



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

POLICY ON ASSETS, INFRASTRUCTURE, LEARNING RESOURCES, AND MAINTENANCE

**November 2022
[Version 2.0]**

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Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

1. Preamble

Presidency University caters to students from all walks of life. The Management of Presidency University believes in offering world-class facilities in alignment with the government and the regulatory bodies guidelines issued from time to time.

2. Short Title and Application

- i. This shall be called the Presidency University “**Policy on Assets/Infrastructure Usage, Learning Resources and Maintenance**”
- ii. This shall come into effect from the date of approval by the Board of Management and ratified by the Higher Bodies, if need be.

3. Policy Application

This policy would be applicable to all Campus Assets/Infrastructure owned by the University. These could be for infrastructure or for any purpose that includes, but not restricted to, teaching and learning resources, research, student accommodation, or any other operational or non-operational purpose. This Policy would oversee the sustainable, responsible, and effective management of the University’s infrastructure planning and development activities, related to facilities, and space management functions. The policy will serve as a framework for the development of guidelines and implementation of procedures to support this policy. Campus infrastructure includes but is not restricted to teaching and learning resources, hostel, research facilities, and other amenities.

4. Objectives of the Policy

Presidency University is aware of the fact and is sensitive to the needs of a good, state-of-the-art infrastructure that supports and enables effective teaching-learning process. The academic blocks, labs, washrooms, studios, and other office spaces are very crucial to the effective functioning of the University. Utmost care is taken to provide the best infrastructure, upgrade it timely and sustainably to realize the best student learning outcomes. The Management of Presidency University fully understands the responsibility of United Nations Sustainable Development Goals and hence has taken care to build a green campus.

- a) Consider the needs of all stakeholders
- b) Ensure compliance with relevant legislation, regulations, and standards
- c) Promote consistent practices, standards, operational efficiency, and best practices
- d) Ensure efficient and optimum use of facilities (building space and other related infrastructure), and that all physical infrastructure is effectively managed and maintained, and
- e) Ensure that new infrastructure is designed and created, following strategic objectives.

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5. Sustainable Development Goals

The Sustainable Goals Policy of the University, in Alignment with the 17 SDGs 2030 of the UN, will endeavor to ensure that the philosophy behind the concept of Sustainability, Inclusivity, Green Initiatives, and Economical Safety, are applied across the Asset Management System of the University in short-term, medium-term, and long-term strategy of the University.

6. **Maintenance** - Maintenance is a generic term to include planned maintenance, repair, and provision for the replacement of the structure/items. The goal of infrastructure maintenance should be to sustain the life of major assets. AMCs have to be signed regularly and preventive maintenance, space administration, and general maintenance are to be given importance to.

Infrastructure maintenance may be further divided into.

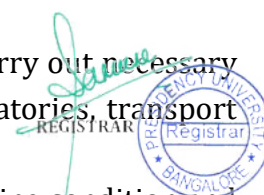
6.1 **Space Administration and General Maintenance** – Every year there is an audit conducted of the spaces available and utilized. A checklist is to be prepared for things that require due attention. Effective management of the space of the University should be monitored. All venues would be handed over appropriately to the users and the venues have then to be managed with utmost care. This includes checking that the university space is maintained clean, tidy, and hygienic and that the space and assets are effectively utilized and for the purpose, it is meant for. Common facilities also need to be managed and regular evaluations of the utilization of these facilities must be conducted. All common spaces have to be maintained and bearing in mind all hygiene aspects.

6.2 **Electrical Maintenance** - Monitoring maintenance of the electrical fixtures is also to be ensured. Periodical audits should be conducted on an ongoing basis, to identify and report on significant and abnormal energy use. Efforts should be made to implement new technologies aimed at energy conservation and improving the efficiency of the equipment. Back-up electricity installations should ensure uninterrupted electrical supply.

7. **Facility (Maintenance) Department** - The Facility Department will be responsible to oversee the entire Campus Administration, Execution of Plans per deadlines, Safety, and Security.

8. Responsibilities of Facility (Maintenance) Department

- The Facility Department of the University will monitor and carry out necessary activities for the maintenance of buildings, classrooms, laboratories, transport and other infrastructure facilities.
- It shall also conduct periodic audit to ensure the effective working condition and



efficiency of all the facilities.

- Housekeeping Services in the Campus shall be arranged as per needs. Wherever warranted, the Facility Department shall ensure cleanliness of the immediate surrounding outside its boundary wall.
- Housekeeping will be monitored by the Supervisor during day time for the cleanliness of washrooms and rest rooms as well as the Campus.

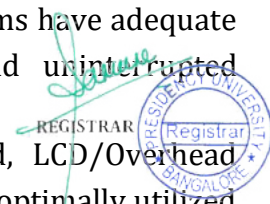
9. Maintenance Activities

9.1 Physical Facilities/Buildings

1. The overall maintenance of the University-infrastructure including the buildings and the garden, shall be under the direct control of the Facility Department of the University, under whose supervision all repair/service/work shall be carried out.
2. Procurement of any civil engineering/electrical/plumbing material/books/lab equipment/furniture shall be allowed only with the prior permission of the Facility Department of the University.
3. The Facility Department is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings and certain important buildings every year, Plumbing works, rectifying leakages in pipe lines, providing uninterrupted water facility, and other electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employees appointed by the University for the specific purpose.
4. The Facility Department must ensure the availability of Ramps and Special Toilet facilities for physically challenged, power back up facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety.
5. The Facility Department shall also arrange for Fire Safety Drill by Competent Authorities once in a year involving all Stakeholders.
6. The Facility Department shall permit, wherever permission is sought for the erection of Signages, Banners, Posters, Hoardings, etc., as part of the Communication Eco-system.

9.2 Classrooms

1. The Heads of the Department are entrusted with complete responsibility of proper utilization and maintenance of the Classrooms/Smart Classrooms, Seminar/Lecture Halls, Equipment, Furniture, Department Labs and Libraries.
2. The Heads of the Department shall ensure that the classrooms have adequate furniture, tube/led lights, multiple electrical points, and uninterrupted electrical and water supply.
3. All furniture, White Board, Smart Classrooms, Cupboard, LCD/Overhead Projectors, Publish Addressing System, and Podium must be optimally utilized



- for Academic and Research pursuits.
4. The Classrooms/Lecture Halls must be utilized only for academic purpose.
 5. Stock Register/Log Book must be maintained and Annual Stock Verification must be done with the help of the Committee Constituted by the Registrar.
 6. Damage/loss of the goods/leakage should be instantly reported to the Maintenance/Facility Department. Any repair work/service must be performed by the University electricians/plumbers/carpenters for proper functioning.
 7. Cleanliness inside and outside classrooms must be given utmost priority.

9.3 IT infrastructure

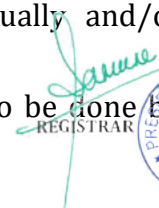

The CCTV, Biometric Devices, Public Address System, in addition to the Audio-Visual Aids, are to be maintained by the Technical Staff of the IT Department, appointed by the University.

9.4 Laboratories

- a) The Laboratories must be utilized for enhancing/demonstrating the practical ability of students, for research activities.
- b) Proper timetable must be adopted for the exact utilization of the laboratories.
- c) Prior permission of the University must be sought for conducting exhibitions/providing any kind of consultancy services to other universities
- d) The equipment for the laboratories should be purchased by inviting quotations as per the University norms and orders to be placed with the organisation offering standard equipment at feasible rate after preparing the comparative statements.
- e) Services and maintenance of the equipment should be undertaken by the respective suppliers through AMC and/or on call basis.
- f) Stock Registers for laboratory equipment must be maintained in the respective Departments and Annual stock verification must be done by the Committee Constituted by the Registrar.
- g) Internet and Wi-Fi facility for the entire Campus are to be maintained by Skilled Technician appointed by the University for the specific purpose.

9.5 Carpentry, Electrical and Plumbing Works

- a) The Facility Department will conduct annual audit and collect the reports from all the Departments including canteen, hostels, etc., for the repairs on carpentry, electrical and plumbing work.
- b) All the requests will be attended and solved annually and/or on need/urgency basis.
- c) In case of any unexpected wear-out, maintenance is to be done by the persons available for the service full time on premises.


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9.6 Library infrastructure

- a) The Chief Librarian is the custodian of the University Library/Resources.
- b) Photocopying and Scanning facilities must be utilized with prior permission and judiciously.
- c) The Racks and Furniture in Reading Hall should always be kept clean.
- d) The books have to be organized subject-wise and shelved with clear labelling and numbering systems for the easy access of the users.
- e) Online and Offline Catalogues must be updated with every new procurement.
- f) Stock Register must be maintained and verified annually by the Committee appointed by the Registrar.
- g) The Gate Register, Issue Register must have the record of daily users.
- h) Xerox/copier machine and scanner must be serviced periodically through AMC and/or on call basis
- i) Access, issue and return of the books must be under careful vigilance of the Deputy Librarian
- j) Librarian must maintain the accession register, circulation register, fine register, gate entry register, missing books, no dues, e-journal usage statistics reports whenever there is necessity
- k) Stock verification must be done once every year (Library Usage Manual)
- l) The Librarian should allot appropriate tasks to personnel working at the library and monitor the same.

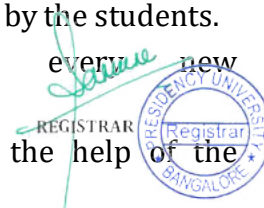
9.7 Campus and Landscape

- a) Gardening and housekeeping staff will maintain the campus, providing horticultural, landscape, and snow and leaf removal services
- b) It will include maintaining grassy areas, trees, shrubs, plants and flower beds throughout campus and also co-ordination of plantation drives organized by the university.

9.8 Sports Infrastructure

The Sports officer is the complete in-charge of the proper utilization and maintenance of the sports Infrastructure.

- a) Regular practice to students on Athletic events such as, Kho-Kho, Volley Ball, Ball Badminton and practice for Athletes should be given in the playground.
- b) Regular practices for Table Tennis, Chess etc. should be provided to the students in the hostel common room.
- c) All sports equipment should be maintained in good condition by the Head of the Department of physical education for regular use by the students.
- d) Stock Register must be updated with every new procurement/condemnation
- e) Annual Stock Verification must be performed with the help of the Committee Constituted by the Registrar.



9.9 Safety Equipment

- a) Fire extinguishers shall be made available for every floor by the Facility Department.
- b) These will be maintained and inspected at regular intervals when specifically indicated.
- c) The annual maintenance will be done by the fire equipment professionals. They will be monitored electronically for check of pressure and to confirm there is no obstruction. And proper documentation maintained for the same.

9.10 Rainwater-Harvesting Facility

Rainwater Harvesting facility shall be maintained as per Routine Maintenance Guidelines or as mentioned in AMC, with the help of trained professionals:

- a) Rainwater harvesting systems must be inspected to ensure they are in goodworking condition and in accordance with the approved design and specifications.
- b) Items in need of repair must be immediately attended to.
- c) All rainwater harvesting system components should be inspected by the responsible party twice per year and recorded.
- d) A comprehensive inspection by a qualified third-party inspector should occur every third year and recorded.

9.11 Sewage Treatment Plant

Annual service and maintenance of the sewage treatment plants shall be arranged by the Facility Department and will be carried out by professionals. Proper documentation shall be maintained regarding every service conducted, for the following:

- Date
- Place
- Air blower strength/efficiency
- Air filter check/change
- Final water quality
- Mechanical component checks/replacements
- Air pipe checks
- Diffuser checks
- Health of bacteria

9.12 Transportation/Vehicles

- All University vehicles must be utilized only for official purposes.
- All the vehicles are to be maintained in good condition by the drivers
- The Transport department is authorized for allocating duty to the drivers
- The drivers must maintain the log book for diesel/CNG/Petrol and other repair works of the vehicles.



- The Fitness Certificate for all the vehicles is to be renewed with the RTO Office every year during the vacation period.

10. General Maintenance Procedure

- 1) The Heads of Department shall inform in writing/mail, the Facility Department for any kind of repair/breakdown.
- 2) The Facility Department shall depute the Technician/Electrician to the Department concerned to complete the job within two days.
- 3) Upon completion of the work, the Technician/Electrician shall record, in the maintenance register, the nature of the work completed and get it attested by the concerned Head of the Department.
- 4) If any accessories are needed to complete the work, the Carpenter/Technician/Electrician should intimate to the Facility Department to purchase and provide the same within an reasonable time frame to complete the work.
- 5) In case of equipment/machines not covered under AMC, the service/repair work may be outsourced with the permission of the Registrar.
- 6) All the condemned items should duly be reported to the Purchase Department, under whose purview such items will either be discarded or put into auction/scrap sale once in a year.
- 7) All the Departments must maintain proper stock registers and the University shall constitute a Committee for stock verification, to be conducted once in two years and report to the Authorities.

11. Maintenance Policy

- Besides Periodic Maintenance, Preventive and Breakdown Maintenance are to be carried out as and when required, for effective utilization of Infrastructure. Annual Maintenance (AMC) shall be provided for expensive and sensitive equipment in the laboratories. Repair and Replacement for electronics, electrical equipment, computers, and furniture, needs to be done periodically.
- **Periodic Maintenance:** Periodic Maintenance of the facilities/equipment as per the schedule shall be carefully executed by the persons entrusted with responsibility of the work. The University's electric equipment and electronic gadgets, buildings, gardening, water bodies, transports gymnasium/sport/games equipment etc. are to be done by complying to the due process.
- **Break-down Maintenance:** For the break-down of any asset/property/facility/ equipment which needs urgent repair, the University shall attend to it immediately for the uninterrupted flow of work. Facilities such as Furniture, Water-systems, Electric System, IT infrastructure like CCTV, Biometric Devices, Wi-Fi, Website, Vehicles, Public Address System, Lab Equipment come under the Break-down Maintenance System. For the break-down of any electronic

gadget, or any equipment with warranty periods, the suppliers/their agencies shall be instantly contacted for the restoration of work through repair/replacement as per the requirement and purchase norms.

- **AMC Policy:** The University's laboratory equipment and other High Value items are to be maintained by the respective suppliers as per the AMC Policy.

12. Utilization Policy

- 1) The University mandates and ensures optimum utilization of any facility for the gadgets/equipment/systems which need cooling/recovery time/rest.
- 2) All Departments/Departments must maintain Stock Registers which are to be updated with every new purchase or condemnation.
- 3) The University mandates and ensures Annual Stock Verification by persons assigned with that duty which is duly recorded in the respective Department as well as in the Facility Department.
- 4) Condemned items are to be reported in writing to the management for necessary action.
- 5) Optimum utilization of Library resources by the staff and students is mandated by the University.

13. Review

This Policy shall be reviewed from time to time and decide upon enhancement, with the approval of the Vice Chancellor.


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