



SRINIVAS UNIVERSITY

(PRIVATE UNIVERSITY ESTABLISHED UNDER KARNATAKA STATE ACT NO.42 OF 2013)

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Office of the Registrar

SU/REG/F-112/2017

Date: 17/06/2017

Name of the Policy/ Guidelines	Maintenance Policy
Short Description	Policy to maintain the infrastructure
Scope	Infrastructure and buildings services of Srinivas University & Hostels.
Policy status	Original
Date of approval of Original Policy	17.06.2017
Effective date	17.06.2017
Approval Authority	Board of Management
Responsible officer	Registrar

Dr. Anil Kumar

Registrar
REGISTRAR
SRINIVAS UNIVERSITY
MANGALORE

MAINTENANCE POLICY

Srinivas University has a comprehensive policy to maintain the infrastructure periodically. Overall a maintenance committee is in place to oversee the required maintenance work being undertaken in the institution. The standard of utilizing physical, academic and support facilities – ClassRooms, Laboratory, Canteen, Hostels are essential to get the benefits to students and reduce the cost of repair and breakdown situations in an eventuality. As policy the physical facilities such as Laboratories, Classrooms, Library and Sports Complex are maintained by House Keeping under the supervision of Non-Teaching Staff / Floor Supervisors. Utilization of the classrooms is facilitated to the students in working days and it is also made available to the other governmental / Non-governmental organizations for conducting exams during Vacations and holidays. The masonry and plumbing works are carried out with local skilled persons and the expenditure are incurred from Maintenance. Lab equipment's are serviced by manufacturers and service personnel during summer and winter vacations. Stock registers are maintained regularly. Both the campuses follow the policy in toto.

OBJECTIVES

1. Prepare routine and preventive maintenance schedule for both static and functional infrastructure facilities at all the campuses of Srinivas University.
2. Execute the maintenance schedule with the support of external agencies
3. Execute emergency maintenance schedule on priority basis
4. Prepare reports of maintenance done and submit to higher authorities for reviews and inputs
5. Prepare and update a list of various vendors for supply of consumables used for maintenance
6. Prepare a turnaround time for completion of annual maintenance, break-down repair maintenance or any emergency situations of failures or breakdowns.
7. Prepare a scheduled for all back-up systems to be set up for all existing systems and people currently engaged.

CIVIL INFRASTRUCTURE MAINTENANCE

Adequate Human resources are appointed exclusively for maintenance and upkeep of campus infrastructure. A maintenance supervisor and maintenance assistants (electrician and plumber) assist in upkeep and maintenance of infrastructure facilities. These personnel are available 24 X 7 to monitor the maintenance works/issues. The cleanliness of the campus and the hostels is outsourced to a contractor who reports to the supervisor.

The institute outsources the maintenances of infrastructure facilities. Following is the list of Annual Maintenance Contracts.

- Annual Pest Control Service Contract
- Fire Systems Maintenance Contract
- Elevators Annual Maintenance Contract
- UPS Maintenance Contract
- Water Tank Cleaning Contract
- Toilets and toilet door cleaning and Maintenance Contracts
- Septic Tank Cleaning and Maintenance Contracts
- Drinking Water purifier filter and tank Maintenance Contracts



- Lift Maintenance Contracts
- CCTV Maintenance Contracts
- Well and bore well Maintenance Contracts
- Pipelines (all pipe line and big & small valves) Maintenance Contracts
- Air-conditioning and Refrigeration, cold water Maintenance Contracts
- Teaching and non teaching staff chairs and tables Maintenance Contracts
- Compound wall and main gate Maintenance Contracts
- Flooring and tiles Maintenance Contracts
- Staircase and Ramp Maintenance Contracts

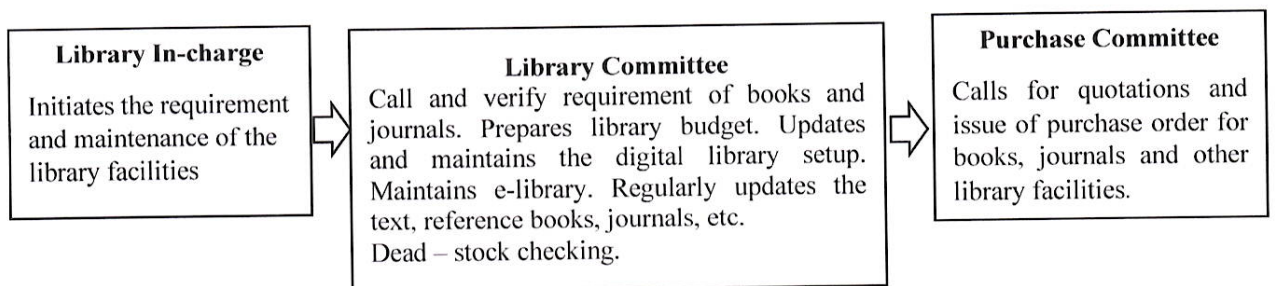
AMC (Annual Maintenance Contract) is signed with these respective agencies for preventive and corrective maintenance. Security of the institute is assigned to external agency. The institute has a vegetable garden which is maintained by the gardener appointed by the University. The following are the maintenance processes followed as a policy.

EQUIPMENT & COMPUTING FACILITIES MAINTENANCE

Srinivas University has dedicated staff that overlooks the maintenance & upkeep of equipment & computing facilities of the institution. All the standalone and dedicated computers and network systems connecting these computers are taken care of by the respective departments, system department and technical assistants. All the electrical and electronics equipment deployed in different positions in institute are looked after by the team of electrical maintenance staff consisting of electricians and engineers. Routine computer maintenance, software installations, networking are handled by respective Department. Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.

LIBRARY MAINTENANCE

The library is continuously updated in terms of latest books, journals and e-contents by the “Library Committee”. Following flowchart indicate the standard procedure adopted for the maintenance of library facilities



SPORT GROUND / EQUIPMENTS

Physical Director and the Sports Committee of the Srinivas University looks after the sports facilities and the activities. Sports Committee looks after maintaining the sports ground and sports equipments. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. Coaches are also appointed for some events with the permission of the parent institute and the Dean. The sports equipment's are issued to the students as per the schedule of the events. If any equipment's get faulty, Sport Director submits proposal for



maintenance. Preventive maintenance measures are taken in time. Sport Director is responsible for keeping the record of utilization of Sport Facilities, activities held, and awards for the students etc.

CANTEEN AND FOOD COURTS MAINTENANCE POLICY

Srinivas University Canteen and food courts are places where all stake holders do visit on a regular basis. The canteen and food courts are well maintained regularly. The wash basin and the cooking areas are well lit, clean and neat. Every day the vessels are cleaned before they call it as a day. The canteen policy is to make sure that no food poisoning happens under any circumstances. The canteen has a standard menu to cater to a variety of students, patients, teaching and non teaching staff. Steam cooking is used in few of the canteens. The table and chairs are well cleaned with a good disinfectant. The flooring and other walk areas are cleaned twice a day. This policy is verbally informed to each and every staff of the canteens of Srinivas University and is meticulously followed.

HOSTEL MAINETNANCE

Srinivas University hostel facilities have the best of the comfort and cleanliness. The rooms and washrooms of all the wards are cleaned on a daily basis. Every room has a dustbin in the toilet as well as one in the living room. Students are also trained to dry their clothes in a designated area and are informed by the hostel wardens to maintain discipline and not spoil the walls and the property of the hostel like fans, cots, commodes, tables chairs and other accessories like switchboards. The hostel parking for students is provided and outside vehicle of non hostelities is not allowed in to the parking area. The policy of good maintenance is announced by the warden verbally and printed and pasted behind the doors.

STORAGE AND MAINTENANCE ROOM MAINTENANCE

Srinivas University has storage & maintenance room. This room has tools and equipments for making quick access to repair and reinstate things at a faster pace. The storage room has designated place for each and every item that is purchased. Consumable like detergents, phenyl and other cleaning items like, mops, brooms and various items are stored and issued as per schedule and need of these items.

PARKING AREA MAINTENANCE

Parking area is cleaned and earmarked with a paint for perfect and organized parking. The parking area is controlled by the security designated for the day's duty and he is supposed to guide every owner or driver accordingly. The Parking area is always free of pets and other living beings. Every day the parking register is maintained by the designated security personnel by entering the vehicle number and time. This ensures safety of the vehicle; but the responsibility of the vehicle lies with the owner of the vehicle. Vehicles of the University are maintained including mobile health check-up van.

ALL VEHICLES OF THE UNIVERSITY INCLUDING MOBILE HEALTH CHECK UP VAN MAINTENANCE

Srinivas University vehicles like buses, vans are driven by university drivers and are maintained on a regular basis. These vehicles also have the updated documents like Pollution Fitness Certificate, Insurance documents, Registration Certificate, Drivers License, First Aid Box as well as the driver's health fitness certificate in every vehicle. Vehicles are checked up for the following



fitments like: Tyres, batteries, brake fluid, engine oil, radiator coolant, mirrors, wipers, seats, glass and their rubber beading, engine maintenance etc. All vehicles are perfectly painted with the University name and number plate. The vehicles are coated with yellow paint once in three years and are well maintained.

CUPBOARDS AND STORAGE FACILITIES MAINTENANCE

Srinivas University has cupboards and storage facilities to update and store documents both for administration and teaching faculties. The storage facilities are given to each department with two keys. Each key is given to a respective faculty and the other spare key is with the maintenance department. All keys are maintained and kept in a safe custody under the supervision of the Office Manager. The keys are stored so that they are accessible in case of an emergency. The cupboards are painted once in five years as it is subjected to bad marine weather. Hence these cupboards are greased on a regular basis to avoid friction while opening and closing the doors.

WEBSITES, E-MAIL PASSWORDS & DIGITAL SAFETY SYSTEMS MAINTENANCE

All official websites and e mail id password are saved and changed regularly every week and are well maintained with anti-virus software run processes. All digital locks and digital devices owned by the University in all locations are listed and are subjected to new updation regular maintenance process. The passwords for Instagram account, twitter account as well as videos for Google are upgraded and maintained on a quarterly basis.

SOLAR PANELS MAINTENANCE

Srinivas University has installed solar panels on the roof top to tap the solar energy. These panels are cleaned once in every 8 to 9 months before and after the rainy season. The reason being it needs to be clean to convert solar energy to electrical energy with great efficiency and effectiveness. Solar energy helps the University to be sustainable and save energy bills. The solar panels and the batteries are maintained by checking the water level and topping it at regular intervals. The batteries are checked on a regular basis.

RAINWATER HARVESTING MAINTENANCE

Srinivas University has the rainwater harvesting fed to the well in the campus. The filter of the same is cleaned on a regular basis before every rainy season. The rainwater harvesting provides sustainability and growth in terms of plants and trees. Maintenance of the well and rainwater harvesting pipes create a good flow of water through- out the year.

GARDEN MAINTENANCE

Srinivas University Garden are maintained well and are watered daily irrespective of size. The plants are trimmed and well cut as per their required size. The crotons and flowering plants are separately planted. Fruit bearing trees like mangoes, jack fruit and many more are planted and maintained by nurturing them with bio fertilizers. Fruit fly boxes are installed nearby the trees to make sure the fruits are not infected by fruit fly insects.

The garden is maintained by the gardening team comprising of 6 people. The garden is nurtured with fertilizer that is generated from the compost.

VERMI COMPOST PIT MAINTENANCE

Srinivas University Vermi compost pit generates good compost for plants and is very helpful in terms of saving soil and avoiding burning of garden waste. This compost pit creates good quality fertilizers for the usage in the garden on a regular basis. The flower pots are fertilized from this



itself so that it keeps the campus green. Vermi compost pits have a long life and hence they need minimal maintenance like mixing and churning once in a month for oxygen to get inside for better yield.

NAME BOARDS, HOARDING AND ADVERTISEMENT BANNER MAINTENANCE

Srinivas University has many name boards located in various campuses. These boards are maintained on a regular basis by replacing or by fixing a new board. These boards are displayed inside and outside the campus. All boards facing the road are checked on a regular basis and taken care of. The name boards are corrected and checked on a regular basis as people are transferred or resign or get promoted from time to time.

DOCUMENTS AND RECORDS ROOM MAINTENANCE

Srinivas University has document and record room which is maintained regularly. The documents are stored in a file and all plastic files are opened once in two months to check for termite attack. The University preserves things well as they are mandated as per statutory requirements. All records are dusted and cleaned on a regular basis as part of general maintenance.

GENERATOR MAINTENANCE

The generator is maintained by cleaning the filter and the engine oil on a regular basis. The generator diesel storage drums are neat and clean. The generator filters and power outputs are checked. The reports are filed and kept for future reference. The Generator carbon emissions are within the permissible limits and are at acceptable levels. Care is taken to ensure that the campus is not polluted and students don't feel the carbon emissions. Generators are run only when there is emergency and it is kept as a back-up and is operated by the security in-charge on duty. Announcements are made accordingly if there is a power failure and action is taken accordingly.

PUBLIC ADDRESS AND STAGE (Indoor and outdoor) MAINTENANCE

Srinivas University has indoor and outdoor stages. These stages are taken care well as programs are conducted on a regular basis. Stages have podium, mixers, music system, lighting equipments as well as chairs for the guests. These are well maintained from time to time. The stage requirements are fulfilled as per the need of the day and the type of the programme.

FIRST AID, FEEDBACK BOX & NAPKIN DISPOSAL/ BURNING MACHINE MAINTENANCE

Srinivas University has first aid box as well as feedback box at appropriate locations. These boxes are emptied as and when they are filled. The feedback is recorded and stored in a place. The sanitary napkin disposal and burning machine is cleaned and maintained on a monthly basis.

AIR CONDITIONING SYSTEMS

Srinivas University has many air-conditioned fitted Offices as well as the gallery/ class rooms. The filters of the A.C's are well cleaned and are thoroughly checked for any leakages of condensation water. The A.C 's are well cleaned and repaired so that there is no leakage and wastage of the cooling generated. The false ceiling is also taken care of and well maintained to prevent leakages.

POLICY MONITORING AND REVIEW

The advisory board shall monitor and review the efficacy of the policy on annual basis. All these processes are checked and monitored on a regular basis. The Maintenance Committee is formed



on a regular basis on deputation from various departments. The Maintenance Committee meets on a regular basis to modify the policies and processes as needed from time to time.

CONCLUSION

Maintenance is an on-going process at Srinivas University. This helps the university to reduce, reuse, recycle things, equipments and other processes. Hence the Maintenance Department makes a major impact on the progress of the University from time to time.




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