facilities. Faculty in-charge appointed for sports and cultural activities is responsible for maintaining the facilities of the Sports Infrastructure.

- Regular practices for badminton, Table Tennis, Chess etc. should be provided to the students in the Indoor Stadium.
- All sports equipment should be maintained in good condition for regular use by the students.
- Procure of equipment shall be done following due purchase procedure and the stock register must be updated with every new procurement/condemnation. The stock verification must be performed annually by the competent authority.
- Ground-level maintenance should be done during vacation periods.
- Prior permission from the authority must be obtained for the conduct of any kind of inter-college/inter-university event in the sports complex/indoor stadium.
- The civil and electrical problems in sports facilities should be reported to the development section for immediate attention and rectification.

## 8. University Hostels



The University has seventeen (17) hostels for boys and girls on the respective campuses with basic amenities like individual cots, study tables, and facilities like a TV lounge, safe drinking water, kitchen, dining rooms, new paper, Wi-Fi, etc.

- The hostel maintenance is done by the individual department by Maintenance office.
- Matrons are engaged in the girl hostels.
- Regular cleaning of hostels, washrooms, kitchens, corridors, and surroundings is done. Cleaning of overhead water tanks, drainage system, and Septic tanks are carried out on a regular basis.
- All the hostels are attached to the Hostel Mess run by the respective hostel under the direct supervision of the Superintendent/Assistant Superintendent and student mess committee.
- The hostels are absolutely free from ragging and the Superintendent/Assistant Superintendent shall take appropriate measures to prevent any kind of untoward incident.

## 9. Guest House

The University Guest House has provisions for accommodating guests coming for official purposes.

- The maintenance and upkeep of the University Guest House is monitored by the faculty in charge of the guest house with the help of supporting staff.
- The rooms are allotted based on the application received from the guest or the host in the university. The faculty in charge of the guest house sends the application to the concerned section for the sanction of rooms based on the genuineness of the request and room availability.
- The university has fixed rates for rooms which are revised from time to time.
- The garden in front of the guest house is maintained by outsourced staff of the University.
- The development section of the University provides electrical and civil assistance for the maintenance of the facilities.

## 10. Campus Security & CCTV Surveillance

The University is committed to maintaining safety and security for its students, staff, and faculties. Security Office has been appointed by Management to monitor day to day safety and security of the entire University premises. The outsourced security personnel are engaged, manned by 100+ security personnel under the supervision of a Security Officer, the primary goal of security personnel is to safe and conducive environment on the campus.

- High-rise boundary wall around the campus.
- The University/Security officer must ensure the presence of security at all main entry/ exit gates and at strategic locations within the campus and patrol inside the campus to check unhealthy practices.





- If any untoward incident happens to students and staff, the same may be intimated to a nearby security person or security officer.
- Security personnel must ensure the safety of students and others while conducting functions/meetings at different auditoriums, hall of the University.
- CCTV cameras have been installed in entry/exit gates, and at other sensitive locations, departments, hostels, and administrative buildings is installed to add further security.

### 11. Campus Cleanliness

- Cleaning of academic and administrative premises is performed regularly based on the procedures set forth by the Planning and Development section of the university.
- The University engaged manpower as per requirement for cleaning works in the campus
- The cleaning activity is generally completed before the class and office time. Department/section Heads monitor the cleaning works.
- Responsibility for the cleanliness outside the immediate premises of the departments and the general area of the campus is vested with the development section.

### 12. Vehicles & Transport

- Over the year the University has phased out the old vehicles. The University hires cars from the approved travel agencies for officials as per necessity on a monthly rental basis. Each driver must maintain the log book on a daily basis about the running of the vehicle for submission of bills at the end of each month. Additional vehicles, as and when required, shall be hired preferably from the approved travel agency or other travel agency as per the approved rate.
- Maintenance of own vehicle must be done periodically and the fitness certificate for the vehicles is to be renewed as per requirement from the RTO office.

### 13. Utilization Policy

1. The University mandates and ensures optimum utilization of facilities. Precaution should be taken for the gadgets/equipment/systems that need cooling/recovery time/rest.
2. Stock Registers: All Departments/centres/Offices must maintain stock registers which are to be updated with every new purchase or condemnation. The University Mandate Annual Stock Verification by the authorised persons.
3. Obsolete/damaged items are to be reported in writing to the office of the Registrar for disposal following due procedure. Wherever possible (especially on electronic goods) the buyback method should be adopted for new procurement in order to avoid e-waste.
4. For use of any of the University facility, the application should reach to the concerned officer for approval. If approved, the booking amount as per the rate fixed by the University/caution money shall be deposited to University account for utilisation of the facility on approved date(s).