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देवी अहिल्या विश्वविद्यालय इन्दौर

Maintenance Policy

First Version, 2018

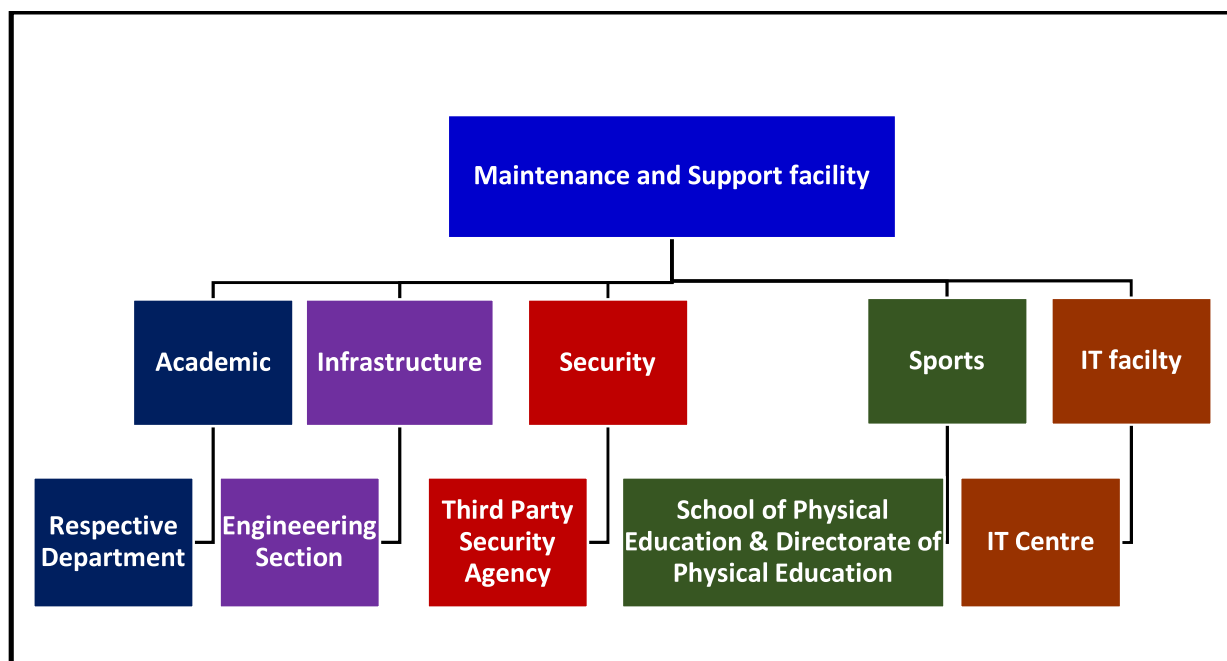
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Preamble

The campuses of the University provide an excellent academic environment through buildings constructed with state-of-the-art technologies consisting of energy efficient, water conserving, and sustainable building materials.

The University is spread over two campuses- namely, Nalanda and Takshashila, covering around 315 acre of land. The University has a large number of buildings, auditoria, laboratories, sophisticated equipments, computers and ICT facilities, sports and physical education amenities, which are the back bone of academic activities. Besides, there are number of hostels for girls and boys, guesthouse and residential quarters for faculty/ staff. The maintenance activities can be summarized by the table shown below:



Maintenance Activities at a Glance

Purpose and Scope

The purpose of maintenance policy is to define a structural framework for maintenance of physical and academic infrastructure, support facilities, ICT facilities and sports facilities.

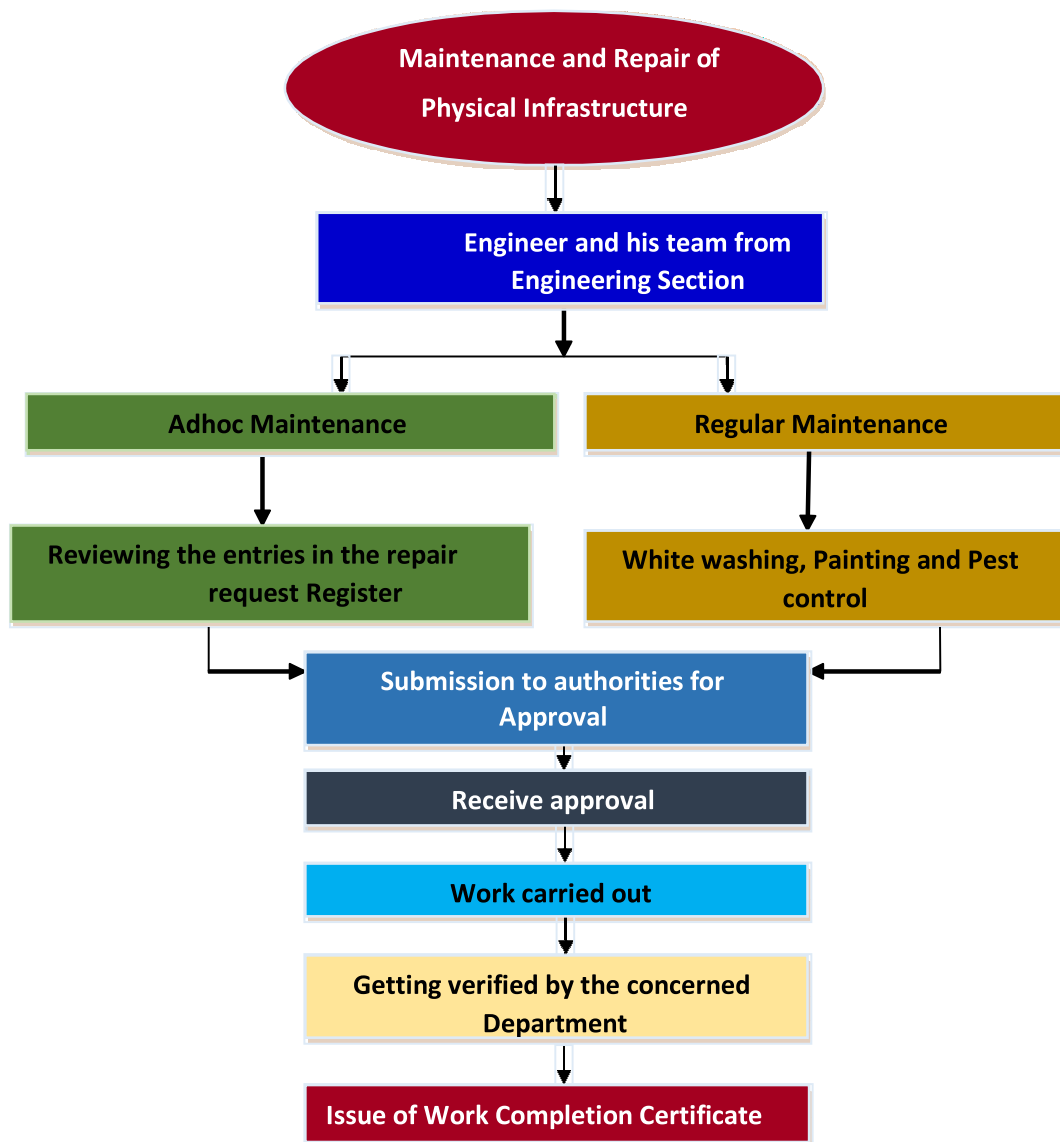
This policy shall be applicable to University teaching Departments, Centres and Institutes.

A. Maintenance of Academic Infrastructure

The academic infrastructure of the University, such as research and teaching laboratories, classrooms, auditoria, libraries, etc., are housed in over 31 departments and centers spread across the campus; in addition, the institute also has a large central library. The regular monitoring of these academic facilities is expected to be undertaken by the respective departments that house them through dedicated AMCs and warranty, and all up gradation and repair/renovation works to be carried out by the Engineering Section. In addition, engineering section shall also undertake periodic survey of the various infrastructures on the campus and takes proactive steps to ensure high standards of maintenance. The specific grant sanctioned to University by UGC, RUSA etc is to be budgeted for this purpose. A fully operational USIC (University Science Instrumentation Centre) does exist in the University since 1989 which takes care of minor repair of Laboratory equipments/facilities in all departments.

B. Maintenance of Physical Facilities

University has a dedicated Engineering Section, which oversees periodic maintenance of all buildings, roads and rainwater and grey-water drainage. The Engineering Section has several experienced civil and electrical engineers, and is headed by an officer of the Executive engineer rank. This section carries out painting of buildings at regular intervals apart from civil repairs and other maintenance as per the necessity or on request. There are a number of roads connecting University gates to academic buildings, administrative buildings, sports grounds, hostels and quarters in the main campus as well as in the other campus. Adequate budgetary provisions are made for the above activities. The flow chart shown below describes the approach for ensuring maintenance of physical facilities:



Maintenance Flowchart for Physical Infrastructure

C. Maintenance and Utilization of Library and Library Resources

The library staff is adequately trained 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.

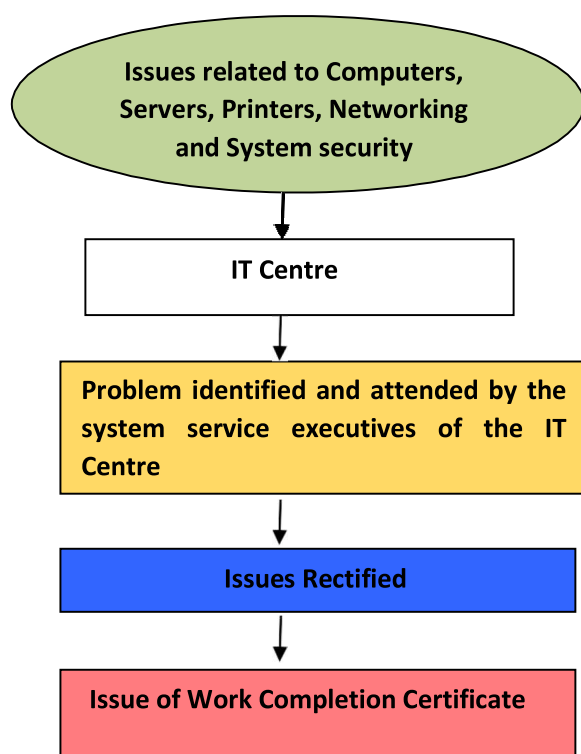
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical 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 gammaxine 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.

D. Maintenance and Utilization of Auditorium

University possesses one 1500 seat capacity auditorium cum convention centre besides, having four other mini theaters spread in four different departments. These auditoriums are well furnished with state of art with audio visual facilities. The optimum utilization is ensured by extending these facilities to City Cultural Organizations on rental basis which in turns generates adequate maintenance resources. For accessing the facilities, the organizing faculty/staff member submits a form available with University Cultural Centre (UCC), through HOD and the date of event is registered and the halls are accessed on priority basis. The annual maintenance activities such as painting of walls, maintenance of electrical fixtures and ACs and audio visual devices is done through AMC and expenditures is met out of the fund generated by outsourcing the facility.

E. Maintenance of IT Facilities

The computers and the networking on the campus are maintained by an efficient group of engineers drawn through IT Center. IT Center is also responsible for the maintenance of entire digital physical infrastructure on the campus, apart from playing a pivotal role in setting up of a contemporary and comprehensive digital platform on the campus. The budgetary support for this activity is drawn from University/External funding resources.



Maintenance Flowchart for IT facilities

F. Maintenance of Sports Facility

The sports activities on the campus are actively managed by the Sports Association, which is headed by typically a sports-inclined faculty member. The sports infrastructure is augmented and is regularly maintained by Directorate of physical education/School of Physical education, while all major construction works are promptly addressed by the Engineering Section. The

expenses for this purpose are debited usually to various national schemes sanctioned to the department and to sports fee receipts accrued.

G. Maintenance of Animal House

Animal house and plant tissue culture laboratories are maintained by the Department of Biochemistry, Biotechnology and Life Sciences. The equipments in these labs are maintained by the scholars of the Department to ensure sterility of the working condition under the supervision of the faculty.

H. Maintenance of Campus Security

Security of University Campus including academic and administrative buildings is done by the Third Party Security Agency, who works under the supervision of University Administration. The expenditure herein, is debited to University resources.

I. Annual Stock Checking

Annual stock checking of furniture, lab equipment, ICT facilities and all assets and reporting of repairs/loss in departments is mandated to be done by designated staff member as a academic year ending activity and the consolidated report is submitted to Registrar/VC by the head of department.

J. Maintenance of Campus Cleanliness

Cleaning of the campus areas in both campuses 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 who works under the supervision of University Administration. Majorly this service is outsourced with the help of govt agencies like local Municipal corporation etc. The expenses therein, are debited to University corpus fund.

The policy is subject to revision every five years or earlier, if felt necessary by University Administration