

SANTOSH DEEMED TO BE UNIVERSITY

MAINTENANCE POLICY

1. INTRODUCTION

The Santosh deemed to be University (“**University**”) shall properly classify and safeguard its investments in laboratory equipment and shall abide by academic accreditation guidelines and safe operations standards marked down from various accrediting agencies for better functioning and ranking. Each constituent college of the University shall maintain accurate inventory registers for all its equipment. Equipment maintenance agreement shall be initiated by the constituent colleges and implemented by the University.

2. PURPOSE

Each constituent college’s laboratory equipment are the assets of the University that shall be regularly maintained by competent professionals as per the manufacturer’s recommendations. Service agreements shall be part of the budget allocations upon purchase of equipment. Renewal of service agreements shall also be maintained for the valid and productive lifetime of equipment. As equipment maintenance is one important aspect of quality assurance in the laboratory, the Institutions shall properly classify and safeguard its investments in laboratory equipment and shall abide by academic accreditation guidelines and safe operations standards.

3. MAINTENANCE

Each constituent college shall ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and with the support of the University. Maintenance and utilization of physical, academic and support facilities, including laboratory, library, sports complex, computers, classrooms and other facilities, shall be as follows:

3.1. LABORATORY

Record of maintenance shall be maintained by lab technicians and supervised by the head of department (“**HOD**”) of the concerned departments. Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated lab equipment shall be done by authorised technicians.
- The microscopes used for various experiments shall, on an annual basis, be cleaned and maintained by the concerned departments and record of maintenance shall also be maintained by lab technicians and supervised by HODs of the concerned departments.
- There shall be a systematic disposal of waste of all types such as bio-degradable chemical / chemical, bio medical waste and e-waste.

3.2. LIBRARY

The requirement and list of books shall be taken from the concerned departments with the help of respective HODs. The finalized list of required books shall be duly approved and signed by the competent authority for purchase.

- Every year at the beginning of session, students are motivated to register themselves in library to use INFLIBNET.
- Suggestion box shall be installed inside the reading room to take users feedback. Their continuous feedback shall help a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library has been made mandatory for students before appearing in the examinations.
- The proper account of visitors (students and staff) on daily basis shall be maintained in separate registers.
- Other issues such as weeding out of old titles, schedule of issue / return of books etc. shall be chalked out / resolved by the library committee.
- The head librarian shall be responsible for maintenance of library and for the maintenance of good library practices and shall be a support to the University for leading towards digital library.
- It shall be the responsibility of the library committee to conduct yearly audit at the end of every academic year and submit the status report to the Head of the Institution concerned / University.

3.3. SPORTS

Regarding the maintenance of indoor courts, sports in-charge of each constituent college shall consult respective coaches. The respective sports in-charge shall maintain the list of sports articles available in the University for the students. Annual audit shall also be done by the respective in-charge / the person appointed by the Vice-Chancellor for this purpose and provide the report to the Vice-Chancellor at the end of every academic year. Based on the shortage and non-availability of sports equipment, the respective in-charge shall give the requirements of sports articles and equipment at the beginning of every year, which shall be sanctioned, purchased and made available for the students, before the commencement of the next academic year. However, if need arises, requirements shall also be given during the academic year also, which shall be considered by the University.

3.4. ICT FACILITIES

Computers, LCD Projectors, Smart boards and other ICT equipment maintenance shall be done regularly through annual maintenance contracts and non-repairable systems shall be disposed off by means of out-sourcing. The requirements of various ICT facilities shall be given to the HoDs of the respective departments to the Dean of the constituent college well in advance before the commencement of the academic year for the students. The Dean shall ensure that the required ICT facilities have been provided to the staff members for effective teaching. The IT section of the University shall be held the responsibility of maintenance of the ICT equipment available in the campus.

3.5. CLASSROOMS & OTHER PHYSICAL FACILITIES

Each constituent college shall have a building maintenance committee for maintenance and upkeep of infrastructure. At the departmental level, HODs shall submit their requirements to the respective Deans regarding classrooms, furniture and others. The development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

- With the help of the out-sourced cleanliness teams, cleanliness of class rooms, verandah, laboratories, toilets and other physical facilities shall be maintained at regular intervals. The team shall be well equipped with modern tools of cleaning such as mops, gloves, vacuum cleaners etc.
- A suggestion box shall be maintained in various places in the campus in which students as well as faculty can register their grievances, which shall be resolved within a set time frame.
- Students shall be sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms and common rooms.
- There shall be technicians, masons, plumbers, carpenters deputed by management who shall ensure the maintenance of classrooms, laboratories, libraries and related infrastructural facilities of the University.

4. MAINTENANCE POLICY & PROCEDURE

- All the requirements pertaining to each and every department shall be addressed to the respective Dean of the constituent college.
- The Dean of the constituent college after careful verification of the requirements and on establishing the need of the respective article shall recommend to the University for placing a purchase order or a call for maintenance.
- On the proper approval of the Finance Committee, the items shall be procured on priority and need based by the University. After procurement of the requisite items, the same shall be handed over to the Head concerned through the respective Dean of the constituent college.
- The Head / Dean / University purchase department shall maintain the bills and vouchers pertaining to the purchase / maintenance service extended and the same shall be reflected in the audited statement of the University every year.
- The University / Finance Committee of the University has all right to restrict / grant permission for the items recommended by the Heads of the constituent college, and the decision so taken shall deem final.