INFRASTRUCTURE UTILIZATION AND MAINTENANCE 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 the probability of accidents at the workplace for ensuring safety.

- The policies are meant for the day–to–day dealing. They guide all members in academic areas.

- The physical and academic facilities are implemented by policies to optimize the use of Resources based on the needs of Education, Research, and Administration.

- The coordination between facility allocation and utilization ensures the optimal usage of Resources like Laboratories, Sports gyms, Libraries, and Classrooms inside the campus.

- College policy is to have an effective mechanism in place for the upkeep of the infrastructure and other facilities to have optimum utilization of the facilities to have effective and smooth functioning of the college.

- To prevent misuse and misconduct of Resources and Services.

- To achieve timely up-gradation, replenishment, repair, and replacement of Resources and Services.

- To set standardized maintenance and utilization procedures for Resources.

	Policy Title: Infrastructure Utilization and Maintenance Policy	
1	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area:
2	Brief Description of the Policy:	The College has established a system for the Maintenance and Utilization of Computers Labs, Classrooms, Sports Gym, Laboratory Equipment, and other Infrastructural facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.
3	Policy Applies to:	Mewar University
4	Effective from the Date:	

5	Approved by:	
6	Responsible Authority	Department HOD
7	Superseding Authority	Principal
8	Last Reviewed/ Updated:	
9	Reason for the policy	To smooth line the policy
10	References for the policy	University/ HRDC/ etc.

Target Group:

- Management of the College

- Principal

- Teaching Staff

- Non-Teaching Staff

- Campus Manager

- Students

- Parents

- Vendors

INFRASTRUCTURE UTILIZATION POLICY

- The University ensures optimal allocation and utilization of the available Financial Resources for the 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.

- **Master Time Table** is prepared to facilitate maximum use of all classrooms and labs.

- **Standard Operational Procedures** for handling various Committees, equipment, and instruments are to be strictly followed.

- The Institution possesses spacious **classrooms** which have a sufficient number of fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance appointed by the Management.

- Classrooms with furniture, teaching aids, and laboratories are maintained by the respective Department staff and attendants and supervised by the respective Heads of the Departments.

- The University gives **Classrooms rent** for conducting exams during holidays and vacations.

- Separate Laboratories are allotted for classes based on a timetable.

- The University has 11 **Computer labs** which have around 371desktops. The systems are maintained with the help of the hardware technicians appointed exclusively for this purpose by the Management.

- There is a separate Lab Time-Table for all the courses. 11 labs are allotted for different programs according to their requirements.

- The college has 5 **Smart Class Rooms** with Interactive smart boards, Laptops, Sound Systems, and Internet Connection. Smart classes combined with the Internet open the doorto the vast world of online study materials. It can leverage the maximum potential of online materials for learning and teaching. This way, education would not be restricted to our textbooks.

- University has a **Conference Room** with LCD Projector, Mic, and SoundSystem. The Staff organizes Induction/Orientation Functions, Guest Lectures, Workshops, Department Meetings, Staff Common Meetings, Mock Interviews, Placement Drives, Alumina Meet, Board of Studies Meetings, Academic councils, and Governing Council Meetings. The Staff has to book the Conference Room by writing the event details in the Seminar Booking Book available in the Staff room of the It Department.

- The University has a **Language Lab** with Tutor and necessary Audio Visual equipment where students actively participate in Language Learning exercises, batch-wise for all the Departments. In the Language Lab, students can access Audio or Audio-Visual materials.

- The University Computer Labs are used by all the Departments for conducting computer-related Practicals, filling out Online Admission forms, Guest Lectures, Workshops, MOOC Courses, Placement Drives, etc. It is also given on rent for conducting Online Exams.

- The respective faculty members, staff, and lab assistants are given the responsibility to maintain the equipment under their purview.

- Departmental requirements for new purchases and maintenance of old are collected every year by the Principal and approved by Management during the Officer Bearer's Meeting held every Wednesday and Governing Council Meeting which is held on the second Wednesday of every month.

- A ramp and toilet for specially **challenged students** are in place.

- **LIBRARY**

✔ The University has well equipped Central library with necessary books, Journals, magazines, and periodicals.

- ✔ The Library is open on all days between 8.00 a.m. to 10.00 p.m. except Sundays and Government Holidays.
- ✔ Library is fully automated.
- ✔ Issuing of Books is done between 9.00 am to 3.00p m
- ✔ Library is divided into Library books, Reading room, and Gandhian Study Center.
- University has an **Examination Center** in the Basement with the necessary equipment for conducting exams.
- University has **an Open Stage** (seating capacity of 350) and **Auditorium** (seating capacity of 300) for marriage functions, condolence meetings, Corporate Meetings, etc.
- The University staff can organize Induction/Orientation Functions, Guest Lectures, Workshops, Career Fairs, University Annual Fest, Interuniversity Fest, Placement Drives, Science fairs, National and International Seminars, Parents Teacher Association Meet, Alumni Meet, Yoga Sessions, etc.
- For organizing events in the Open stage and Auditorium the University staff has to book using the booking slip (Containing the Date, Function Name, Requirement of the Event, Name, and Signature of the person who booked and the signature of the Principal) which is available at the University office.
- The University has a **Canteen** which Management has given on rent.
- The University has **Photocopy Machines** which are placed in the Examination Center, and Computer science department and used for taking photocopies of Question papers, Feedback Forms, and other College requirements.
- **First Aid Kit** with necessary medicines is kept on Ground Floor, 2nd Floor, 5th Floor, and Library.
- All the Departments must carry a First Aid Kit while traveling on StudyTours.
- **Fire Extinguishers** are placed at appropriate places and they are replaced periodically. The demos regarding its use are given to staff and students for their prompt use. The location of the Fire Extinguisher and First Aid Kit are displayed on the Ground Floor of the campus.
- **The dead Stock Register** is maintained and updated regularly.
- Old and outdated equipment, chemicals, and instruments are discarded by the concerned Departments after taking the approval of the Principal and Management.
- **CCTV** Cameras were installed on the entire campus to monitor security and safety.
- There is a **Documentation Centre** for Administrative staff to keep the old records of the

office.

- On account of **the Coronavirus** pandemic – as per the instructions from the Management all floors were cleaned with Lizol disinfectant and toilets were cleaned with bleaching powder withimmediate effect. Additionally, Soap bars were kept in all washrooms,   Hand Sanitizers were kept near the Biometric Machine and Security personnel at the college gate were given hand sanitizers to offer to all who enter the University.
- **Stakeholders'** suggestions are also considered.
- **Students are sensitized** regarding cleanliness and encouraged to energy conservation by careful use of electricity in classrooms through notices and flex board displays.

Any **deviation/discrepancy** in any of the above is to be brought to the notice of the Principal immediately.

INFRASTRUCTURE MAINTENANCE POLICY:

- **A security Manager** has been appointed by Management to monitor the day-to-day maintenance of infrastructure and the safety and security of the entire University premises.
- The Management had appointed **Fire Marshalls**. They were given adequate training to handle the Fire Extinguisher, First Aid and were made aware of lift safety measures during an emergency. A quick, immediate response was given.
- **Maintenance Complaints Muster**: The Grievance Redressal Cell has decided to maintain a Maintenance Complaint Muster which will be made available in the University office. All teachers and students are required to write their complaints about maintenance-related problems like cleanliness, light, fan, tap, etc. to help in speedy problem-solving.
- The Heads of Departments at the University conduct a **periodic review** of the repairs and maintenance requirements of their respective Departments.
- The Cleaning and Maintenance of the classrooms and laboratories are done by the non-teaching staff and outsourced staff as per the cleaning schedule which is monitored by the Head of the Department/Floor In charge and Campus Manager. Each Floor is assigned to a sweeper for the cleanliness of the entire floor.
- Purchasing new tables, benches, chairs, boards, screens, curtains, and other consumables is done by raising the requisition to the Principal and the same is presented before the Management for approval
- Maintenance of **ICT Facilities** on Campus: 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.

- The **IT infrastructure** like Computer Labs, Computers in Offices, Departments, Staff Rooms, etc. is repaired and maintained by Full-time Hardware Engineers.
- The Computer Department purchased new bandwidth and installed anti-virus, as well as new software for the University with the approval of the Principal and Management.
- The College has provided an Internet connection of 1 GBPS speed for all the floors.
- **Campus Wi-Fi** is maintained by Computer Center Staff.
- The Canteen Manager supervises the day-to-day operations of the canteen and menu selection. The Canteen Manager is responsible for the overall cleanliness and presentation of the canteen inside and outside. The University Canteen Committee monitors the canteen.
- **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.
- **Laboratory Rules and Regulations** are prepared and displayed for students
- **Toilets** are cleaned twice every day. The whole campus area is maintained by the outsourced Staff who reports the completion of work to the Campus Manager appointed by the Management.
- Maintenance of **Solar Panel** is done through outsourcing, which is maintained and supervised by the Campus Manager.
- The calibration, repair, and maintenance of sophisticated **Lab Equipment** are done by the Lab Assistant of the concerned Department.
- The Microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned Departments and a record of maintenance is maintained by Lab Assistants and supervised by HODs of the concerned Departments
- There is systematic disposal of waste of all types such as **Biodegradable chemical** and e-waste on the campus.
- There are Technicians, Masons, Plumbers, Carpenters, and Painter deputed by the Management who ensure the maintenance of classrooms and related infrastructure
- The University has **E-Waste Collection** Corner throughout the year with the following objectives
- To encourage students to dispose of electronic waste responsibly.
- To teach them the importance of an e-waste collection drive.

- To sensitize them about the harmful effects of irresponsible behavior of disposing of e-waste.
- The College Website is maintained regularly by AMC with Gfxbandits IT Solutions LLP
- **Dead Stock Verification** and Inspection are carried out by the Heads of the Department at the end of the Academic Year and reviewed and signed by the Principal.
- The technician visits the site by filling out the gate pass and completes the maintenance as required. The Head of the Department signs the Job Completion Report.
- Bill is generated and processed through the concerned authorities and forwarded through the Principal for final payment.
- All monthly/yearly maintenance bills are brought to the notice of the Principal of the college, Treasurer, and Secretary of SMEs.
- The Staff has to fill out the **Gate Pass** with the necessary details and sign by the Head of the Department for sending any equipment outside the college.
- The Staff has to inform the Campus Manager at least two days prior about any Inter-university event which happens on the university campus in writing with the signature of the Principal.
- An **Electrician** has been specially appointed to look into electricity-related problems
- There is **CCTV** surveillance throughout the University/ library with the assistance of t h e Campus Manager.
- Two **Hardware Engineers** have been appointed by the Management for giving Technical help in all Smart Class Rooms.
- **LIBRARY:**

✔ The process of renewals should begin at least four months in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.

✔ The addition and deletion of journals and magazines for the next calendar year are done through recommendations from Departments.

✔ The Library will continue the existing subscription for journals and magazines if no recommendations are received.

✔ Physical verification of the library stocks is carried out to identify the losses, misplacement, and mutilated documents that need repairs or weeding out from the library collection

✔ Weeding out of the outdated, unwanted, and old syllabus books is done as per the recommendations of the Library Committee.

✔ Document maintenance includes Shelving, Dusting and Cleaning, Shifting and

Rearrangement, Shelf Rectification, Stock Verification, Binding, Preservation, Care, and Weeding out of Documents is done.

✔ Documents in the Library are arranged in a logical order to save the time of the users as well as staff.
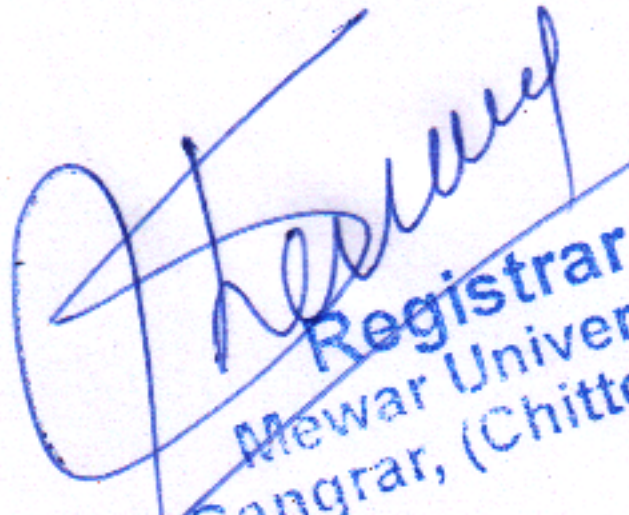
- **SPORTS & GYM FACILITY:**

  The Sports Equipment, Fitness Equipment, Ground, and various Courts on Campus are supervised and maintained by the full-time Gym Trainer. Expensive equipment in the gym is maintained through an Annual Maintenance Contract. Ground-level maintenance is done annually during the vacation in addition to the seasonal maintenance done once every three months. Groundsmen, vendors of Sports goods, and students of Physical Education jointly maintain the Sports equipment.

Any related forms and documents that may be required. If ready, then attach the same.

Enclosures:

- The Deadstock Register
- Hall Booking Slip
- Maintenance Muster
- Gate Pass book
- Activity Hall Booking Book

Registrar
Mewar University
Gangrar, (Chittorgarh)

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