



## **Shobhit University Maintenance Policy**

### **Shobhit University**

**Babu Vijendra Marg, Adarsh Institutional Area, Gangoh, Distt. Saharanpur -**

**247341**

## **1. Preamble**

The institute will provide adequate resources for the overall development of students expand and maintain infrastructure according to the growing need of students and strive to maximize its technical support to create a positive educational environment.

## **2. Scope of the Policy**

The infrastructure and maintenance policy applies to all members of Shobhit University and covers all educational, administrative and support services.

## **3. Infrastructure and Maintenance Committee**

A committee will be established to analyze and monitor infrastructure and maintenance. The composition of the committee will be as follows: Registrar, Head of the various schools, Civil Engineer, System administrator, Estate Officer and Maintenance In charge.

## **4. Role and Responsibilities of Infrastructure and Maintenance Committee**

Adequate, accessible and conducive physical infrastructure is vital for holistic development of the students. The committee bears the responsibility to establish, augment and maintain the infrastructure.

- i. The committee will assess the infrastructure needs of the institution.
- ii. The committee will develop and implement a plan for infrastructure development and expansion.
- iii. The committee will set guidelines and monitor maintenance of infrastructure.
- iv. The committee will establish IT infrastructure to integrate ICT into the learning program.
- v. Improvements in laboratories will be made to meet the needs of research and industry.
- vi. The committee will provide libraries, support and transportation.
- vii. The committee will ensure compliance with national standards for environmental protection and safety.

## **5. Infrastructure for Teaching and Research**

- i. The university shall strive for academic excellence by providing an ambience suitable for effective teaching- learning process through well -equipped and spacious classrooms with ergonomic furniture.



- ii. State-of-the-art laboratories are established for Engineering and Technology, Biological Engineering, Pharmacy, Agricultural Sciences, Language learning, Education and Yoga for teaching – learning and research.

#### **6. Support Facilities and Inclusive Campus**



- i. The institution has, maintain and augment University auditoriums, conference halls and facilities for academic, cultural and co-curricular activities.
- ii. The institution has foster physical and emotional well-being through the provision of infrastructural facilities for sports, games, yoga, health Centre, counselling, meditation, physical fitness and recreation.
- iii. The University has facilities for quality assurance, incubation, placement, corporate relations and international Relations.
- iv. The University established its hostels and guest houses as the number of students increases with time.
- v. The institution has accessible facilities and a supportive learning environment for Divyangjan students.
- vi. The institution strictly complies with fire safety rules and install fire safety equipment wherever deemed necessary.

#### **7. Green Campus Facilities**

- i. The institution has established and maintained infrastructure for harnessing rainwater and solar energy.
- ii. Water Tanks, bore wells, and Sewage Treatment are present for the conservation of natural resources.
- iii. The institution is maintaining a system and process for collection and segregation of dry waste.
- iv. The institution shall establish facilities such as herbal garden, vegetable land, floral diversity and plant tissue culture for the conservation of campus biodiversity.
- v. Environment –friendly transport shall be initiated in the campus.

#### **8 Maintenance Policy**

Institution will be responsible for the expansion of the infrastructure and maintenance activities will be carried out by the infrastructure planning committee, the procurement committee, the

building maintenance committee and the IT maintenance committee will be the administrative components of the executive committee.

- i. **Classroom maintenance:** The supervisors shall survey the classroom to assess the condition of the furniture and ICT needs and suggest improvements, if needed. Maintenance requirements shall be made known through offline and online channels.
- ii. **Maintenance of infrastructural facilities:** Verification of the auditorium and conference hall furniture, functionality of audio visual, ICT and other facilities shall be done periodically by the technical staff. Any immediate requirement of maintenance shall be met prior to any common program. A repair register shall be kept in the office to record maintenance requirements of various infrastructural facilities and equipment. All maintenance issues shall be addressed at the earliest.
- iii. **Laboratory maintenance:** Maintenance of laboratories, equipment and other facilities of lab shall be taken care of by the respective departments, lab technicians and support staff. Their Procurement details shall be provided by the respective departments, and the needs shall be met on time. Periodic stock verification shall be carried out on a regular basis. Repair and maintenance work shall be carried out and recorded in a relevant register.
- iv. **Green campus maintenance:** A team of gardeners shall attend the green parks of the University under an Estate supervisor. The department of Agriculture and Biological Engineering shall be in-charge of floral and faunal species mapping. All types of waste shall be segregated and recycled according to the institutional policy. Any defect in the equipment shall be rectified immediately by the service provider.
- v. **Maintenance of Solar panels:** An Estate Officer/Technician shall inspect the solar panels every day to verify if the plant is functioning optimally.
- vi. **Maintenance of electrical and electronic appliances:** Technicians qualified in electrical /electronic engineering shall be employed full time to install and maintain various electrical, electronic and public address systems, based on the requests made by departments and various centres, new systems shall be installed, or existing ones shall be repaired to increase efficiency.
- vii. **Maintenance of safety equipment:** The college shall the statutory fire safety regulations, Fire safety drills and audits shall be carried out at regular intervals.





- viii. **Maintenance of water purifiers:** Quality of water shall be checked periodically, and RO units will be serviced as and when required.
- ix. **Maintenance of ICT facilities:** ICT infrastructure shall be maintained by qualified and trained in-house system administrators.
- x. **Maintenance of sports facilities and groundwork** will be undertaken by ground staff and sports officer.

