



GURU GHASIDAS VISHWAVIDYALAYA

(A Central University)

BILASPUR (C.G.)

गुरु घासीदासविश्वविद्यालय

(केंद्रीय विश्वविद्यालय)

बिलासपुर (छ.ग.)



**MAINTENANCE POLICY FOR
MAINTENANCE OF PHYSICAL INFRASTRUCTURE
(DRAFT-2020)**

Preamble

Guru Ghasidas Vishwavidyalaya (GGV) has a wide infrastructure to offer its teaching, learning and research programs. GGV has a built-in system for maintenance and utilisation of computers, classrooms, equipment and laboratories. This document provides a regulatory framework and describes the division of responsibilities for monitoring the use and protection of existing facilities. Schematic representations of an approach for the maintenance of various infrastructural facilities are documented below. The type and nature of repairing and maintenance of university facilities on campus have been divided into six major categories

1. **Repairing and maintenance of campus physical infrastructure:** It includes civil infrastructure such as academic buildings, guest houses, hostels, residential quarters etc., electrical infrastructure including electrical lines (power and domestic) transformers, electrical appliances for general use including ACs, coolers, water coolers, UPS, pumps, water lines, tanks etc.
2. **Repairing and maintenance of academic infrastructures:** It includes all academic infrastructures within the departments including classrooms laboratories offices and other facilities excluding general repairing and maintenance covered in serial number 01.
3. **General maintenance and annual maintenance contract (AMC) of ICT facilities:** This Category includes all ICT infrastructures on the campus including computers (LAN connected), optical fibres, servers, different layers of networking, smart classrooms, and semi smart classrooms, PCs, laptops, printers, UPS and associated accessories.
4. **Annual maintenance contract of major instruments:** Herein all such instruments that cost more than 5 lakhs and requires the annual maintenance as recommended by the head/in charge of the various labs of different departments/centres/sections.
5. **Security and sanitation of University premises/facilities:** This covers the general sweepings of roads, buildings, gardens, labs, libraries and cleanliness within the campus including the bathrooms and toilets.
6. **Maintenance of renewable energy resources, water bodies and waste management:** It covers the repairing and maintenance of solar panels, solar energy based devises, natural and man-made water bodies and all kinds of waste management system and the accessories there in.

Maintenance of Physical Infrastructure

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The physical Infrastructure of GGV include all the academic buildings, administrative building, cafeteria, auditorium, central library, residential quarters, hostels, guest houses, HRDC, health centre, other offices, sports grounds, connecting roads, bore wells, overhead water tanks, water supply distribution system, electric supply system, drainage and sewerage system. The University has a dedicated Engineering section which carries out periodic maintenance of all physical infrastructures. The Engineering section which is headed by University Engineer look after the day to day supervision and maintenance. Every year estimates of regular repair and maintenance for all the physical infrastructure (Civil & Electrical) are prepared by the Engineering Section. Further, the complaints from various departments (ad hoc repairs) can be registered through notesheet.

Classification of Physical Infrastructure Maintenance:

The physical Infrastructural maintenance includes both civil maintenance and electrical maintenance. All the works which are to be supervised/executed by a civil engineer comes under civil maintenance, whereas as the works that have to be supervised/executed by an electrical engineer comes under electrical maintenance.

Civil Maintenance:

In the Civil Maintenance, the works related to repairs of the following: building foundations, columns, walls, slabs, floors and roofs, roads, footpaths, stairs, repair of sunshades, doors & windows, toilets, water tanks, auditorium, sports grounds, sewers, septic tanks, tree guards, drains, abutments, culvert, earthen bunds, tube wells, water pipe lines, sewer lines, garages, sheds, gates, partitions, grills, overhead tanks, Barricades, boundary walls, wooden and steel furniture & fixtures etc. Further, white washing of buildings, partitioning, panelling & false roofing, plinth protection, rain water harvesting related work and maintenance & expansion of gardens, planting of trees, cutting and filling of earth and levelling work, etc are executed/taken up under civil maintenance.

Electrical Maintenance:

In the Electrical Maintenance, the works related to repair of all electrical fittings like ACs, Air Coolers, Water Coolers, generators, Inverters, Transformers, Tube well motors, pumps, transmission lines, electrical wirings, Tree cutting creating hindrance to

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power supply, painting of electric poles, repair of earthing points, Repair/replacement of high mast lights, repair of focus lights, etc. are taken up. Under the regular electrical maintenance, the routine repairs that occur as and when required or day to day hindrance in smooth power supply due to unforeseen causes i.e. repair of ACs, Air Coolers, Water Coolers, Tube well motors, pumps, transmission lines, street lights, electrical wirings, switch boards, fans, electric connections, transformers, bus bars, earthing to buildings, high mast lights, focus lights, etc. are taken up. Further, replacement of non-reparable fixtures and gadgets like tube lights, bulbs, LEDs, solar standalone lights, street lights, Geysers, etc are included.

Estimating the Repair:

The estimates of the regular/adhoc repairs either of Civil or Electrical section that are recurring in nature are prepared by the Engineering section as per CPWD manual and are submitted for budget sanction.

Submission to Authorities for approval & Budget sanction

The major repair work estimates are placed before the statutory body i.e. Building Committee for consideration and approval and subsequently, it is placed before the competent authority of the University for appropriate Budget provision. The desired Budgets are allocated either from the internal resources or from the Budget for the purpose as and when allocated and sanctioned by UGC as routine annual grant.

Execution of Work

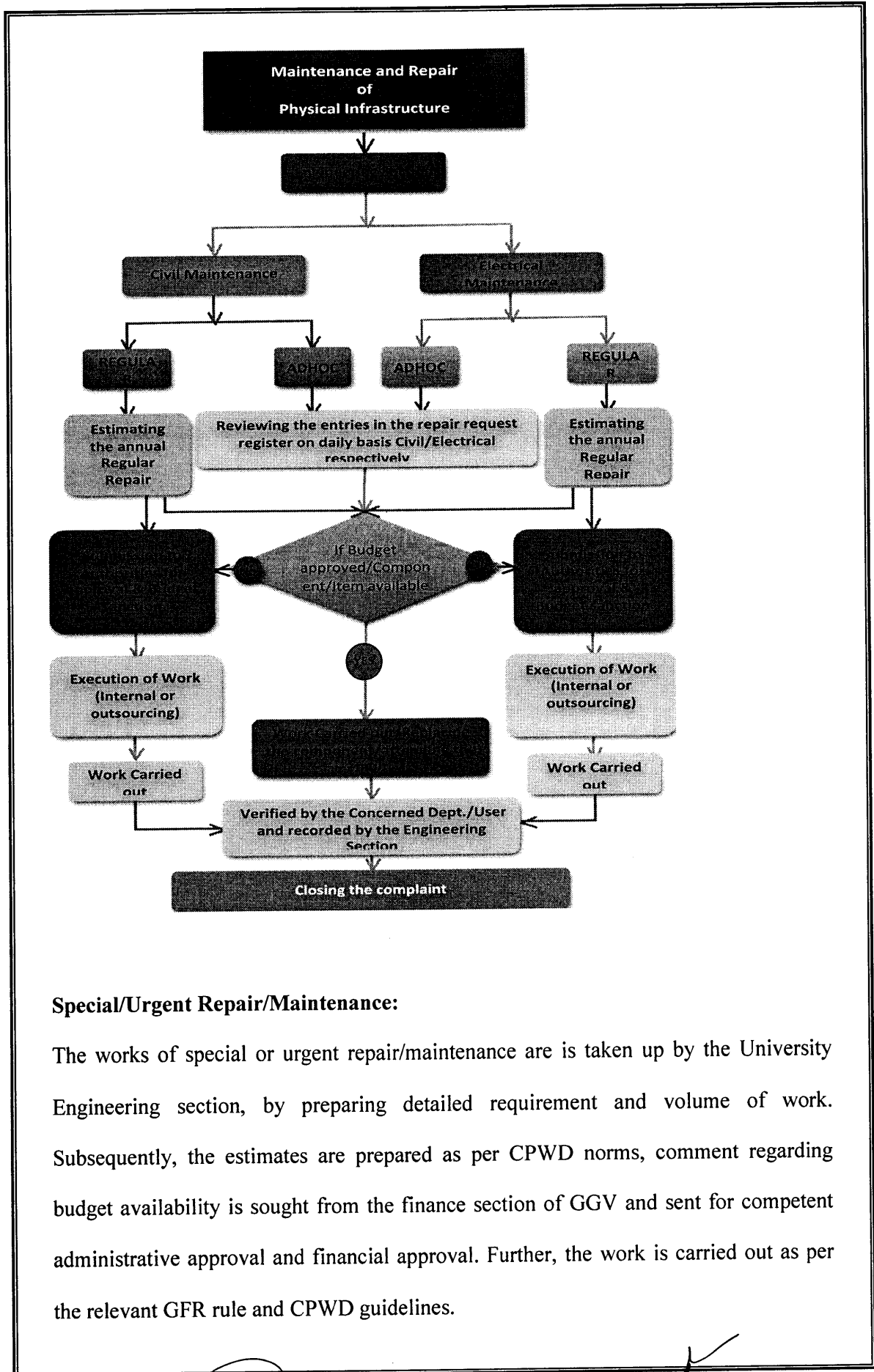
The repair works are carried out either by the University Engineering Section following the GFR rules/provisions or the work is allocated to the empanelled PSU or CPWD or any other Govt. agency based on the nature, urgency and volume of the work.

Verification of Work by the Concerned Dept./User

The repairing works that are carried are verified by the concerned user department/section and recorded by Engineering Section.

Figure 1: flow chart depicting the procedural steps involved in the Maintenance of Physical Infrastructure of GGV.

The bottom of the page contains several handwritten signatures and initials. From left to right, there is a signature that appears to be 'Rajeshwar', a circled signature 'A', the name 'Shan', a signature 'Raman', the initials 'AOK', a signature 'Ravi', and a large, stylized signature on the far right.



Special/Urgent Repair/Maintenance:

The works of special or urgent repair/maintenance are is taken up by the University Engineering section, by preparing detailed requirement and volume of work. Subsequently, the estimates are prepared as per CPWD norms, comment regarding budget availability is sought from the finance section of GGV and sent for competent administrative approval and financial approval. Further, the work is carried out as per the relevant GFR rule and CPWD guidelines.

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Maintenance and Utilization of Seminar Halls and Auditorium

Seminar halls and auditorium are used for organizing academic gatherings, seminars, conferences and cultural events. The maintenance of the Seminar Halls and Auditorium is under the purview of the engineering section. For accessing the facilities, the faculty/staff that are organizing conference has to submit a note-sheet through HOD and Dean and the date of the event is recorded and the buildings are made available on a first-come, first-served basis. The procedure of allotment of these facilities may change as notified by the University from time to time.

2. Repairing and maintenance of academic infrastructures

Maintenance of Classrooms and Laboratories

Classrooms with furniture, teaching aids and laboratories are monitored by the concern head/ in charge and supervised by the teaching/non teaching staff of the department/centre/section concerned. Lab assistants/employees of the respective department oversee the proper use of available infrastructure/ laboratories. Students take full advantage of all classes during working day, and also receive instructions for equipment management. the repairing and maintenance of the facilities as describe under this category will be done as per the following procedure as described in the flow chart given below.

1. Raising the demand for repairing and maintenance by concerned HoD
2. Submission of tentative budget in prescribed format as notified by the University by the respective departments/centres/section.
3. Discussion on the budget allocation and final Allocation of required budgetary support by the University after due approval by the competent authorities or

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statutory bodies as the case may be—Notification in this regard be issued before each academic session as far as possible.

4. Execution of maintenance work within the budgetary support by the selected agencies as per the provisions of GFR.

3. General maintenance and annual maintenance contract (AMC) of ICT facilities:

Maintenance of ICT Facilities:

The general maintenance of the ICT facilities will be monitored and performed by a team of technical staff which may also include faculty members if need be, as notified by the University. The domain of this maintenance work covers LAN connected computers, servers and campus Wi-Fi, LAN network, computational facilities in the library, offices and within the departments, all ICT infrastructures on the campus including optical fibres, different layers of networking, smart classrooms, and semi smart classrooms, PCs, laptops, printers, UPS and associated accessories. The annual maintenance also includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers will be serviced and reused effectively.

The procedure for such repairing and maintenance will be done as per the following standard procedure (Flow chart –III)

1. Raising the demand for repairing and maintenance by In charge of such cell as notified by the University.
2. Submission of tentative budget in prescribed format as notified by the University by the In-charge of concerned cell..
3. Discussion on the budget allocation and final Allocation of required budgetary support by the University after due approval by the competent authorities or statutory bodies as the case may be—Notification in this regard be issued before each academic session as far as possible.
4. Execution of maintenance work within the budgetary support by the selected agencies as per the provisions of GFR.

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Maintenance through Annual Maintenance Contract (AMC) for ICT facilities:

Certain ICT facilities may require general technical support and maintenance throughout the session and may not be handled by the technical staff available in-house. Such ICT facilities may be maintained through AMC. Identification of which ICT facilities need AMC will be recommended by the team of technical persons as per the University notification. It is also advised that any new ICT facility installed on the campus may be commissioned along with the AMC contact as far as possible.

4 Annual maintenance contract of major instruments:

Major instruments that cost more than 5 lakhs and require the annual maintenance as recommended by the head/in charge of the various labs of different departments/centres/sections will be maintained through AMC. However, equipments procured under specific projects will not be covered under this category if provision of AMC grant does not exist in the project. Further, the AMC of such equipments will be done where user department have shown the potential use of the equipment.

The procedure for such Annual Maintenance contact will be done as per the following standard procedure (Flow chart –IV)

1. Raising the demand for annual maintenance contact for the major equipments installed and working in the department by In charge of such department. In case the equipment is not in working condition, the concern HoD should first et it repaired and in working condition before proposing AMC for such equipment.
2. Submission of tentative budget in prescribed format as notified by the University by the In-charge of concerned cell.

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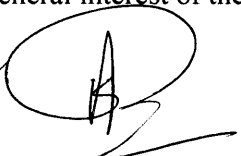
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Anything not covered in the policy document will be taken up as per the University norms and general rules applicable from time to time. University has all rights to change or modify or cancel any clause of this policy, if deem fit in the general interest of the stake holders.

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