

Procedure & Policies Regarding Maintaining & Utilising For Physical and Academic Support Facilities



SCHOOL OF MANAGEMENT SCIENCES
Varanasi

To Whomsoever It May Concern

This is to certify that the Infrastructure Maintenance Policy remains the same as of 01.07.2017 without any change in the process.

(Administrative Officer)

Date : 01.07.2019

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1. Introduction

The School of Management Sciences, Varanasi owns and operates an extensive infrastructure to deliver its teaching, learning and research programmes. The Institute has an established system for maintenance and utilisation of computers, classrooms, equipment and laboratories in the campus. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations and formats of a procedure for the maintenance of various infrastructural facilities are presented in this document.

2. Maintenance of Physical Facilities

The physical facilities are maintained by the Institution's '**Maintenance Cell**'. Institute has a full-fledged 'Maintenance Cell' with Administrative Officer, having a team of electrical maintenance personnel, civil maintenance personnel, water supply and sanitation personnel etc.

- **Structure of Maintenance Cell: -**

Given below designation of Maintenance cell team members: -

1. Administrative Officer.
2. Project Manager. (A Qualified Civil Engineer)
3. Electrical Engineer.
4. Sr. Maintenance Supervisor.
5. Jr. Maintenance Supervisor.
6. Electrical Supervisor.

- The Administrative Officer takes care of maintenance and repair of buildings, transportations, roads, water lines, electrical installations/ equipment's, and other support services through the support of all other personnel of the maintenance cell.
- Whenever the need arises, the concerned department raises a maintenance indent stating the nature of repair / maintenance required and the priority.
- Annual stock taking and verification is a routine matter.
- Further, the Administrative Officer with the support of specialized maintenance

staff regularly monitors the water supply to ensure constant supply of water.

- Proper maintenance of electrical items, including generators, is done for enhanced efficiency and Institute has a proper maintenance schedule for this, which is attached as Annexure-A
- Proper civil maintenance is done with civil maintenance schedule, which is attached as Annexure-B.

SCHOOL OF MANAGEMENT SCIENCES, VARANASI
VARANASI

ELECTRICAL MAINTENANCE SCHEDULE

Annexure - A

S. No.	Equipment's	Daily	Weekly	Forth Nightly	Monthly	Quarterly	Half Yearly	Yearly	Remarks
1	11 KV Circuit Breaker Inspection						•		
2	Transformer Inspection - Oil Level, Leakage & Temperature				•				
3	Oil Testing Transformer & Circuit Breaker							•	
4	Transformer Silica Gel to be changed						•		
5	Insp. Of CT End of Transformer				•				
6	Inspection of Panel, DBs, Switchgears & Termination : a) Gen Set b) Academic - I c) Computer Block d) Admin. Block e) Academic - II				•				
7	Checking Bus Bars, Nut-Bolts & Connections Sleeves etc.					•			
8	Panel Cleaning with Air Blower				•				
9	Reading to be taken of KWH, KVAH & PF of HT Meter	•							
10	PF Reading to be taken of APFC Panel	•							
11	MDI Controller to be checked				•				
12	Solar: Reading & Panel Cleaning	•							
13	Earthing to be tested					•			
14	Energy Reading of Gen Sets	•							
15	Routine Maintenance of DG Sets	•							
16	Fire Hydrant System to be checked				•				
17	Capacitor De-ration checking				•				
18	Records of Diesel receiving				•				
19	Records of Diesel issue and Consumption for DG Sets	•			•				
20	DG Sets Log Book Record	•							
21	ACs Servicing						•		
22	UPS Checking	•							
23	Daily Work Record	•							
24	Maintenance of Fans, Lights, Switches and S/w. Boards			•					
25	Power Availability Record	•							
26	Water Coolers Servicing				•				
27	Garden Lights Cleaning	•							
28	Operation of Submersible Pumps	•							
29	Miscellaneous	<i>As per Requirements</i>							

Electrical Engineer

Administrative Officer

NOTE:

1. MDI, APFC RELAY Setting to be known to the Electrical Staff & Engineers
2. Two Skilled man power required for the above jobs.

REQUIREMENTS:

1. Diesel Storage Tank must be underground
2. Lightening Arrester meshing to be done for safety of equipment's and building with copper strips.

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CIVIL MAINTENANCE SCHEDULE**

Annexure -B

S. No.	Particulars	Daily	Weekly	Forth Nightly	Monthly	Quarterly	Half Yearly	Yearly	Three Year	Five Year	Remarks	
1	Carpentry Work	as per complaint		✓								
2	Hardware Work	- do -		✓								
3	Electrical Work	- do -		✓								
4	Plumbing Work	- do -	✓									
5	Painting Work (Internal)	- do -							✓			
6	Painting Work (External)	- do -								✓		
7	Flooring Work	- do -						✓				
8	Aluminum Work	- do -						✓				
9	Window Glass Work	- do -			✓							
10	Civil Work	- do -				✓						
11	Miscellaneous	- do -	As per requirement									

(Maintenance Supervisor)

(Administrative Officer)

The Administrative 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 Security Officer and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

2.1 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 Project Manager. The laboratory assistants take care of their respective laboratories. 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.

2.2 Maintenance and Utilisation of Library and Library Resources

- 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 pesticide 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.

2.3 Maintenance and Utilisation of Seminar Hall and Conference Hall

Seminar Hall and Conference Hall are under the purview of the Project Manager and Electrical Engineer and the cleanliness is taken care of by the housekeeping team. Effective utilisation of Seminar Hall and Conference Hall 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 Administrative Officer, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

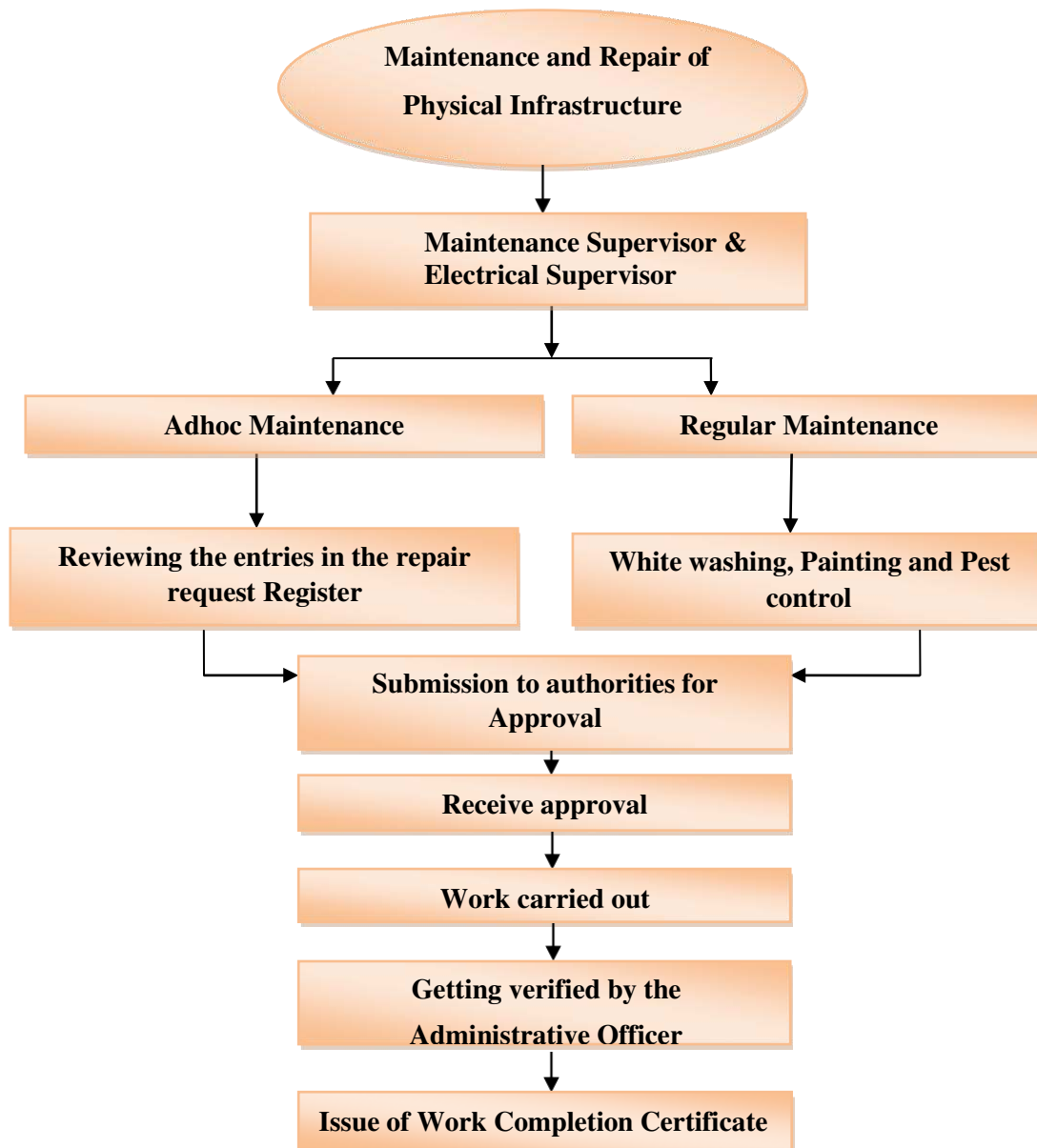


Figure:1 Maintenance of Physical Facilities

3. Maintenance of ICT Facilities

The Computer Centre and its support staff 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.

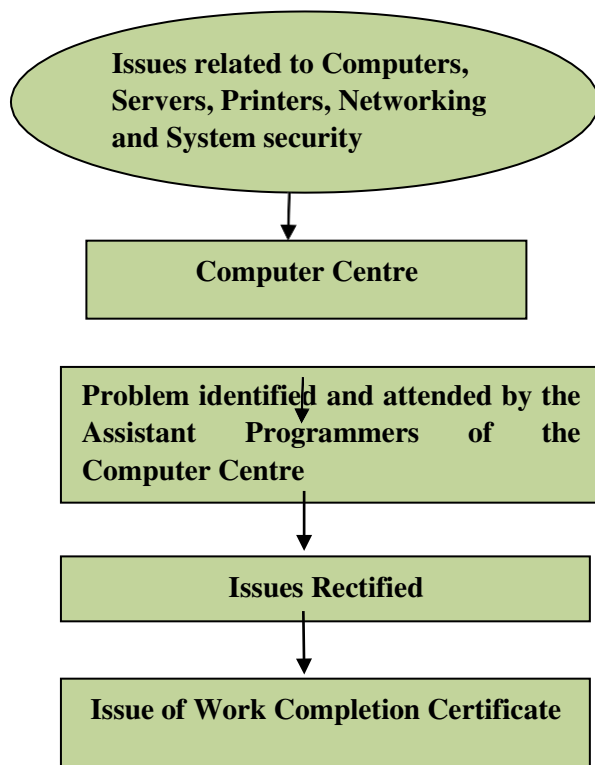


Figure:3 Maintenance of Computer and Accessories

4. Maintenance of Media Lab Equipment

The respective faculty members, Manager (IT) and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, asset registers, log books, are maintained by the laboratory. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Registrar.

5. Maintenance of Sports and Games Facility

The sports equipment, fitness equipment, ground and various courts in Campus are supervised and maintained by the Co-Coordinator of Crest (Sports) Club and Administrative Officer. Expensive equipment in the Gymnasium is 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 Sports Club jointly maintain the sports equipment. Seasonal maintenance of all equipment, Gymnasium and ground are carried out regularly by the students of Crest Club and maintenance supervisor.

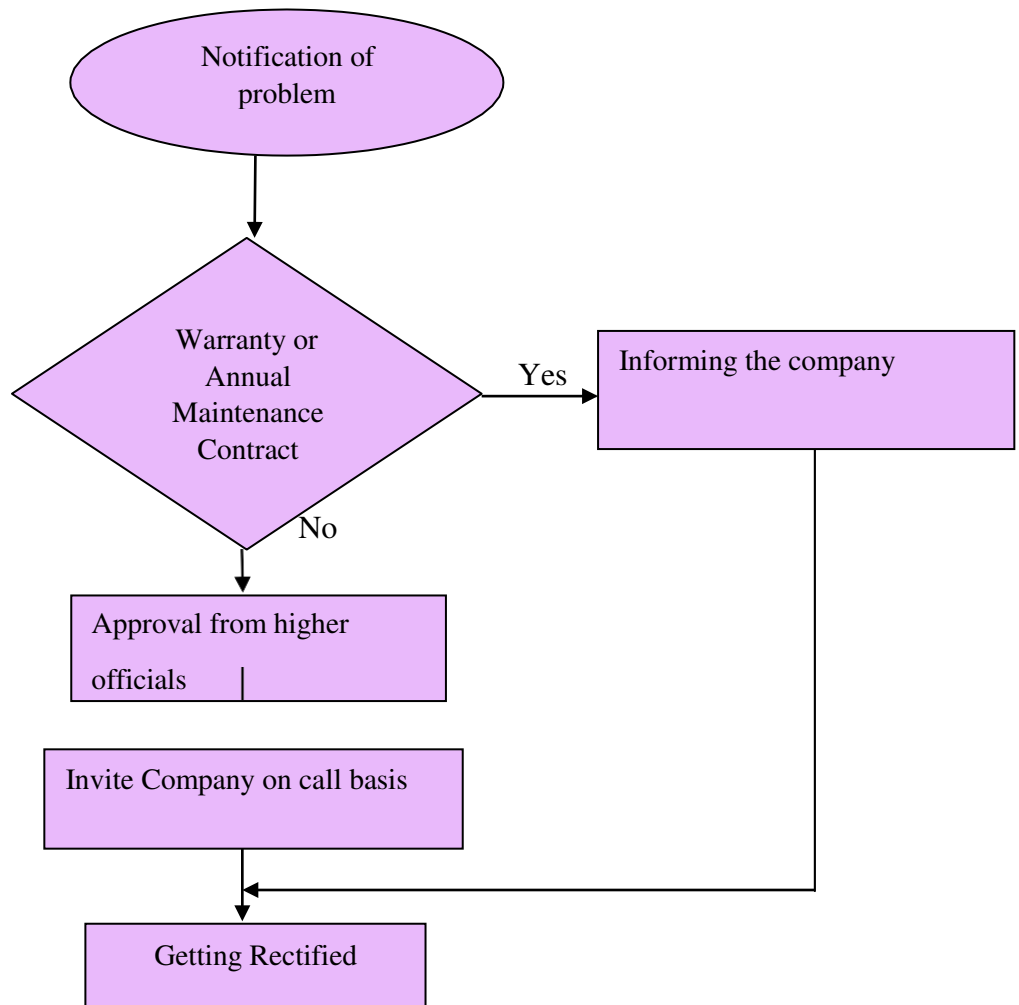


Figure:5 Maintenance of Sports and Games Facility

6. Maintenance of Campus Cleanliness

Cleaning of the campus areas 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 Administrative Officer.

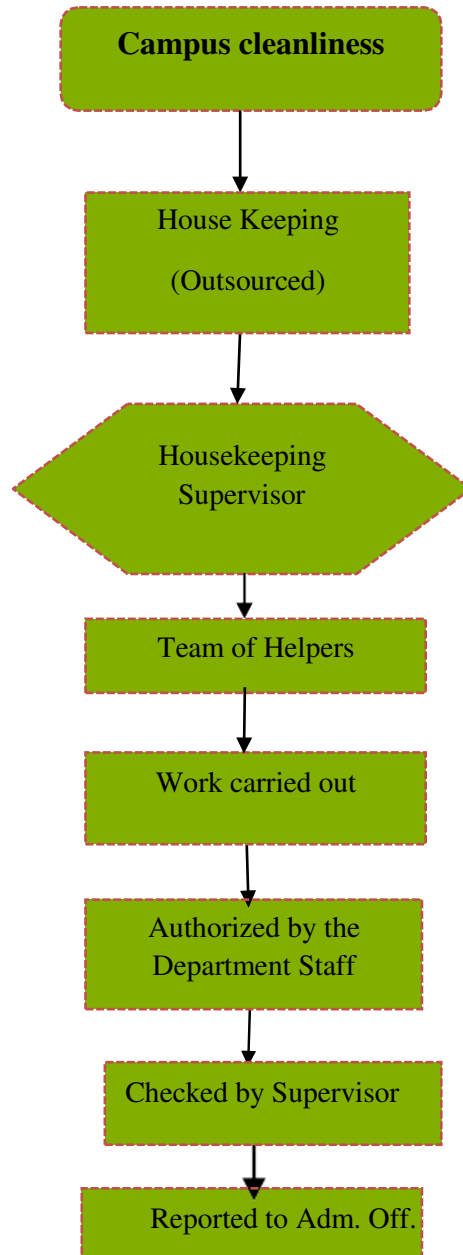


Figure : 6 Maintenance of Campus Cleanliness

7. Maintenance of other Amenities

The Rain Water Harvesting systems are maintained by the Project Manager and support staff. The RT Solar Systems are maintained by the Electrical Engineer and support staffs. The maintenance of equipment for water pumping set up undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campus is equipped with 24/7 safe and adequate drinking water supply. Fire extinguishers are installed in various blocks and are maintained by the Security department with the support of the Project Manager. Amenities like canteen and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects –Garden, the orchards, solar panels, rainwater harvesting systems, in the campus are maintained by the gardeners and respective support staffs every day.

Entire campus is under surveillance with CC TV Camera Network and the facility is taken care of by the Computer Centre through annual contract with the service providers.

8. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, electrical/other equipment, sports items and all assets are done by designated faculty and concerned departmental staffs 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 destructed / disposed off in an environment friendly manner by M/S E – Waste Recyclers India, Delhi.

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 respective supervisors and his team members.