

# Infrastructure Maintenance Policy



Construction/Maintenance Department

**BANDA UNIVERSITY OF AGRICULTURE &  
TECHNOLOGY, BANDA- 210001**

**Constituted by-**

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## INTRODUCTION:

Banda University of Agriculture and Technology, Banda, UP has huge infrastructure to deliver its teaching, research and extension programmes. University has created standard systems and procedures for maintaining the physical, academic and support facilities.

The Construction/Maintenance wing of the university looks after the regular maintenance of the university building for campus development based on allocation of maintenance funds received from ICAR Development Grant and University resources. The university regulated by 04 major wings for maintenance: construction/maintenance, electrical, water supply and housekeeping wings which is operated by concerned Officer Incharge, nominated by the Vice- Chancellor. The policy document of the university provides a framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of the huge existing infrastructure facilities. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this document.

Officer In-charge has responsibilities to ensure effective use and maintenance of the existing infrastructure facilities like college buildings, hostels, laboratories, Directorates and different units etc. By developing maintenance policy, the departments will have the tools they need to control the performance of the maintenance work in the University. The work priorities adopted by the Construction/ Maintenance wing to ensure that the most important work is done at a time it can be performed most cost-effectively. The officer In charge will ensure that there are sufficient clear procedures in place to allow staff to maintenance Policy. The maintenance wing shall have a comprehensive work request information came from the different departments/offices mentioned description of work, priority and tentative cost of works. All work request and activities performed by the different wings staff after taking the administrative and financial approval from the competent authority of the university. The services of plumbers, electricians, carpenters, etc are available round the clock in the campus. Electrical wing is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution systems, solar panels etc. Maintenance of water supply, sewage and drainage is undertaking by the water supply department. Housekeeping wings is a team of members, monitors the cleanliness of the buildings, classrooms, labs campus, sport facilities, staff lounge, students amenity areas and hostel buildings etc. classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Heads of the department.

### 1. COMPONENTS OF A MAINTENANCE SYSTEM:

The 04 major wings of maintenance: construction/maintenance, electrical, water supply and housekeeping wings of the university includes the following components: -

- Prioritization of work.
- Comprehensive work procedure
- Performance standards and goals
- Execution of work by Govt. agencies

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

### Prioritization of Work

The work priorities adopted exemplify its philosophy of delivering maintenance services after receiving the indent from the user/ in-charges of the premises. This priority system ensures that the most important maintenance work is done at a time, and it can be performed most cost-effectively. The maintenance priorities of the University assets and buildings are as follows:



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

### **Comprehensive Work Procedures**

The concern Officer-Incharge will ensure 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. The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure.
- iii. Forms needed to carry out the activities.

### **Performance Standards and Goals**

The Officer-Incharge of Construction/ Maintenance will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards, the University will take into consideration certain factors:

- i. National/State building and fire safety by laws.
- ii. State Building Codes.
- iii. University Agreements.
- iv. Job descriptions of works to be undertaken.

Nothing in the documents listed above will prevent the Officer In-charge of Construction/ Maintenance from setting a standard that is higher than that contained in the documents. 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 concern maintenance wings shall have a comprehensive work order system that includes all work request information, 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 (with file number).
- viii. Description of work performed (with filer number).
- ix. Estimate the actual time to complete the work.

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## 2. MAINTENANCE OF PHYSICAL FACILITIES

The physical facilities of the university are maintained by the 04 major wings for maintenance: construction/maintenance, electrical, water supply and housekeeping wings which are operated by concerned Officer In-charge. The services of plumber, electricians, carpenter, etc. are available round the clock in the campus.

Officer In-charge electrical 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 the In-charge water supply.

Officer In-charge of each wing with a team of members, monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings.

Ensuring adequate fire-fighting arrangement in common areas such as Multipurpose Hall of College of Horticulture and Agriculture, Committee room, at major events organized on campus such as Convocation etc. and coordination with respective departments for any such response in emergency, is an important responsibility of the estate office and the concerned in-charge of college buildings.

## 3. 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 and monitor time to time by the concern Dean of Colleges. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the Dean of the College periodically on all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staff of respective departments monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

## 4. MAINTENANCE OF LIBRARY AND LIBRARY RESOURCES

The library staff takes care of library resources. They are trained in the handling of library documents, particularly during processing, shelving and conveyance of documents.

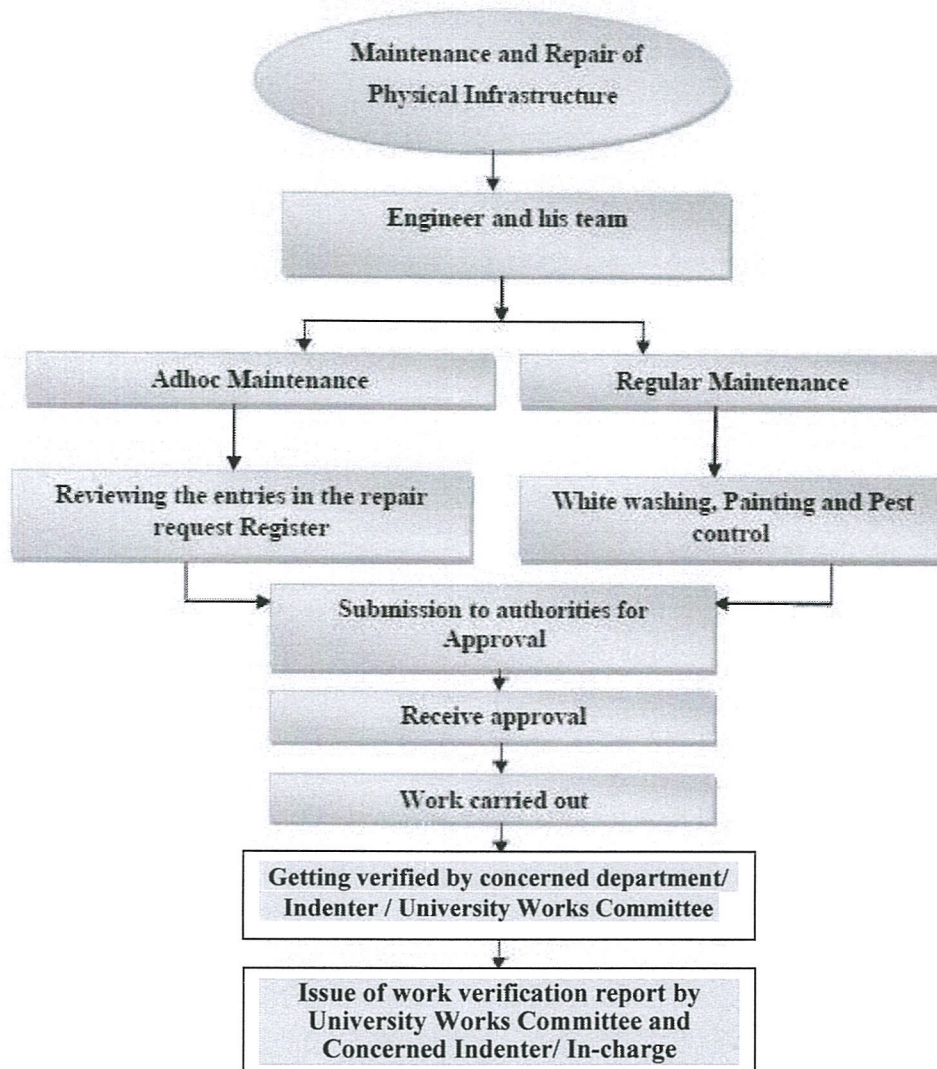
Dust should not be allowed to deposit on the documents because this causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. Documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity-controlled room.

## 5. MAINTENANCE AND UTILISATION OF SEMINAR HALLS AND MULTIPURPOSE HALLS

Maintenance of Seminar halls and multipurpose halls are under the purview of the Construction/ Maintenance wing of Estate office / Dean of College and Head of Departments. Effective utilization of seminar halls and multipurpose halls for organizing academic meetings, seminars, conferences and cultural events time to time.

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**FLOW CHART OF PHYSICAL INFRASTRUCTURE MAINTENANCE**

**6. MAINTENANCE OF ICT FACILITIES**

Officer In-charge Information Technology and his supporting staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

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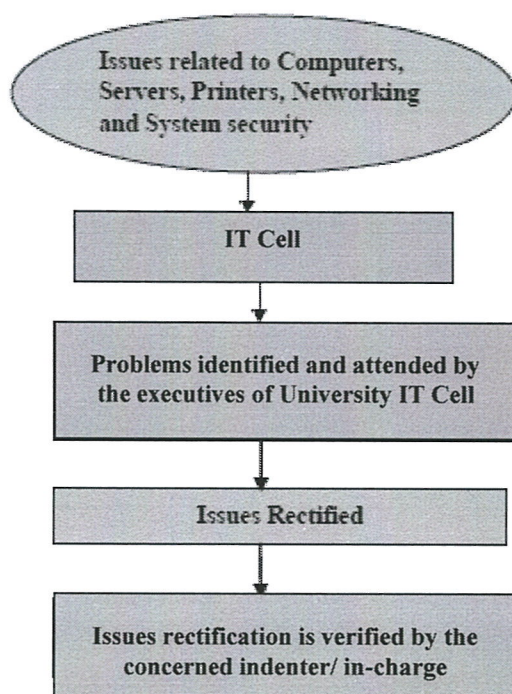
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### MAINTENANCE OF ICT FACILITIES

#### 7. MAINTENANCE OF SPORTS AND GAMES FACILITY

The sports equipments, fitness equipments, ground and various courts in the university Campus are supervised and maintained by the office of Dean Student Welfare of the University. Expensive fitness equipments in the Indore Stadium are maintained as required.

Sports in-charge, vendors of Sports goods and students of Physical Education jointly maintain the sport equipment. Civil works under the Gymnasium and playgrounds/ sports stadium are maintained by the staff of the estate office after the requisition and approval from the competent authority.

#### 8. MAINTENANCE OF CAMPUS CLEANLINESS

Cleaning of the university campus 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 twice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Officer In-charge maintenance under estate office and in-charge of concerned premises.

#### 9. CAMPUS DEVELOPMENT ACTIVITY

- i. To prepare proposals for infrastructural development in the campus as instructed by the Vice Chancellor for University funded projects or for seeking funding from UGC/ ICAR, State Government and other Government projects through Registrar/Director Research/Director extension/ Dean of colleges etc.
- ii. The maintenance works with the funding of university own sources are approved by the University vice chancellor after the proposal from the concerned indenter. The agency is nominated by the Govt. in case the proposed budget is more than 10 lakhs and for rest the works the estimate is asked from the agencies working in the university campus for approval of university vice chancellor. The university works committee monitors the works executed by the construction agencies as per the MoU between university and the agency. The work is handed over to the university after verification of public works department and the University works committee.

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- iii. To coordinate with government nominated executing agencies for successful execution of such funded projects and submission of utilization certification by the Finance Officer.
- iv. To execute approved proposals for demolition of such dilapidated building structures which are deemed unusable for safety reasons through due process of auction on as-is - where basis.

#### 10. ALLIED AND INCIDENTAL MAINTENANCE

- i. To prepare estimates of maintenance, repair, renovation or new projects as per approved schedule of rates prescribed by the UP Public Works Department and Delhi schedule of Rate, seek administrative approvals, carry out due process of inviting quotation, tenders by government nominated agency, Expressions of Interest etc. as applicable as per prescribed respective limits for quotations, tenders etc., assign work to successful bidder after ensuring prepared MOU to be signed by Finance Officer.
- ii. To monitor approved works for timely completion and adherence of quality, verify and process bills for payment to Finance Officer.
- iii. To maintain records of all executed works and assist in provision of requisite information as needed to authorities, RTI and audit.
- iv. To install electrical 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 note to Finance officer.
- v. To ensure handing over the new added infrastructure facilities to the concerned In-charge of the office after verifying the lists of assets, fittings and 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 /Vice Chancellor.
- vii. To issue No-Dues Certification to teachers/employees after ensuring all rental dues, electrical charges are paid and all fittings and fixtures are intact.
- viii. To assist in removal of condemned and discarded items of furniture, fixtures and furniture on the request of HOD or In-charge concerned to the scrap yard or store for disposal under the directions of University authority.

#### Glossary:

- i. **Maintenance:** Work performed on a facility or the fixed systems and building service equipment therein, for the purpose of maintaining quality and function.
- ii. **Planned maintenance:** Upkeep of property, machinery, and facilities, including buildings, utility systems, roads, and grounds. It is often characterized by its routine or recurring nature.
- iii. **Preventive Maintenance:** Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks that prolong system operation and useful life: inspection, cleaning, lubrication, and part replacement.
- iv. **Repairs:** The reconstruction or renewal of any part of an existing facility for the purpose of maintenance or restoration of its state.

#### Note 1:

All the procedures and protocols related with maintenance of infrastructure are subject to change in accordance with guidelines issued by U P State Public Works Department /DSR and Guidelines issued by State Agriculture Education Department.

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