

# **POLICY DOCUMENT**

ON

## **'Infrastructure Maintenance and Utilisation'**



**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,  
YMCA, FARIDABAD**

*(Formerly YMCA University of Science and Technology)*

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## **Policy on Infrastructure Maintenance and Utilization**

The broad purpose of the policy is to ensure proper maintenance of the infrastructural resources and their effective utilization for the promotion of academic interests of the university. The maintenance and utilization will be done 24x7 in an environment-friendly manner with due regard to hygiene, safety greening and sustainability.

### **1. Civil Maintenance**

- 1.1 Civil maintenance will cover all building blocks including hostels and estate facilities. The building maintenance will comprise all such services as plumbing, repairs, painting, carpentry, minor construction and associated works
- 1.2 Executive Engineer & SDE (Civil) will be responsible for getting building inspection conducted from time to time as per prescribed regulatory norms. On completion, the inspection observations and actions will be initiated and duly recorded. In addition, a complaint-cum-suggestions register will be maintained and acted upon by the Maintenance Section of the University.
- 1.3 Water quality will be continuously maintained as per prescribed health standards. This will cover water tanks, RO units, water coolers and all water outlets.

### **2. Electrical Maintenance**

- 2.1 All electrical installations, equipments and devices will be regularly checked and maintained for quality and safety. Quality and adequacy of power distribution will be maintained on a continuous basis for uninterrupted working in the campus. All breakdowns and failures will be attended on urgent basis.
- 2.2 Electrical maintenance unit will keep maintenance schedule for all electrical equipments and devices and maintain proper records as per norms. All replacements will be of prescribed quality.
- 2.3 Power generators will be maintained keeping in view safety, economy and efficiency of operations and with standard operating procedures. Due steps will be undertaken for economy in power consumption.





### 3. Laboratory Maintenance

- 3.1 All labs will adequately meet the academic requirements including teaching, research, innovation and entrepreneurship and will be kept updated from time to time in the interest of best standards of education.
- 3.2 The lab requirements for a department will be ascertained by the concerned chairman in consultation with the faculty and will be met through the due administrative processes of the university
- 3.3 Each lab will be adequately staffed and will have proper lab manuals to be followed. Each lab will follow due safety norms, procedures and use instructions. Arrangements will be made for proper training of the lab staff.
- 3.4 The labs will provide equitable access to all relevant users including students, researchers and faculty.
- 3.5 All equipment and softwares used in the labs will be original and genuine.
- 3.6 All experiments done by the authorized users will be in the presence of the lab staff and under the observations of the concerned faculty.
- 3.7 Devices/equipments requiring calibration will be calibrated by qualified experts as per norms duly approved by the university. Measuring and monitoring devices will be stored and handled in a manner that does not invalidate their calibration or ability to function without error.
- 3.8 A lab audit will be conducted at the beginning of each academic year to ensure that the new equipment requirements are in place, existing equipment are in proper working order and all consumables and non-consumables are available with right quality and quantity well before the start of the new academic session.
- 3.9 Each lab will display list of experiments, list of equipments, time schedules for various classes, use instructions, safety precautions and names of the lab staff. Each department will take due measures for preventive maintenance and will adopt standard procedures for managing breakdowns and emergencies.
- 3.10 Each department will arrange to conduct stock verification of labs maintained by it as per norms of the university. Regular check of equipments will be conducted in the course of a semester.
- 3.11 All lab processes will be duly documented for record and verification.

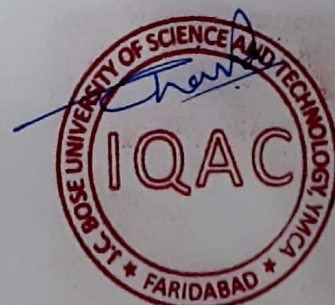


#### **4. Fire Safety and First Aid**

- 4.1 Fire safety equipments will be installed at all locations as per government norms. The equipments will be of good quality and will be kept in good working condition 24x7. Locations will have clear visibility and easy access.
- 4.2 All security and maintenance staff will have regular fire fighting training. Fire fighting demonstration exercises will be conducted from time to time to promote awareness.
- 4.3 Areas of fire safety equipment will be free from clutter and combustible materials.
- 4.4 Dispensary of the university will have all first aid facilities and emergency medicines. It will have duly qualified and adequate healthcare staff including doctor(s).

#### **5. Physical Facilities, Security and Transport**

- 5.1 The playgrounds will be well maintained with adequate sports facilities.
- 5.2 Sanitation facilities including washrooms will be adequate and well-maintained.
- 5.3 For security reasons, the CCTVs on the campus will be adequate and fully-functional 24x7. All security personnel will be well-trained and qualified as per norms.
- 5.4 All academic places will be well-ventilated with adequate lighting and cleanliness.
- 5.5 The campus will maintain barrier-free environment for differently-abled people.
- 5.6 Parking space and recreational facilities will be adequate and well-maintained.
- 5.7 Water treatment plant and sewage treatment plant will be well-maintained 24x7.
- 5.8 The rainwater harvesting system will be fully operational and well-maintained 24x7.
- 5.9 The campus will be kept clean and green.
- 5.10 The staff to maintain physical facilities will be adequate, qualified and well-trained.
- 5.11 All house-keeping processes will be well documented for record and verification.
- 5.12 The university transport vehicles will be well-maintained and the transport facilities will be equitably provided as per need.



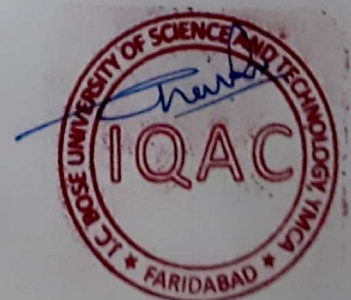


## 6. Classroom Infrastructure

- 6.1 Maintenance and utilization of classrooms and other academic facilities will meet the requirement of various regulatory bodies.
- 6.2 Classrooms will be adequate in relation to academic requirements and will have modern audio-visual aids for effective teaching-learning.
- 6.3 Sitting space within classrooms will be such as to provide good learning facility.
- 6.4 Each classroom will have adequate wi-fi connectivity.
- 6.5 Classroom spaces will be given equitable access to the students to facilitate learning environment.
- 6.6 Each department will have a departmental library with essential programme-related books and other study resources including journals and magazines.
- 6.7 A common computing facility will be maintained for different departments. Each department will have space for tutorials and syndicate rooms to facilitate discussion and interaction.

## 7. Library Facilities

- 7.1 The library will provide full and equitable access to all the students, faculty, researchers and staff commensurate with the learning requirements.
- 7.2 All the library services will be based on latest available technology for effective access and use. The library systems will be fully compliant to the norms of various regulatory bodies.
- 7.3 The library will undertake all possible measures to preserve learning materials including books, journals, magazines and databases so as to be available to the users in the best possible condition. Suitable measures will be taken to ensure that books and other reading materials are not misused / mishandled by way of marking, highlighting, tearing or mutilating. In the same spirit, adequate measures will be undertaken to prevent theft.
- 7.4 The library staff will be courteous, supportive and cooperative to the users. The library premises will maintain high level of security, sanitation and ventilation and will provide comfortable space for the users to study.
- 7.5 The library hours will be kept flexible to accommodate additional demand for library services from time to time.
- 7.6 The library will undertake annual or periodic stocktaking as per standard norms and take suitable action on the same.



## 8. Feedback and Review

The maintenance and utilization policy will be reviewed from time to time keeping in the changing regulatory norms and academic requirements. Suitable measures will be initiated for continuous improvement in the quality of services. Such measures will be based on the regular feedback obtained from different user segments.

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