



**SHRI GURU RAM RAI**  
**UNIVERSITY**  
Quest for Excellence

# Maintaining and Utilizing Physical, Academic and Support Policy



# Shri Guru Ram Rai University

(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai university Act.03 of 2017)

Patel Nagar, Dehradun -248001, Uttarakhand



## Maintaining and Utilizing Physical, Academic and Support Policy



# Procedures and policies for maintaining and utilizing physical, academic and support facilities.

There are systems and procedures in place to maintain and use physical and academic facilities in the University.

## 1. Introduction

Maintenance of Building is to keep, restore or improve the facilities of every part of a building, its services includes Horticulture activities to a currently acceptable standard and to sustain the utility and value of the facility.

The objectives of maintenance are: -

- To keep machinery, buildings, and services in proper working order.
- To try to restore and maintain it back to its original condition and standards.
- To upgrade the amenities in accordance with technological advancements in building.

Maintenance seeks to keep the facility and services fully operational in an efficient and cost-effective manner. It necessitates a wide range of abilities, which are determined by the number of people in the building and the required degree of performance. Programming the work that has to be done to keep the building in excellent shape necessitates a high level of expertise. Maintenance feedback should be a continuous process for improving the design and construction stages.

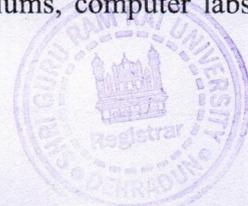
## 2. Maintenance Services:

These generally consist of operations aimed at keeping buildings, services, and works in regular use in good working order. The purpose for which buildings are created is a major determinant of the required level of care.

Excessive updatation should be avoided at all costs. At the same time, maintenance should guarantee the occupant's or the general public's safety while also adhering to legislative standards. The requirement is also determined by the level of consumption. The repair works are classified in under mentioned categories:

- Day to day repairs/service facilities
- Annual repairs
- Special repairs
- Preventive Maintenance

The University has put in place robust systems and procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums, gymnasiums, computer labs,



central facilities etc., and all service installations. The maintenance of facilities is carried out by the respective schools/ departments with the help of in-house staff on a daily basis or periodically and through AMC.

Separate housekeeping staffs are employed to keep the campus hygienically clean. To keep the campus green and eco-friendly, gardening is supervised on regular basis by in house gardening staffs. For the up keep of computers, LAN, internet, Wi-Fi and other ICT facilities and design, IT cell is responsible. The university has appointed numbers of qualified regular staff for the maintenance of electrical work, civil work etc. To meet power break down and to provide adjustable power base, Gensets have been installed which are technically manned by the trained technicians.

#### **Laboratory :**

- All repair, maintenance and upkeeps of labs are maintained by their lab in-charges/technical experts.
- Similarly, for academic facilities there are lab in-charges, lab assistants, lab technicians and other staff for the coordination of maintenance.
- Equipment, instruments and appliances involved in the teaching-learning process are provided for continuous maintenance and repair. The Advanced and Expensive Equipment are maintained through Annual Maintenance Contract (AMC). Small instruments /equipments like balance, microscope, pH meter, dissolution apparatus, mixer, hot plate etc are repaired time-to-time and maintained periodically by in house technical staffs.

#### **Library:**

- There are 03 Library & Information resource centers and more than 30 Departmental libraries in the University. All the libraries are headed by librarian. The library has created Books, Journals, Rare books and Reference sections, which are manual by assistant librarians in addition to the above staff, assistants, and attendants, help the students for searching and lending of the books in the library.
- Pest control of library books and records is done as per requirement.
- Digital library is maintained by IT department.
- The stock verification as per norms is carried for ensuring the weed out and lost books of library for maintaining the library standards.
- Dusting is practiced every day.
- Mutilated books/journals are repaired as and when necessary.

#### **Sports:**

- The gym and other sports equipments servicing are taken up as and when required under the supervision of the University Authority. The playgrounds are made ready and kept up to the mark before the commencement of sports activities.
- Various sports faculties are regularly used for competitions & practice.
- The indoor and outdoor game facilities are regularly monitored by sports officers and reports are submitted to Registrar for proper maintenance on regular basis.

#### **Computers:**

- Computer labs have an in-charge for each lab and an IT cell monitor & maintain them.



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- IT cell is also responsible for proper utilization and maintenance of LAN, Internet and Wi-fi facilities and other IT related items.
- Most of the equipment in computer labs is covered under AMC, whereas small instruments are repaired by in house technicians.
- Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained by IT Department.

**Classrooms:**

- All classrooms are cleaned every day on regular basis and maintained by housekeeping department.
- The building supervisors are also responsible for the maintenance of the buildings and physical facilities including washrooms etc.

**Electrical Maintenance:**

- University has a separate department for power supply to ensure uninterrupted power supply and maintenance of electrical assets like Substation, Generator sets, lighting, power distribution system, solar panel etc. are undertaken as per their maintenance schedule.
- The maintenance of equipment's for water supply sets etc. are undertaken as per standard maintenance schedule.

**Auditorium/Seminar Hall:**

- The university has 05 Auditorium and more than 30 Seminar/ Conference Halls. The auditorium supervisors are responsible for the maintenance and cleanness.
- Seminar Halls and Conference Halls are controlled by their respective School /departments.

**Infrastructure Maintenance:**

The infrastructure facilities such as classrooms, labs, buildings, hostels, Hospital etc. are maintained by the civil maintenance departments.

The University has appointed numbers of well qualified and skilled manpower for maintaining the infrastructure including building maintenance, transport, civil works, electrical works, plumbing, carpentry, horticulture, and generators. The people, who work for the maintenance of the university, report regularly about the breakage of instruments and devices to the higher authorities of the University.

The University also provides various other services to the students, faculty and staff which are maintained by respective service providers as per contract:

- Banking/ATM facility and services
- Cafeteria facility



- Photo coping & printing facilities etc.

**Fire Fighting:**

Fire Fighting equipment's installed in academic blocks/buildings, hospital, labs, offices etc. are maintained by Fire and safety department.

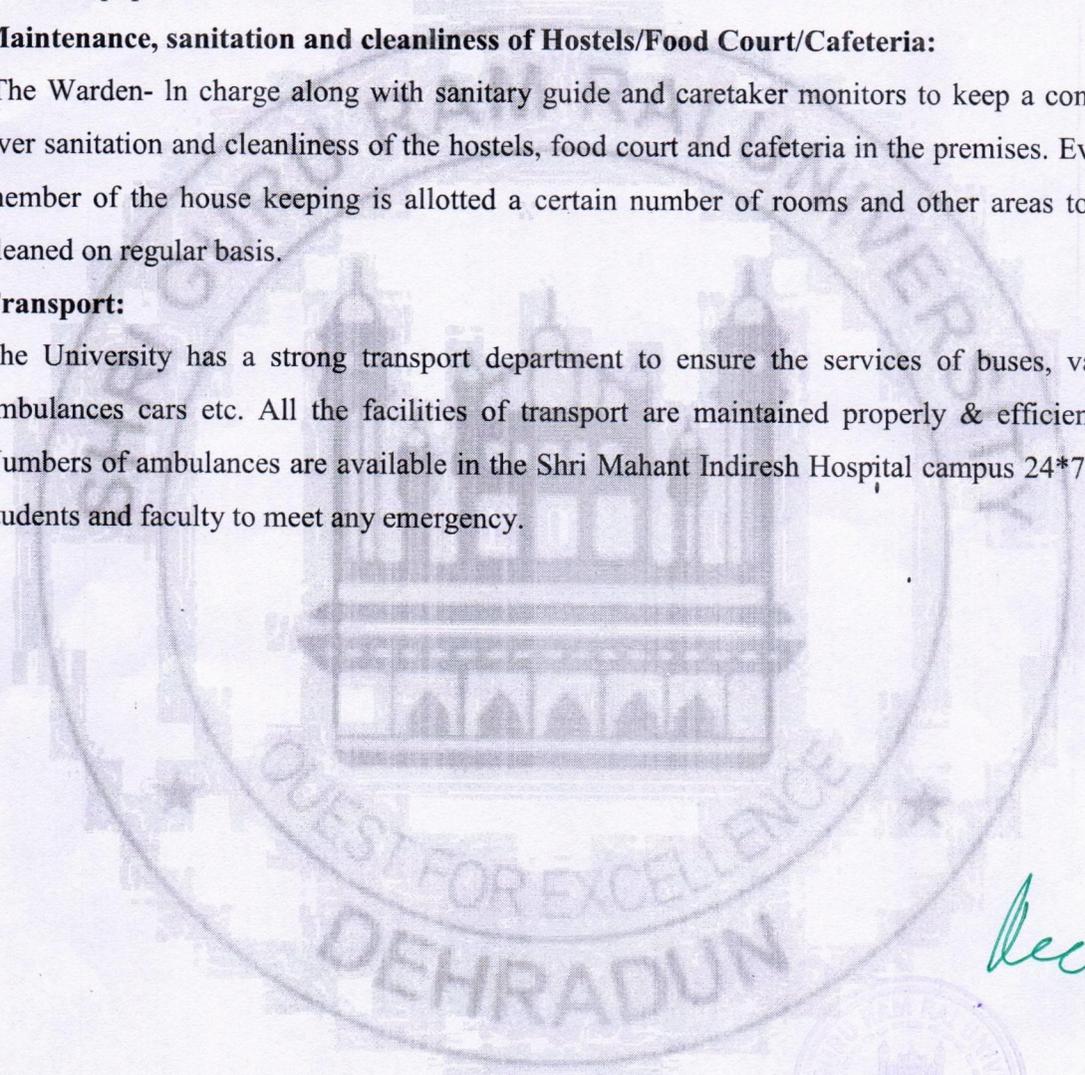
Periodic Audits are conducted to ensure timely corrective action for proper functioning of the various equipment's and other services installed.

**Maintenance, sanitation and cleanliness of Hostels/Food Court/Cafeteria:**

The Warden- In charge along with sanitary guide and caretaker monitors to keep a control over sanitation and cleanliness of the hostels, food court and cafeteria in the premises. Every member of the house keeping is allotted a certain number of rooms and other areas to be cleaned on regular basis.

**Transport:**

The University has a strong transport department to ensure the services of buses, vans, ambulances cars etc. All the facilities of transport are maintained properly & efficiently. Numbers of ambulances are available in the Shri Mahant Indiresht Hospital campus 24\*7 for students and faculty to meet any emergency.



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**(Established By Govt. of Uttarakhand, vide Shri Guru Ram Rai University, Act no. 3 of 2017)**

*Enlightening lives  
through Education...*

