

Metric 4.4.2

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (10)

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a minimum of 500 word and maximum of 1000 words

Maintaining the large IFHE campus is challenging in view of the scale and scope of the activities. The University has put in place effective systems and procedures for maintenance of the general infrastructure, library, sports facilities, laboratories, classrooms, lecture theaters, seminar halls, auditoriums and other facilities. The maintenance of the facilities is carried out using a combination of an in-house team and OEM/vendors with whom various Annual Maintenance Contract (AMC) agreements have been signed.

Separate complaint registers are maintained for various services like electrical, plumbing, housekeeping etc. These complaints are followed up and closed regularly with a weekly status reporting.

The entire campus has a Hi-Tech Surveillance System with CCTV cameras to safeguard all the assets. The data is stored in a control room maintained by a dedicated team of IT engineers under the overall guidance of the Chief Security Officer. A team of security personnel also patrol the campus regularly.

Housekeeping activities are outsourced to three different professional Housekeeping agencies. The overriding objective is to keep the campus clean and green.

General Infrastructure

Maintenance is overseen by an in-house maintenance team of engineers, technicians and ground staff. AMCs are in place for elevators, solar hot water system, centralized HVAC plant, split ACs, fire hydrant system, the swimming pool as well as Pest Control.

Hostels

There are more than 180 automatic washing machines installed in the hostels which are regularly maintained and serviced by an AMC Vendor. Water Coolers and RO plants are maintained by an in-house team. All hostel rooms and toilets are cleaned once a day.

Classrooms and Lecture Theaters, Auditorium, Conference Rooms and Seminar Hall

All classrooms, lecture theaters, washrooms/ toilets in the academic blocks are cleaned three times a day. Logs are maintained, checked and updated for compliance by the housekeeping Supervisors. The University events team takes care of the auditorium, conference rooms and seminar hall in consultation with the Maintenance wing.

Laboratories and Workshops

Repair, maintenance and upkeeps of labs and workshops are done by qualified and experienced lab assistants/ in-charges/ technical experts. Weekly reports are generated on the maintenance of the equipment. Regular and periodic reports on the repairs and maintenance are submitted by the Coordinators to the Maintenance department. Work completion report is generated weekly and tabled for all in-house meetings. Equipment,

instruments and appliances used by the teachers regularly are supported with continuous maintenance and repair. Small instruments /equipment like balance, microscope, pH meter, dissolution apparatus, mixer, and hot plate are repaired from time-to-time on a need basis. Annual Maintenance Contracts (AMC) are in place for expensive materials and equipment.

Library

Stock keeping and preservation of library books and records are carried out at regular intervals. Pest control is applied periodically.

Sports Complex and Facilities

Various sports facilities, both for indoor and outdoor games, are regularly monitored by the Maintenance & Sports department and reports are submitted to the Head of Maintenance and Administration at regular intervals. Regular serviceability checks are conducted for the gymnasiums, swimming pool and its equipment, and squash and badminton courts by the maintenance department.

IT Equipment

Computers, IT Labs, LAN, internet, Wi-Fi and other ICT facilities are maintained by the IT team. Weekly reports are generated about the state of upkeep and needed repairs. AMCs for Network hardware, Computers and printers ensure round the clock availability. In view of obsolescence, a certain percentage of computers are replaced every year by new machines. Internet connectivity (modems, routers, cables, etc) is upgraded regularly to ensure that the faculty and students can enjoy reliable, high speed internet access.

Canteen

Two dedicated canteens, food courts in the campus, as well as late night Cafeteria facility in hostels are maintained by two reputed vendors' viz. SODEXO and Devarrsh Hotels and Hospitality. Care is taken to maintain hygiene and cleanliness in the kitchens and dining areas.

Transport

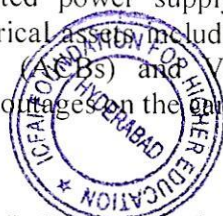
The University owns and operates, two light vehicles, three buses, tempo traveler, ambulances and load carrier vehicles to cater to the needs of the staff/faculty and the stores department. All these vehicles have daily, weekly and monthly maintenance schedules. The University has a tie up with TSRTC for additional bus requirements.

Clinic

All medical equipment are calibrated, checked and updated regularly. The pharmacy in the Clinic is stocked with medicines which are dispensed free of cost to all students and staff. Two fully equipped ambulances are available in the University campus 24x7 with oxygen support for students and staff to meet any emergency. There are tie ups with reputed corporate hospitals in the city in case a patient has to be transferred to receive more advanced medical care.

Electrical Sub-station 33.6 KVA & Pump house

The University campus has a dedicated electrical sub-station run by qualified personnel for providing uninterrupted power supply. Annual Maintenance contracts are in place for maintenance of electrical assets including DG sets, power distribution system, solar panels, Air circuit breakers (ACBs) and Vacuum circuit breakers (VCBs). Thanks to these arrangements, power outages in the campus are very rare.



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Sewage Treatment Plants

Two Sewage Treatment Plants are operational in the Campus with a combined capacity of 1000KL. Maintenance of these STPs has been outsourced to a professional agency under an AMC. Periodic maintenance of network of freshwater pipelines as well as sewage pipelines to the entire campus is looked after by the plumbing team of the maintenance department.

Horticulture

Particular attention is paid to keeping the campus green. Landscaping, development of gardens and greenery in the campus are managed by a reputed Horticulture agency, MYKA Palms.



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