

Infrastructure Utilization and Maintenance Policy



Banasthali Vidyapith
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(Rajasthan)

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Banasthali Vidyapith is one of the world's largest fully residential women's universities having more than 10000 students on its 850-acre campus situated amidst rural setting in Rajasthan and having a distinct educational ideology and offering a variety of programmes from nursery up to doctoral level across a wide spectrum of disciplines to prepare enlightened citizens with strong value-base.

The world class infrastructure at the Vidyapith comprises of sprawling, state of the art buildings; smart classrooms; hostels and cater to the emerging requirements consequent to the expansion plans. Sports infrastructure including cricket, football, hockey grounds, volleyball, tennis, badminton, basket ball courts, horse riding arena, swimming pool, martial arts, and gymnastics training facilities, has also been radically developed and modernized. Vidyapith has its own Grid Sub-Station ensuring uninterrupted mega power supply in addition to hospital, banks and ATMs, post office, canteens, etc. Being futuristic and environment friendly in its approach, rain water harvesting system, and solar heating system were developed well ahead of time.

Effective utilization of Physical, Academic and support facility is an essential task for teaching, learning and research. It is important to efficiently organize and allocate space, human resource, equipment and consumables for numerous activities and to avoid idle.

At the time of commencement of the semester, new entrants shall undergo orientation/induction programs to understand availability, access and utilization of physical, academic and support facility.

The staff and students have access to all academic buildings for teaching, learning and research. The timetable committee of different departments explores the possibilities of optimal use of the space and time. For laboratory work classes shall be divided in batches for optimum utilization of resources.

Both Central and departmental libraries facilitate students and staff to use library resources from 8 A.M to 9 P.M. Open book shelf system, library software system and supporting staff of the concern library shall help the search, issue and return of resources

for all registered users. Library conducts orientation program every year for new students to facilitate access to library resources. Library staff is expected to motivate users for optimum utilization of library resources.

Sports and games activities are carried out from 6 to 8 A.M. in the morning and 4 to 8 P.M. in the evening. Coaches and trainers of all sports and games remain available on field to train the students for intramural and extramural events. Yoga practice and training are taken-up as a routine activity. As per the convenience of students, an hour's slot in the Gymnasium is to be allotted on enrollment. Department of Physical Education facilitates and hosts inter-university, state and national level tournaments to provide maximum exposure and competition.

Computers and internet facility is available to students in academic blocks as well as in hostels. Teaching and other Staff members access such facility in the academic and administrative blocks.

In order to maintain its campus, Vidyapith has a Building & Electricity Department with civil and electrical engineers and support staff apart from, lab assistants and technical assistants in various departments. Most of the repair/maintenance of buildings/campus is and will be done by Vidyapith's own staff. The maintenance of scientific equipment, computers, networking, Xerox machines, UPS and Printers housed in various laboratories/Departments are under Annual Maintenance Contract with the suppliers at competitive rates that are revised every year. Vidyapith has zero tolerance policy for the non-functioning of the equipment.

The followings are the responsibilities of the concerned Departments/Designated Person (s):

A. Building & Electricity Maintenance Department

I. Carpentry and general services

- a. Install and repair doors, hinges, doorstops and structural building repairs
- b. Install and repair window treatments (e.g. blinds)
- c. Glazing and flyscreen repairs

- d. Repair damaged walls and ceilings
- e. Maintain furniture and fittings
- f. Repair/replace damaged windows
- g. Picture and whiteboard mounting
- h. Floor covering repairs and replacement
- i. Wall and floor ceramic tiling
- j. Locksmith service including key replacement, lock repairs and re-keying of doors

II. Electrical

- a. Operate complex electrical infrastructure, including high voltage system, to serve the campus
- b. Maintain high voltage distribution and building electrical systems
- c. Replace circuit breakers
- d. Repair electrical outlets/power points
- e. Repair interior and exterior lighting

III. Air conditioning (HVAC)

- a. Test and maintain air conditioning systems to ensure they are working to design specifications
- b. Repair of air conditioning.
- c. Disposal of redundant equipment.

IV. Painting

- a. Paint interior and exterior University facilities as prioritised and scheduled
- b. Remove graffiti

V. Physical plant

- a. Provide routine and emergency repair and maintenance services to mechanical, electrical, plumbing, piping, fire protections and structural systems in all campus buildings
- b. Monitor building temperatures, humidity and emergency alarms
- c. Maintain the structural and system integrity of buildings: windows, walls, doors, locks, lights, floors, ceilings, roofing, high and low voltage electrical distribution, lift safety systems, air supply and exhaust distribution systems, chilled and hot water distribution piping, sanitary and lab waste systems, and domestic water systems
- d. Preventative maintenance of building systems

VI. Plumbing

- a. Repair and maintain all plumbing (pipes and fixtures) integral to building operation systems
- b. Repair leaky faucets, drains and pipes
- c. Service clogged drains, sinks and toilets
- d. Repair tanks, valves, traps, heat exchangers, etc.
- e. Storm drain repairs
- f. Gas leaking detection and repairs
- g. Roof/gutter repairs

VII. Fire fighting system/equipment

- a. Check system/equipment is in place and is not damaged or obstructed.
- b. Inspect and test operation/function of system/equipment on regular bases.

VIII. Gardens

- a. Green space care and management
- b. Lawn care and maintenance

- c. Pruning trees and shrubs
- d. Maintaining and managing sports grounds

B. All the Academic/Non-Academic Departments

- I. Maintenance of major scientific equipment/Machines**
- II. Maintenance of PCs, Networking, Xerox machines, UPS, Servers, Printers.**
- III. Maintenance of sports facilities**
- IV. Maintenance of reading material (electronic and non-electronic)**

General procedures for all type of maintenance

The heads of the building/department shall inform the building and electricity maintenance department for any kind of repair/ routine maintenance/ breakdown in writing. The building and electricity maintenance department shall depute the concern technician/electrician for taking up the job within two days. Upon completion of the work, building and electricity maintenance department technician/electrician shall enter the type of work completed in maintenance register and get it signed by the head/office of the requesting department. If the work is not complete, the building and electricity maintenance department shall inform the requesting department about the reason for non completion of the work within stipulated time and shall give an approximate time frame for addressing the issue.

In case of equipment / machines if it is not covered by a warranty or maintenance contract, the department may elect to have the repairs performed by vendor/manufacturer. All the records pertaining to equipment / machine's warranty, maintenance contract shall be maintained by the department housing the equipment / machines. All the records pertaining to physical education / sports equipment's warranty, maintenance contract shall be maintained by the sports department. Proper maintenance of all the reading material whether electronic or non electronic shall be the responsibility of the respective Heads of the Library.