

# INFRASTRUCTURE MAINTENANCE POLICY



## CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament, 2020)

[Under Ministry of Education, Govt. of India]

NEW DELHI - 110 058

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## 1. INTRODUCTION

Central Sanskrit University, Delhi has an extensive Infrastructure to deliver its teaching, learning and research programs. The University has an established system for maintenance and utilization of infrastructure in the campus.

## 2. VISION & MISSION

### 2.1. VISION

To Provide maximum facilities to all stakeholders of the University and be a World Class Infrastructure in terms of good laboratories, classrooms, sports grounds, equipment's, ICT facilities, etc. at sustainable pace and provide excellence with utmost governance.

### 2.2. MISSION

To Continue with World Class technologies and provide solutions for maintaining the infrastructure through innovative ideas for the utmost satisfaction of the stakeholders.

*Administration (Engineering) Section of the University is responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied and incidental activities. It has civil and electrical Wings, and it operates under the supervision of Construction & Maintenance committee which is constructed by the Honourable Vice Chancellor.*

This policy provides a framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

## 3. COMPONENTS OF A MAINTENANCE SYSTEM

The Engineering section shall include the following components: -

- 3.1. Prioritization of work
- 3.2. Comprehensive work procedures
- 3.3. Performance standards and goals
- 3.4. Work order system
- 3.5. Long-range planning

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

### 3.1 *Prioritization of Work*

The work priorities adopted by the engineering section based on its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost effectively. The maintenance priorities of the University assets and buildings are as follows:

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

This will ultimately decrease on-demand work and maintain the property in a manner that will keep students and staff satisfied.

### 3.2 *Comprehensive Work Procedures*

The Engineering section 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.
- iv. An annual review of the maintenance procedures.

### 3.3 *Performance Standards and Goals*

The Engineering section 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 building code.
- ii. National building code for fire safety.
- iii. Indian standard codes.
- iv. C.P.W.D. works manual.

to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

### 3.4 *Work Order Systems*

The Engineering section 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.
- viii. Description of work performed.

- ix. Estimated and actual time to complete.
- x. Materials used to complete work.

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### 3.5 Long Range Planning

The Engineering section will put in place and maintain a long-range maintenance planning capability to ensure the most cost effective use of university resources and to maximize the useful life of university properties. By developing a work plan, the University will be able to anticipate its staff, equipment and material needs. It will also be possible to determine need for contracting services.

## 4. MAINTENANCE OF PHYSICAL FACILITIES

### 4.1. Maintenance of Buildings

The Overall maintenance of the institutional infrastructure including the buildings and the garden, shall be under the direct control of the Building and Maintenance Section of the University, under whose supervision any kind of repair/service/work shall be carried out.

- 4.1.1. Procurement of any civil engineering/electrical/plumbing material/books/lab equipment/furniture shall be allowed only with the permission of the Building and Maintenance Section of the University.
- 4.1.2. The Building and Maintenance Section is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings, whitewashing the buildings once in three years, and certain important buildings every year, Plumbing works, rectifying leakages in pipe lines, providing uninterrupted water facility, maintenance of generator and other electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employee appointed by the University for the specific purpose.
- 4.1.3. The Building and Maintenance Section must ensure the availability of Ramps and Special Toilet facilities for physically challenged, power back up facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety.

### 4.2. Maintenance of Classrooms

- 4.2.1. The Heads of the Departments are laden with complete responsibility for proper utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, and libraries.
- 4.2.2. The Heads of the Departments must ensure that the classrooms have adequate furniture, tube/led lights, multiple electrical points, and uninterrupted electrical and water supply.
- 4.2.3. All furniture, green/white boards, smart classrooms, almirah, LCD/Overhead Projectors, Publish Addressing System, and Podium must be utilized for academic and research pursuits.
- 4.2.4. The classrooms/lecture halls must be utilized only for academic purpose.
- 4.2.5. Stock Register/Logbook must be maintained, and annual Stock Verification must be done with the help of the committee instituted by the Registrar.
- 4.2.6. Damage/loss of the goods/leakage should be instantly reported to the maintenance section. Any repair work/service must be performed by the University electricians/plumbers/carpenters for proper functioning.

- 4.2.7. Cleanliness inside and outside classrooms must be given utmost priority.

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### 4.3. Maintenance of IT facilities

The CCTV, Biometric Devices, Public Address System, in addition to the Audio-Visual Aids, are to be maintained by the skilled technical staff appointed by the university.

### 4.4. Maintenance of Laboratories

- 4.4.1. The laboratories must be utilized for enhancing/demonstrating the pursuers' practical ability, for research activities.
- 4.4.2. Proper timetable must be adopted for the exact utilization of the laboratories.
- 4.4.3. Prior permission from the University Authority must be sought for conducting Science exhibitions/ providing any kind of consultancy services to other institutions
- 4.4.4. The equipment for the laboratories should be purchased by inviting quotations as per university norms and orders to be placed with the organisation offering standard equipment at feasible rate after preparing the comparative statements.
- 4.4.5. The service and maintenance of the equipment should be performed by the respective suppliers through AMC and/or on call basis.
- 4.4.6. Stock Register for lab equipments must be maintained in the respective departments and Annual stock verification must be done by the committee constituted by the Registrar.

### 4.5. Maintenance of Computer Laboratories and Network

The University's Computer Centre and Purchase Section are entrusted with the responsibility of Computer and Network maintenance.

- 4.5.1. The laboratories must be utilized for academic and research purposes, for conducting online quizzes, tests and assignments, and for pursuing online courses.
- 4.5.2. For ensuring optimum and time-bound utilization of Computer Centre proper timetables must be used as guidelines.
- 4.5.3. Stock Register must be maintained and updated and verified annually by Purchase Section.
- 4.5.4. The systems in the computer labs should be maintained with the help of the hardware technician appointed by the University.
- 4.5.5. Internet and Wi-Fi facility for the entire campus are to be maintained by skilled technician appointed by the university for this specific purpose.

### 4.6. Maintenance of Library

- 4.6.1. The Deputy Librarian is the custodian of the University Library.
- 4.6.2. Library must function from 10am to 6pm on all working days.
- 4.6.3. Photocopying and scanning must be utilized with prior permission
- 4.6.4. The racks and furniture in reading hall should always be kept clean.
- 4.6.5. The books must be organized subject-wise and shelved with clear labelling and numbering systems for the easy access of the users.

- 4.6.6. Online and offline catalogues must be updated with every new procurement.
- 4.6.7. Stock Register must be maintained and verified annually by the committee appointed by the Registrar.
- 4.6.8. The Gate Register, Issue Register must have the record of daily users.
- 4.6.9. Xerox/copier machine and scanner must be serviced periodically through AMC and/or on call basis.
- 4.6.10. Access, issue and return of the books must be under careful vigilance of the Deputy Librarian.
- 4.6.11. Library must maintain the Accession Register, Circulation Register, Fine Register, Gate Entry Register, Missing Books, No Dues, E- Journal usage Statistics Reports when there is necessity.
- 4.6.12. Stock verification must be done once in four years (General Financial Rule 194).

#### 4.7. Maintenance of Sports Infrastructure

The Physical Education Director is the complete in-charge of the proper utilization and maintenance of the Sports Infrastructure.

- 4.7.1. Regular practice to students on Athletic events such as, Kabaddi, Kho-Kho, Volley Ball Badminton, and practice for Athletes should be given in the playground.
- 4.7.2. Regular practices for Shuttle Cork, Table Tennis, Chess etc. should be provided to the students in the Indoor Stadium.
- 4.7.3. All sports equipment should be maintained in good condition by the head of the department of physical education for regular use by the students.
- 4.7.4. Stock Register must be updated with every new procurement/condemnation
- 4.7.5. Annual Stock Verification must be performed with the help of the committee instituted by the Registrar.
- 4.7.6. Any Tournament/Practice to neighboring institutions/students must be conducted/provided only with prior permission of the University authority.

#### 4.8. Maintenance of Vehicles

- 4.8.1. All University vehicles must be utilized only for official purpose.
- 4.8.2. All the vehicles are to be maintained in good condition by the drivers and conductors appointed by the university.
- 4.8.3. The Building and Maintenance section is authorized for allocating duty to the drivers and conductors.
- 4.8.4. The drivers must maintain the logbook for diesel and other repair works of the vehicles.
- 4.8.5. The Fitness Certificate for all the vehicles is to be renewed with the RTO office every year during the vacation period.

## 5. GENERAL MAINTENANCE PROCEDURE

- 5.1. The Directors of Campuses shall inform the Building and Maintenance section for any kind of repair/breakdown in writing/mail.
- 5.2. The Building and Maintenance Section shall depute the technician/electrician to the department/section concerned to complete the job within two days.
- 5.3. Upon completion of the work, the technician/electrician shall record the nature of the work completed in the maintenance register and get it attested by the concerned head of the department/section.
- 5.4. If any accessories needed to complete the work, the carpenter/technician/electrician should intimate to the Building and Maintenance Section to purchase and provide within an approximate time frame to complete the work.
- 5.5. In case of equipment/machines not covered under AMC, the service/repair work will be outsourced with the permission of the Registrar.
- 5.6. All the condemned items should duly be reported to the purchase section, under whose purview such items will either be discarded or put into auction/scrap scale once in a year.
- 5.7. All the departments and sections must maintain proper stock registers and the university shall constitute a committee for stock verification once in two years and report to the authorities.

## 6. MAINTENANCE POLICY

Besides Periodic maintenance, Preventive and Breakdown Maintenance are carried out as and when required for effective utilization of Infrastructure. Annual maintenance (AMC) shall be provided for costly equipment in the laboratories. Repair and Replacements for electronics, electrical equipment, computers, and furniture, need to be done periodically.

- 6.1. **Periodic Maintenance:** Periodic Maintenance of the facilities/equipment as per the schedule shall be carefully executed by the persons laden with responsibility of the work. The University's electric equipment and electronic gadgets, buildings, gardening, water bodies, transports gymnasium/sport/games equipment etc. is to be done with due proceedings.
- 6.2. **Break-down Maintenance:** For the break-down of any asset/property/facility/equipment which, needs urgent repair, the Institution shall attend to it immediately for the uninterrupted flow of work. Facilities such as furniture, water-systems, electric system, IT infrastructure like CCTV, biometric devices, Wi-Fi, Website, Vehicles, public Address System lab equipment come under the Break-down Maintenance System. For the break-down of any Electronic gadget, or any equipment with warranty periods, the suppliers/their agencies shall be instantly contacted for the restoration of work through repair/replacement as per the requirement.
- 6.3. **AMC Policy:** The Institution's laboratory equipment and other High Value items are to be maintained by the respective suppliers as per the AMC Policy (Free of cost for the first 3-5 years).
- 6.4. **Utilization Policy:** The Institution mandates and ensures optimum utilization of any facility but for the gadgets/equipment/systems which need cooling/recovery time/rest.

## 7. STOCK REGISTERS & ANNUAL STOCK VERIFICATION

All Departments/Sections must maintain stock registers which are to be updated with every new purchase or condemnation.

- (i) The University mandates and ensures Annual Stock Verification by the persons assigned with that duty which is duly recorded in the respective campuses/department/section as well as in Building and Maintenance Section.
- (ii) Condemned items are to be reported in writing to the Purchase Section for necessary action.
- (iii) Optimum utilization of Library resources by the staff and students is mandated by the University.
- (iv) Reviews: The Vice Chancellor and the Registrar with Executive Council Members shall do periodic review and decide upon enhancement.

## INFRASTRUCTURE MAINTENANCE POLICY FORMULATION COMMITTEE

1. Honorable Vice-Chancellor - Chairman
2. External Members (2 to 3) of Construction and Maintenance Committee - Member(s)
3. Registrar - Member-Secretary
4. Finance Officer - Member
5. D.D. (Admn.) - Member
6. Secretary (Sports) - Member
7. Representative – Engineering Section (Civil / Electrical) - Member
8. Incharge - IT Cell - Member
9. Architect/Consultant - Member
10. Director of concerned Campus - Member

The committee shall ensure due performance as per this policy, derive new policies compatible to the developments and advise the University on all matters referred to it by various authorities of the University.

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