



MOTHER TERESA WOMEN'S UNIVERSITY
(A State University Established under the Act 15 of 1984)



KODAIKANAL, 624101

INFRASTRUCTURE MAINTENANCE UTILIZATION POLICY

Mother Teresa Women's University's Infrastructure Maintenance Committee has framed a well-defined policy for proper maintenance, careful, and optimal utilization of the University's infrastructural facilities like buildings, classrooms, laboratories, IT facilities, seminar halls/auditorium, library, sports-complex, vehicles, hostels, and other physical facilities.

Maintenance of Buildings

1. The Overall maintenance of the institutional infrastructure including the buildings and the garden, shall be under the direct control of the Building and Maintenance Section of the University, which will supervise any kind of repair/service/work as per the instructions/direction provided by the Registrar, Mother Teresa Women's University, Kodaikanal.
2. Procurement of any civil engineering/electrical/plumbing material/books/lab equipment/furniture is allowed only with the permission of the Registrar via Building and Maintenance Section of the University.
3. The Building and Maintenance Section is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings, whitewashing the buildings once in three years, and certain important buildings every year, Plumbing works, rectifying leakages in pipe lines, providing uninterrupted water facility, maintenance of generator 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 employee appointed by the University for the specific purpose.
4. The Building and Maintenance Section 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.

Classrooms

- The Heads of the Departments are entrusted with the complete responsibility for proper utilization and maintenance of the classrooms/smart classrooms, seminar/lecture halls, equipment, furniture, department labs, and libraries.
- The Heads of the Departments must ensure that the classrooms have adequate furniture, tube/led lights, multiple electrical points, and uninterrupted electrical and water supply.

- The Heads must ensure the proper maintenance of classrooms, furniture, green/white boards, smart classrooms, almirah, LCD/Overhead Projectors, Publish Addressing System, Podium etc.
- Damage/loss of the goods/leakage should be instantly reported to the maintenance section. Any repair work/service must be performed by the University electricians/plumbers/carpenters for proper functioning.
- Cleanliness inside and outside classrooms must be given utmost priority.

Science and Language Laboratories

- The heads are the custodians of their respective laboratories.
- All the science and language laboratories must be utilized for enhancing/demonstrating the pursuers' practical ability, for research activities.
- Proper timetable must be adopted for the exact utilization of the laboratories.
- Prior permission from the University Authority must be sought for conducting science exhibitions/ providing any kind of consultancy services to other institutions.
- The equipment for the laboratories should be purchased by inviting quotations as per university norms and orders to be placed with the organisation offering standard equipment at feasible rate after preparing the comparative statements.
- The service and maintenance of the equipment should be performed through AMC or on call basis.

Computer Laboratories and Network

The University's Computer Centre and Internet Unit are entrusted with the responsibility of IT Infrastructure maintenance.

- The Computer Laboratories must be utilized for academic and research purposes: conducting practical classes, online quizzes, tests, assignments, and for pursuing online courses.
- For ensuring optimum and time-bound utilization, proper timetables must be used as guidelines.
- The systems in the computer labs should be maintained with the help of the University's hardware technician.
- Internet and Wi-Fi facility for the entire campus are to be maintained by skilled technician appointed by the university for this specific purpose.

Other IT facilities

- The University is under CCTV surveillance. The CCTV, Biometric Devices, Public Address System, in addition to the Audio-Visual Aids, are to be maintained by the skilled technical staff appointed by the university.
- **Refer to IT policy for details.**

Library

- The Deputy Librarian is the custodian of the University Library.
- Library must function from 10am to 6pm on all working days.
- Photocopying and scanning must be utilized with prior permission.
- The racks and furniture in reading hall should always be kept clean.
- The books must be organized subject-wise and shelved with clear labelling and numbering systems for the easy access of the users.
- Online and offline catalogues must be updated with every new procurement.
- The Gate Register, Issue Register must have the record of daily users.
- Xerox/copier machine and scanner must be serviced periodically by the university technician.
- Access, issue and return of the books must be under careful vigilance of the Deputy Librarian.
- Library must maintain the Accession Register, Circulation Register, Fine Register, Gate Entry Register, Missing Books, No Dues, E- Journal usage Statistics Reports when there is necessity.
- Stock verification is to be done once in four years (General Financial Rule 194).

Sports Infrastructure

The Physical Education Director is the complete in-charge of the proper utilization and maintenance of the Sports Complex, which comprises Indoor, Outdoor Stadiums, Gymnasia, Yoga Centres, and Athletic Tracks.

- Regular practice to students on Athletic events such as, Kabaddi, Kho-Kho, Volleyball, Ball Badminton, and practice for Athletes should be given on the playground.
- Regular practices for Shuttle Cork, Table Tennis, Chess etc. should be provided to the students in the Indoor Stadium.
- All sports equipment should be maintained in good condition by the physical Education Director for regular use by the students.
- The equipment in Gymnasia must be utilized with utmost care and periodical maintenance of the equipment is mandatory.
- For Yoga and Gymnastic practices proper timetable must be adopted.
- Any Tournament/ Practice to neighboring institutions/students must be conducted/provided only with prior permission of the University authority.

Vehicles Maintenance

- All University vehicles must be utilized only for official purpose.
- All the vehicles are to be maintained in good condition by the drivers and conductors appointed by the university.
- The Building and Maintenance section is authorized for allocating duty to the drivers and conductors regarding maintenance services.

- The Building and Maintenance Section shall periodically check out the working conditions of the vehicles with the Assistance of the University appointed technician.
- Remittance of Road Tax and premium for Insurance-Policies must be verified by the Building and Maintenance Section and the status must be updated to the Registrar.
- The drivers must maintain the logbook for diesel 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.

Seminar Halls and Auditorium

- The Building and Maintenance Section must have separate Stock and Maintenance registers for the University's Seminar Halls and Auditorium.
- All Departments, Centres, and Administrative Sections shall utilize the University's Seminar Halls and Auditorium only for conducting co-curricular and extracurricular activities.
- All electrical/electronic equipment like public addressing system, recording system must be carefully handled.
- Furniture inside the Seminar Halls and Auditorium should not be displaced without the permission of the University authority.
- Utmost cleanliness must be maintained inside the Seminar Halls/Auditorium during and after the said programs. The Building and Maintenance Section must ensure it before receiving the keys from the Head/Program Co-Ordinator, whoever it may be.
- The Building and Maintenance Section must ensure that no damage has been caused inside the said buildings by the persons who utilized them.

Hostels

- All seven hostels are under the direct control of the University's Vice Chancellor.
- Maintenance of Hostels is entrusted to the Deputy Wardens.
- Deputy Wardens must ensure the availability of such facilities as continuous water/electrical supply, hygienic food, RO facility, geyser, room-warmers, internet supply for uninterrupted research work to the inmates.
- Deputy Wardens must ensure that cleanliness is strictly observed in and around the hostels.
- Washrooms must be cleaned on daily basis.
- Girls' hygiene materials must be incinerated.
- Biodegradables and non-biodegradables must be collected in separate bins and disposed as per the established procedures.
- Electrical and electronic equipment must be serviced periodically by the University appointed technicians.
- Plumbing works should be attended only by the University plumber.
- Any damage of the hostel furniture must immediately be reported to the Building and Maintenance Section for repair work.

General Maintenance Procedure

- The heads of departments/ section heads shall inform the Building and Maintenance section for any kind of repair/breakdown in writing/mail.
- All the Departments, Centres, Laboratories, Sections, and hostels must maintain Stock Registers which must be updated with every new procurement and condemnation done in the respective Departments/Centre/Sections etc.
- All Departments, Centres, Laboratories, Sections must maintain Maintenance Registers which should be duly updated with the service works carried out in the respective department/section/centre/laboratory with the attestation of the service provider.
- The University mandates Annual Stock Verification by the persons deputed by the Registrar for that purpose, which is duly recorded in the respective department/section as well as in Building and Maintenance Section.
- The Building and Maintenance Section shall depute the technician/electrician to the department/section concerned to complete the job within a week's time.
- Upon completion of the work, the technician/electrician shall record the nature of the work completed in the University maintenance register and get it attested by the concerned head of the department/section.
- If any accessories needed to complete the work, the carpenter/technician/electrician should intimate to the Building and Maintenance Section to purchase and provide within an approximate time frame to complete the work.
- In case of equipment/machines not covered under AMC, the service/repair work will be outsourced with the permission of the Registrar.
- All the condemned items should duly be reported to the Registrar through purchase section, under whose purview such items will either be discarded or put into auction/scrap scale once in a year.

Maintenance Policy

Besides Periodic maintenance, Preventive and Breakdown Maintenance are carried out as and when required for effective utilization of Infrastructure. Annual Maintenance Contract (AMC) is provided for costly equipment in the laboratories. Repair and replacements for electronics, electrical equipment, computers, and furniture, are done periodically.

- **Periodic Maintenance:** Periodic Maintenance of the facilities/equipment such as electric equipment and electronic gadgets, buildings, gardening, water bodies, transports gymnasium/sport/games equipment etc. shall be done with due proceedings by the person laden with that responsibility.
- **Break-down Maintenance:** For the break-down of any asset/property/facility/equipment, which needs urgent repair, the Institution attends 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 are instantly contacted for the restoration of work through repair/replacement as per the requirement.

- **AMC Policy:** The Institution's laboratory equipment and other High Value items are maintained by the respective suppliers as per the AMC Policy (Free of cost for the first 3-5 years or until the completion of the warranty period).

Utilization Policy

- All Classrooms, Centres, Seminar Halls, Auditorium, Laboratories, IT facilities, Library, Sports Complex, and other infrastructure must be utilized only for academic, research, and administrative Purposes.
- Classrooms, Library, and Laboratories must be utilized only with proper timetables. Logbooks must be maintained for recording the utility service.
- The Institution mandates and ensures optimum utilization of any facility but for the gadgets/equipment/systems which need cooling/recovery time/rest.
- Optimum utilization of Library resources by the staff and students is mandated by the University.
- Interchange of any infrastructural facilities like furniture, computers, and other electrical and electronic items must be performed only on prior permission from the University authority. Such interchange/dislocation must be recorded in the Stock Registers.
- Utilization of Seminar Halls, Auditorium, and any high-end equipment/instrument is permitted only on prior permission from the University authority through the established procedures.

Reviews: The Vice Chancellor and the Registrar with Executive Council Members do periodic reviews and decide upon enhancement.

Note: Mother Teresa Women's University reserves its rights to revise the University's Infrastructure Utilization and Maintenance Policy as and when required.

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