



**Shobhit
University**

EDUCATION EMPOWERS

Babu Vijendra Marg, Adarsh Institutional
Area Gangoh, Distt. Saharanpur (U.P.)
247341, India
Tel: +91 7830810052
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Reff. No. SUG/ADM/RO/2023/07

Date: July 10th, 2023

Notification

Subject: Establishment of University Maintenance Committee

In pursuit of ensuring the efficient upkeep, safety, and functionality of the University's physical infrastructure and facilities, it is hereby notified that a University Maintenance Committee (UMC) has been constituted with immediate effect.

Objectives of the Committee

1. To supervise the maintenance of buildings, classrooms, laboratories, libraries, hostels, and other infrastructural facilities.
2. To ensure timely repairs and renovations of electrical, plumbing, and structural systems.
3. To prepare annual maintenance budgets and oversee their proper utilization.
4. To establish preventive maintenance protocols and periodic inspections.
5. To coordinate with outsourced maintenance service providers and ensure compliance with university standards.
6. To address emergency maintenance issues efficiently and promptly.

Composition of the Committee

The University Maintenance Committee shall comprise the following members:

1. Chairperson – Registrar
2. Member Secretary – Civil Engineer
3. Members:
 - Dean/Director/Principal/ HoDs of various schools
 - Estate Officer
 - Warden (Boys and girls Hostels)
 - Campus Administrator
 - One faculty representative (to be nominated by the Vice Chancellor)
 - One student representative (to be nominated by the Dean of Student Welfare)





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Minutes of the Meeting of the University Maintenance Committee (UMC) 2023

Date: 11th July 2023

Time: 03.00 PM

Venue: Administrative Block

Members Present:

1. Registrar (Chairperson)-Dr. Mahipal Singh
2. Civil Engineer (Member Secretary)-Mr. Khushnood Ahmad
3. Dean/Director/Principal/HoDs of various schools
4. Estate Officer-Mr. Gaurav Mittal
5. Warden (Boys & Girls Hostels)-Mr. Mahindra Kumar/Ms. Deepa Panwar
6. Computer Administrator-Puspendra Kumar
7. Faculty Representative (Nominated by the Vice Chancellor)
8. Student Representative- Miss Nisha

Agenda:

1. Introduction and constitution of the University Maintenance Committee
2. Discussion on the roles and responsibilities of the UMC
3. Review of existing infrastructure and urgent maintenance needs
4. Establishment of inspection schedules and preventive protocols
5. Budget planning and allocation
6. Coordination with outsourced service providers
7. Any other matter with the permission of the Chair

Proceedings:

1. Welcome Address:

The Chairperson welcomed all members and briefed them on the purpose and significance of the University Maintenance Committee.

2. Introduction of Committee Members:

All members briefly introduced themselves. The composition of the committee was formally acknowledged.

3. Roles and Responsibilities:

The Member Secretary read out the objectives of the committee. The committee unanimously agreed on the following focus areas:

- Regular supervision of university infrastructure
- Immediate attention to electrical, plumbing, and structural issues
- Development of annual maintenance budget and its timely execution
- Scheduling preventive maintenance and inspections every quarter

The bottom of the page features three handwritten signatures. From left to right: a signature that appears to be 'Mahipal Singh', a signature that appears to be 'Khushnood Ahmad', and a signature that appears to be 'Nisha'.



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4. Assessment of Current Maintenance Issues:

- Reports were submitted regarding water leakage in Block B, malfunctioning AC units in the main library, and insufficient lighting in hostel corridors.
- It was resolved that the Civil Engineer will initiate a condition assessment survey of all buildings within two weeks.

5. Preventive Maintenance Schedule:

- A monthly inspection calendar was proposed and accepted.
- Each department will designate a point of contact to report issues in their area.

6. Budget Planning:

- The committee proposed forming a sub-committee to draft the annual maintenance budget within the next 15 days.

7. Outsourced Services Coordination:

- Estate Officer was instructed to review existing service contracts and report on compliance.
- Any non-compliance should be reported at the next UMC meeting.

8. Emergency Maintenance Protocol:

- A 24/7 helpline and complaint registration portal were proposed for emergency maintenance issues.
- The Campus Administrator will coordinate this initiative.

9. Any Other Matters:

- The student representative suggested more notice boards to display maintenance-related notices and progress reports to increase transparency. The idea was well-received and will be reviewed for feasibility.

Resolutions Passed:

- Approval of quarterly inspection schedule
- Initiation of infrastructure survey within two weeks
- Formation of a budget sub-committee
- Launch of 24/7 emergency maintenance support system

Meeting Adjourned at: 04.00 PM

Minutes Prepared by:

Civil Engineer (Member Secretary)

[Signature & Date]

Approved by:

Registrar (Chairperson)

[Signature & Date]



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Minutes of the Meeting of the University Maintenance Committee (UMC)

Date: 17th August, 2021

Time: 03:00 PM

Venue: Administrative Block

Present:

1. Registrar (Chairperson)-Dr. Mahipal Singh
2. Civil Engineer (Member Secretary)-Mr. Khushnood Ahmad
3. Dean/Director/Principal/HoDs of various schools
4. Estate Officer-Mr. Gaurav Mittal
5. Warden (Boys & Girls Hostels)-Mr. Mahindra Kumar/Ms. Deepa Panwar
6. Computer Administrator-Puspendra Kumar
7. Faculty Representative- Dr. Prashant Sangwan
8. Student Representative- Miss. Ankita

Agenda:

1. Introduction and confirmation of the constitution of the University Maintenance Committee
2. Discussion on the objectives and responsibilities of the committee
3. Review of the current maintenance status of university infrastructure
4. Planning preventive maintenance schedules
5. Budget preparation and monitoring
6. Coordination with outsourced maintenance service providers
7. Discussion on emergency maintenance protocols
8. Any other business

Proceedings:

1. Welcome and Opening Remarks:

The Chairperson, Registrar, welcomed all members and emphasized the importance of the committee to ensure effective maintenance of university infrastructure.

2. Constitution of Committee:

The composition of the committee was confirmed as per the notification. All members acknowledged their roles and responsibilities.

3. Committee Objectives:

The Member Secretary read out the objectives of the UMC. Members discussed and agreed on the primary focus areas, including supervision of maintenance, timely repairs, budgeting, preventive maintenance, vendor coordination, and emergency response.

4. Current Maintenance Status:

Members shared reports on existing maintenance issues, such as pending repairs in hostels, electrical issues in laboratories, and plumbing challenges in various buildings.



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5. Preventive Maintenance Planning:

The committee agreed to establish quarterly inspections. The Civil Engineer was tasked with preparing a detailed maintenance schedule.

6. Budgeting:

It was proposed to form a subcommittee including the Registrar, Civil Engineer, and Estate Officer to prepare and oversee the annual maintenance budget.

7. Outsourced Services:

Estate Officer was directed to review contracts with third-party maintenance providers and ensure compliance with university standards.

8. Emergency Maintenance:

The Campus Administrator suggested implementing a 24/7 emergency maintenance helpline. The proposal was approved unanimously.

9. Other Matters:

The student representative requested enhanced communication to keep students informed about ongoing maintenance activities. The committee accepted this suggestion for implementation.

Resolutions:

- Quarterly maintenance inspections will be conducted as per schedule.
- Budget subcommittee to be formed immediately for planning and monitoring.
- Estate Officer to review outsourced vendor contracts for compliance.
- 24/7 emergency helpline to be established for urgent maintenance needs.
- Improved communication channels to be developed for student awareness.

Meeting adjourned at: 04:00 PM

Minutes prepared by:

Civil Engineer (Member Secretary)

[Signature & Date]

Approved by:

Registrar (Chairperson)

[Signature & Date]



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Minutes of the Meeting of the University Maintenance Committee (UMC)

Date: 29th July, 2019

Time: 03:00 PM

Venue: Board Room, Administrative Block

Present:

1. Registrar (Chairperson)-Dr. Mahipal Singh
2. Civil Engineer (Member Secretary)-Mr. Khushnood Ahmad
3. Dean/Director/Principal/HoDs of various schools
4. Estate Officer-Mr. Gaurav Mittal
5. Warden (Boys & Girls Hostels)-Mr. Mahindra Kumar/Ms. Deepa Panwar
6. Computer Administrator-Puspendra Kumar
7. Faculty Representative- Dr. Prashant Sangwan
8. Student Representative- Mr. Prashant

Agenda:

1. Introduction and confirmation of the constitution of the University Maintenance Committee
2. Discussion of committee objectives and responsibilities
3. Review of the current status of maintenance activities
4. Planning for preventive maintenance schedules
5. Budget preparation and utilization process
6. Coordination with outsourced service providers
7. Emergency maintenance protocols
8. Any other business

Proceedings:

1. Welcome and Introduction:

The meeting commenced with a welcome address by the Chairperson, Registrar. He emphasized the importance of the committee in maintaining the university's infrastructure to ensure a safe and functional environment for all stakeholders.

2. Constitution of the Committee:

The members acknowledged and confirmed the composition of the University Maintenance Committee as per the notification.

3. Committee Objectives:

The Member Secretary read out the objectives of the committee. Members agreed on the roles including supervision, timely repairs, budget management, preventive maintenance, vendor coordination, and emergency issue handling.



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4. Review of Maintenance Status:

Members reported on the current issues including minor structural repairs pending in various blocks, electrical maintenance in hostels, and plumbing problems in laboratories.

5. Preventive Maintenance Planning:

It was agreed to conduct quarterly inspections of all buildings and facilities. A schedule will be prepared by the Civil Engineer and shared with all members.

6. Budget Preparation:

A subcommittee was proposed to draft the annual maintenance budget for the next financial year. The subcommittee will include the Registrar, Civil Engineer, and Estate Officer.

7. Outsourced Services:

Estate Officer was asked to review contracts with outsourced vendors to ensure compliance with university standards and report any gaps.

8. Emergency Maintenance:

The Campus Administrator proposed setting up a 24/7 emergency helpline for maintenance issues, which was approved by the committee.

9. Any Other Business:

The student representative requested better communication channels to inform students about ongoing maintenance work. The suggestion was accepted for implementation.

Resolutions:

- Quarterly maintenance inspections to be scheduled and executed.
- Formation of a budget subcommittee for maintenance planning.
- Review and ensure compliance of outsourced vendors.
- Establishment of an emergency helpline for maintenance issues.

Meeting adjourned at: 04:00 PM

Minutes prepared by:

Civil Engineer (Member Secretary)

[Signature & Date]

Approved by:

Registrar (Chairperson)

[Signature & Date]