BABU BANARASI DAS UNIVERSITY

Maintenance Policy

Introduction

This Maintenance Policy forms a part of the BBD University Strategic Plan. The policy demonstrates the university's commitment to propose new infrastructure and maintain the existing one in a strategic, cost-effective, environmentally safe, and timely manner in line with the latest norms and standards/Guidelines. All Maintenance policies are kept up to date and pertinent by BBD University. As a result, it may occasionally be essential to add new procedures or change and amend certain elements of the policies and procedures.

Policy Statement

"To make sure that all maintenance tasks are carried out in the university in a planned manner, in accordance with its mission and vision statements, and in accordance with established standards and specifications"

Purpose

The goal of this policy is to ensure that the university's different physical, academic, and support facilities are properly maintained, handled, and managed in order to prevent unplanned breakdowns. The purpose of the policy is to

- Cutting down on equipment and system downtime.
- Increasing the lifespan of buildings and machinery.
- Increasing the reliability of equipment.
- Ensuring that equipment is operated properly.
- Improving the facility's overall appearance.

Objectives

- To provide amenities that meets the University's requirements; have an environment friendly ambience for students, staff and faculty; and ensure the health and security of all stakeholders

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- To perform maintenance procedures on a regular basis.
- To detect potential issues as soon as feasible in the context of preventative maintenance mechanism so that corrective actions can be planned, budgeted for, and finished in a prompt manner.
- Early detection of potential problems within the framework of a preventive maintenance system will allow for the planning, estimation, and completion of corrective actions.
- To adhere to a well-organized plan in order to reduce administrative costs and maintain a relatively constant level of workload for human resources.
- To protect energy and resources by making sure that systems and equipment that consume energy run as efficiently as possible.
- To keep positive user relations by giving information on preventive maintenance procedures and well-maintained facilities.
- To find and execute potential improvements that will lower costs, enhance services, and lead to more efficient operation.
- To modernize the amenities in line with developments in building engineering technology.

Classification of Maintenance

Maintenance of Laboratories

- The Schools of the university maintain and repair the equipment with the aid of technical assistants and outside organizations when needed.
- Periodically, each School performs the calibration and maintenance of the measuring devices.
- The laboratories' other equipment is routinely maintained.
- Major issues and repairs will be attended to in consultation with the suppliers following the central buying method, with the assistance of the respective School.

Maintenance of Classrooms

- Every School will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights etc.
- All requirement and maintenance support will be provided to the Schools through ERP complaint management system and following the internal operating procedure.

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Maintenance of Library

- The maintenance of library is taken care by Librarian and the supporting staff. A regular checkups / audit are done in the library for maintaining wellness of the books. Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.
- The IT infrastructure of the library shall be maintained as the IT policy of the university
- Library committee is vested with responsibility of scheduling and coordinating all the maintenance activities of the library

Maintenance of Infrastructure

- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for structures shall be taken care of by Maintenance Department as per the requirement and the approval of competent authority.
- The Maintenance Department will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.
- All small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.
- Annual inspection will be done for Fire Safety for the issues fire safety certificate.

Maintenance of Electrical Systems

- Monthly monitoring of electrical systems such as solar PV system, generator, UPS, and batteries is done and its status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any major fault.
- Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.
- Adequate numbers of UPS are installed in each Department/School/Offices to ensure uninterrupted power supply for all computers.
- Technicians are available as part of maintenance section to maintain refrigeration and air conditioning systems.

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Maintenance of Furniture

- Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and concerned supporting staff attends to all repairs and maintenance.
- The internal operating procedures are followed for maintaining the furniture in the institution.

Maintenance of Other Facilities

- The RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water.
- Periodic cleanliness and maintenance of all water bodies.
- One faculty member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.
- Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.
- The Green Cover of the campus is well maintained by full time gardeners as well as contractual manpower whenever required.
- The campus security is monitored through surveillance Cameras and is maintained by a supplier under AMC.
- The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of food committee

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