



Chaudhary Charan Singh University, Meerut (U.P.) India



INFRASTRUCTURE MAINTENANCE POLICY 2022







Infrastructure Maintenance Policy-2022

**Chaudhary Charan Singh University
Meerut, (Uttar Pradesh), India**

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MESSAGE



It is a matter of immense pleasure that I have an opportunity to work in one of the leading Universities of Uttar Pradesh.

I take pride in welcoming the prospective management of Infrastructure Maintenance Policy 2022 of Chaudhary Charan Singh University, Meerut. This policy will be helpful in improving our quality of life. It is said that our climate and natural environment during design, construction or operation and maintenance of Infrastructure reduce or eliminate negative impact, and can create positivity in our thoughts and overall personality. This Policy will prove to be suitable in converting the WASTE to WEALTH in the University. It will augment the progress of the students providing them best services and Infrastructure in terms of good laboratories, class rooms, sports grounds, equipment and other facilities.

It is not only my hope but, I have full faith that all the administrative staff, members, Engineers and technical team together will come up with sustainable solutions for upgrading, optimizing and maintaining the Infrastructure of the University.

(Sangeeta Shukla)



MESSAGE



It is indeed a pleasure for me to welcome the Infrastructure Maintenance Policy of Chaudhary Charan Singh University, Meerut. I am happy that this policy is considering scientific approach to maintaining the infrastructure. This policy is committed to provide best in class infrastructure to all its constitute departments and other functional areas to ensure that the infrastructure meets and exceeds the requirements of teaching, learning and other process as specified by the statutory bodies both in terms of quantity and quality. A comprehensive policy for Infrastructure maintenance was the need of the time. The policy calls for the efficient and maximum utilization of all its resources and regular up gradation from time to time.

I am sure that Infrastructure Maintenance Policy will be useful for all the stakeholders. I hope that as a result of this Policy the Infrastructure in the University will improve in GREEN BUILDING CONCEPT. I congratulate all members for preparing and implementing this policy.

(Y. Vimala)

PREFACE


Considering the importance and knowledge it well that maintenance of Infrastructure in particular has a remarkable influence on Country's economic productivity. The major purpose of undertaking this policy has been to make systematic approach for repair and maintenance of Infrastructure. The completance of undertaking, investigating and providing suitable approach to repair and maintenance problem is most essential to all level of engineering professionals.

Chaudhary Charan Singh University, Meerut has developed and documented well through out and conceived policies and procedures for the maintenance, service and even replacement of the entire infrastructure and logistical support systems. This includes the buildings, labs, class-rooms, gardens, roads, hostels, etc. as well as the equipments, instruments and machineries. Even library is covered under this policy. It is scrupulously implemented for accurate, effective and efficient functioning of them at all times for the benefits of their users. This structured manual is far from static but a dynamic one with periodic review and revisit for continuous update.

(Sangeeta Shukla)

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SIR M. VISVESVARAYA

**“No one person can shape the life of another.
Your success and happiness depends upon your own self.
Think for yourself and have a plan of life”**

-SIR M. VISVESVARAYA

INTRODUCTION

Chaudhary Charan Singh University, Meerut has an extensive Infrastructure to deliver its teaching, learning and research programs. The University has an established system for maintenance and utilization of infrastructure in the campus.

VISSION

To Provide maximum facilities to all stakeholders of the University and be a World Class Infrastructure in terms of good laboratories, class rooms, sports grounds, equipments, ICT facilities, etc. at sustainable pace and provide excellence with utmost governance.

MISSION

To Continue with World Class technologies and provide solutions for maintaining the infrastructure through innovative ideas for the utmost satisfaction of the stakeholders.

Engineering Section of the University is responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied and incidental activities. It has civil and electrical Wings and it operates under the supervision of **Construction & Maintenance committee** which is constructed by the Honorable Vice Chancellor.

- This policy provides a framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.
- Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this policy.

1. COMPONENTS OF A MAINTENANCE SYSTEM

The Engineering section shall include the following components:-

- 1.1 Prioritization of work
- 1.2 Comprehensive work procedures
- 1.3 Performance standards and goals
- 1.4 Work order system
- 1.5 Long-range planning

By developing a maintenance policy that has these components in place, the department will have the tools it needs to control the performance of maintenance work at the University.

1.1 Prioritization of Work

The work priorities adopted by the engineering section on the basis of its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. The maintenance priorities of the University assets and buildings are as follows:

- i.** Emergency repairs
- ii.** Planned maintenance
- iii.** Unplanned maintenance
- iv.** Resident requests
- v.** General cleaning
- vi.** Inspection
- vii.** Preventive maintenance
- viii.** Miscellaneous

This will ultimately decrease on-demand work and maintain the property in a manner that will keep students and staff satisfied

1.2 Comprehensive Work Procedures

The Engineering section will ensure that there are sufficient clear procedures in place to allow staff to implement the Maintenance Policy. All procedures will include the following:

- i.** A statement of purpose.
- ii.** The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure.
- iii.** Forms needed to carry out the activities.
- iv.** An annual review of the maintenance procedures.

1.3 Performance Standards and Goals

The Engineering section will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards, the University will take into consideration certain factors:

- i.** National building code.
- ii.** National building code for fire safety.
- iii.** Indian standard codes.
- iv.** C.P.W.D. works manual.
- v.** U.P.P.W.D. Bidding document.
- vi.** U.P.P.W.D. S.O.R. & D.S.R.
- vii.** U.P.P.W.D. Specification

These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

1.4 Work Order Systems

The Engineering section shall have a comprehensive work order system that includes all work request information, viz. source of work, description of work, priority, cost and days to complete. This information is required for the University to plan for the delivery of maintenance services as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work schedules which will include at the minimum, the following:

- i. Source of request (planned, inspection, resident, etc).
- ii. Priority assigned.
- iii. Location of work.
- iv. Date and time received.
- v. Date and time assigned.
- vi. Worker(s) assigned.
- vii. Description of work requested.
- viii. Description of work performed.
- ix. Estimated and actual time to complete.
- x. Materials used to complete work.

1.5 Long Range Planning

The Engineering section will put in place and maintain a long range maintenance planning capability in order to ensure the most cost effective use of University resources and to maximize the useful life of University properties. By developing a work plan, the University will be able to anticipate its staff, equipment and material needs. It will also be possible to determine need for contracting particular services.

2. MAINTENANCE OF PHYSICAL FACILITIES

The physical facilities in the campus of the university are maintained by the Engineering section comprising of competent civil and electrical engineers. The services of plumbers, electricians, carpenters, etc. are available round the clock in the campus.

Engineers is responsible for the uninterrupted water supply, sanitation, power supply and maintenance of Fountains, Park, Roads, Tapovan & equipment like generator sets, general lighting, power distribution system, solar plants etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

The Engineering section with a team of members, monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities,

staff lounge, students amenity areas, day care center, ramps, animal house, medicinal garden, gymnasium, tactile path, toilets for disabled person, lifts, cafeteria, common rooms for girls and hostel buildings.

Ensuring adequate fire-fighting arrangement in common areas such as Raja Mahendra Pratap library, Administrative block, Auditorium hall, Bhraspati Bhawan & other Academic & Administrative building.

3. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms with ICT facilities, teaching offices and laboratories are maintained by the Engineering section. The Heads of Departments report to the Engineering section periodically for all the maintenance works. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

4. MAINTENANCE AND UTILISATION OF SEMINAR HALLS AND AUDITORIAMS

Maintenance of Seminar halls and auditoriums are under the purview of the Engineering section. All Auditoriums are under the supervision of engineering section, & their booking is also done by engineering section. Effective utilization of seminar halls and auditoriums for organizing academic meetings, seminars, conferences and cultural events is made.

5. MAINTENANCE OF ICT FACILITIES

The Computer Centre and The office of Finance officer, maintain the ICT facilities including computers and servers. The annual maintenance contract includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

6. MAINTENANCE OF SPORTS AND GAMES FACILITY

The sports equipments, fitness equipments, ground and various courts in the Campus are supervised and maintained by the Engineering section. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months.

Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sport equipments. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education students as part of their curriculum. Gymnasium and playgrounds are maintained by the staff of the Engineering section, Staff of Horticulture dept. and of Physical Education Department.

7. MAINTENANCE OF CAMPUS CLEANLINESS

Cleaning of the campus area including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the general section & Sweeping staff of the University. Toilets are cleaned thrice every day. The whole campus area is maintained by the Engineering section & their supervisor who will be reporting the completion of work to the in charge of Engineering section.

8. CAMPUS DEVELOPMENT ACTIVITY

- i. To prepare proposals for infrastructural development in the campus as instructed by the Honorable Vice Chancellor & competent authority for funded projects or for seeking funding from UGC/ RUSA, State Government and other Government projects.
- ii. To coordinate with nominated government executing agencies for successful execution of such funded projects and submission of utilization certification by the Finance Officer.
- iii. To execute approved proposals for demolition of such dilapidated building structures which are deemed unusable for safety reasons through due process of auction on as-is-where basis.

9. ALLIED AND INCIDENTAL MAINTENANCE

- i. To prepare estimates of maintenance, repair, renovation or new projects as per approved schedule of rates prescribed by the UP Public Works Department, seek administrative approvals, carry out due process of inviting quotation, tenders, Expressions of Interest etc. as applicable as per prescribed respective limits for quotations, tenders etc., assign work to successful bidder after ensuring prepared MOU to be signed by Finance Officer.
- ii. To monitor approved works for timely completion and adherence of quality, verify and process bills for payment to Finance Officer after due entry in measurement books, stock register etc.
- iii. To maintain records of all executed works and assist in provision of requisite information as needed to authorities, RTI and audit.
- iv. To install Generator meters in residential units, carry out readings for monthly consumption and ensure deduction of electrical charges from the salary bill of residential allottees through advice note to Finance officer.
- v. To ensure handing over the new added infrastructure facilities to the concerned In-charge of the office after verifying the lists of assets, fittings and fixtures etc.
- vi. To ensure handing over the keys of the allotted residential quarters to the concerned teacher/employee as per the allotment by the Allotment Committee / Honorable Vice Chancellor and also take the vacated quarter keys from outgoing occupant.
- vii. To issue No-Dues Certification to teachers/employees after ensuring all rental dues,

electrical charges are paid and all fittings and fixtures are intact.

viii. To assist in removal of condemned and discarded items of furniture, fixtures and furniture on the request of HOD/Coordinator/ Deans/D.R./A.R. or In-charge concerned to the scrap yard or store for disposal under the directions of Concern approved Committee.

Glossary:

i. Maintenance: Work performed on a facility or the fixed systems and building service equipment therein, for the purpose of maintaining quality and function.

ii. Planned maintenance: Upkeep of property, machinery, and facilities, including buildings, utility systems, roads, and grounds. It is often characterized by its routine or recurring nature.

iii. Preventive Maintenance: Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks that prolong system operation and useful life: inspection, cleaning, lubrication, and part replacement.

iv. Repairs: The reconstruction or renewal of any part of an existing facility for the purpose of maintenance or restoration of its state.

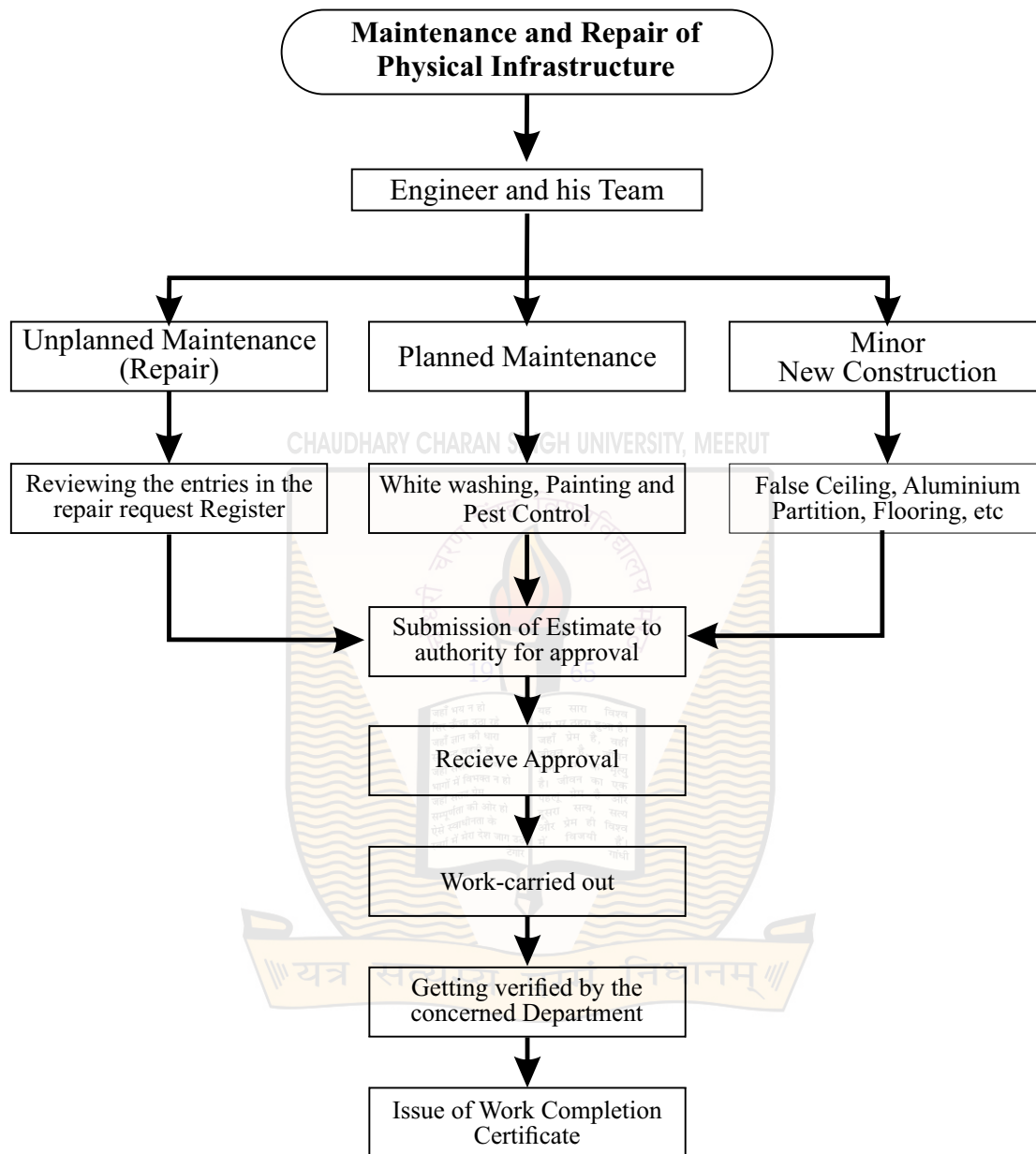
10. WASTE MANAGEMENT

For disposal and treatment of solid waste, There is a Garbage Disposal Center called GARBAGE CLINIC. This Center is under the supervision of Engineering Section. This Center is responsible for collecting the garbage daily from all departments, hostels, and residential areas. After collecting the garbage, Non-Biodegradable garbage separated and washed at the center. Compost is made from Bio-Degradable waste. In Case of E-waste and Bio- Medical waste authorities can be dispose through the concerned agencies.

11. RAIN WATER HARVESTING

Government of India has decided to make Rain Water Harvesting compulsory in urban areas considering increasing population and burden on water supply. Low rainfall situations and drying ground water level are main challenges in urban as well as rural areas to keep sufficient water supply.

Installation or Construction of Rain Water Harvesting unit is a solution for this problem. More than 50 units of Rain Water Harvesting have been installed in this campus. We can develop this campus a model for Water Conservation.



Note 1:

LIFE SAFETY SYSTEMS

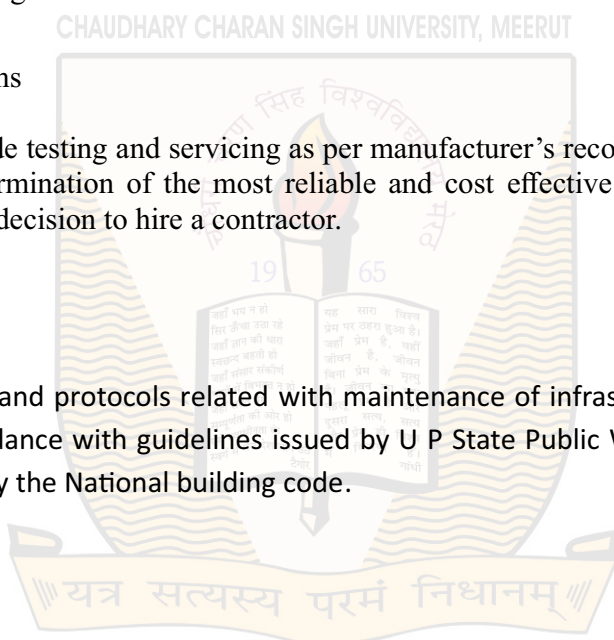
The University shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Engineering section shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plan are the following:

- i. Fire alarms and fire alarm systems
- ii. Fire extinguishers
- iii. Fire hoses
- iv. Emergency generators
- v. Emergency lighting
- vi. Smoke detectors
- vii. Sprinkler systems

The plan will include testing and servicing as per manufacturer's recommendations. It will also include a determination of the most reliable and cost effective way to perform the work including the decision to hire a contractor.

Note 2:

All the procedures and protocols related with maintenance of infrastructure are subject to change in accordance with guidelines issued by U P State Public Works Department / Guidelines issued by the National building code.

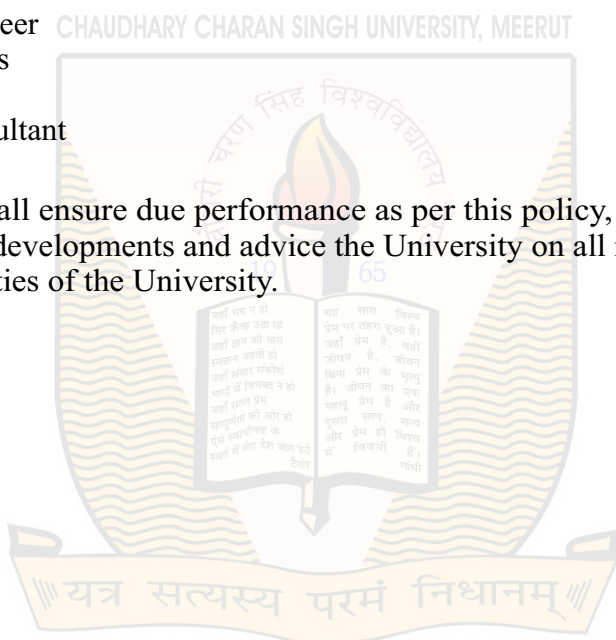


Committee Constitution for Infrastructure Maintenance Policy:

An Infrastructure Maintenance Policy Formulation Committee constituted with the following members:

1. Honorable Vice- Chancellor
2. Honorable Pro Vice- Chancellor
3. Members of Construction and Maintenance Committee
4. Finance Officer
5. Registrar
6. Executive Engineer (C), U.P.P.W.D.
7. Executive Engineer (E), U.P.P.W.D.
8. Incharge Horticulture
9. University Engineer
10. Sports Officer
11. Electrical Engineer
12. Junior Engineers
13. IT (i/c)
14. Architect/ Consultant

The committee shall ensure due performance as per this policy, derive new policies compatible to the developments and advice the University on all matters referred it to by various authorities of the University.







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