



RKDF University
Gandhi Nagar, Bhopal

Maintenance policy-cum procedures

Approved in Board of Management on 25-10-2012
and by governing body on 14-12-2012


Registrar
RKDF University

(For official use)

ESTABLISHED SYSTEM AND PROCEDURE FOR MAINTENANCE

This document provides a management framework and an outline on allocating responsibilities to ensure effective use and maintenance of existing infrastructure facilities. The overall policy-cum procedure is to have an effective mechanism for the upkeep of the infrastructure and other facilities to have optimum utilization of the facilities to have effective academic functioning of the university in the service of students.

We have provision for annual maintenance contract as per need, they AMC which are operative include

- Solar
- E-waste
- Medical waste
- Ground maintenance

The university has engaged technical manpower for maintenance for following works

CIVIL MAINTENANCE

Maintenance of civil works is needed for getting uninterrupted services which facilitate smooth and efficient functioning of the University. The maintenance of civil works include:-

1. Maintaining cleanliness and sanitation in the campus.
2. Repair of frequently damaging components like window glasses, plumbing components, sanitary ware, floor tiles, doors, classrooms, benches, boards, furniture, faculty rooms etc
3. Internal roads maintenance.
4. Water supply and overhead/underground water tank maintenance.
5. Periodical Color wash/OBD/Painting of Buildings
6. Water leakage/Seepage repairing work

MECHANICAL MAINTENANCE

The standard procedure followed for service and maintenance of equipment/machinery as follows

1. Equipment/machinery is serviced during the warrantee period, either in-house or in the supplier premises based on the nature of defect.
2. After warrantee period, the technical staff attached to the respective laboratories carryout the services. The university has identified organization also for repairing the equipment, if necessary supplier is also contacted.
3. The remuneration bill (cost of Maintenance) is passed by the accounts department through proper channel.


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WATER MANAGEMENT SYSTEM.

1. Operation, Repair and Maintenance of total Water Management System that includes.
 - Bore Well Pumps, Submersible Pumps
 - Water purifier (RO System)
 - Water Coolers, Water Geysers
 - Monitoring function of ETP /STP under AMC
 - Up keeping of all underground/ overhead water tanks
 - Periodical water testing analysis. Conservation of water by implementing rain harvesting system.
2. Repairing of all plumbing and sanitary items.
3. Repairing of furniture at all Offices, Hostels & staff residential area.
4. Repair and Maintenance of all Electrical Fittings/ Equipment's HT lines, main panels and Generators

LABORATORY MAINTENANCE:

As soon as the complaint is received with details, (including Guarantee Period etc.) will identified procedure is followed. After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the possible extent. If repair cannot be done by technicians of institution, then it is repaired by the persons outside the organization. If items are required then a proposal is sent to the concert person through proper channel (concerned HOD). After the items are purchased the equipment will be repaired by the respective person. The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

CENTRAL LIBRARY

PROCUREMENT AND STOCKING OF BOOKS:

1. The order list shall be prepared on the basis of suggestions of the faculty
2. The list shall be forwarded to the principal for approval who makes any necessary changes, approves it and forwards the same to Library for procurement.
3. The books are received by librarian from the supplier. An inspection activity will be carried out by librarian to check quantity, Title, Author, etc, as per the invoice.
4. The books received by the librarian are entered in the Accession Register (AR).
5. After the completion of Accession, due date slip, numbering shall be pasted on internal Title Page of the Book.

SPORTS:

The sports related materials are issued to the students by maintaining an issue/return register which reflects the utility and demand of the items along with the students interests. Subsequently it facilitates the proposals to be made for the next academic years. Students who are selected for the college teams of various events are provided with uniform to participate in the same. Equipment related to various physical activities and sports are updated on a regular basis. The up keeping of the sports items in an efficient way is done through regular monitoring using required work force.

ELECTRICAL MAINTENANCE:

(Electrical, EPABX & Phone Lines, Air Condition, fan and Water Cooler)

1. Complete repair, maintenance of electrical services.
2. Look after allotment of new telephone connections and lines where required repair and maintenance of telephone services in campus.
3. Check all area lights and repair and change the fuse Bulbs Fans, Tube lights, CFLs etc.
4. Supervise the outside vendor for electrical job work and confirm work completed satisfactorily.
5. Check the all exhaust and fresh air fans in all blocks, cafeteria, labs, hostels, residential blocks, canteen etc.
6. Arrange the electrical connection for party function and conference area.

MAINTENANCE AND UTILIZATION OF COMPUTER FACILITIES:

Laboratory assistant maintains Stock Register regularly to keep account of the nonfunctional equipment's and infrastructure. Maintenance and up gradation is looked after by IT officer of CS/IT Department from time to time. Annual maintenance of computers used in different departments are renewed regularly to ensure their good service. E-waste: We have a special teaching staff to look after the e- waste to dispose it after the approval of the Principal.

Operating Aspects:

The University has appointed staff for maintenance and repair of infrastructure facilities, services and equipment. All maintenance requirements generated from institute level goes to respective appointed staff. After that respective staff submits it to registrar who will verify it and forward to CAO (Chief Administrative Officer). CAO will resolve the concerned issue and help to accomplished it.


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