



# **Manual of Maintenance Policy 2023**

**Khwaja Moinuddin Chishti  
Language University  
Lucknow**

## INTRODUCTION

The Khwaja Moinuddin Chishti Language University, Lucknow has an extensive Infrastructure to deliver its teaching, learning and research programs. The University has an established system for maintenance and utilization of infrastructure in the campus. The KMC Language University has an exclusive infrastructure to deliver its teaching, learning and research programs to the students & Research Scholars. The University has an established system for maintenance and utilization of infrastructure to achieve excellence in the field of academics. The administrative authorities of the University is responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied and incidental activities. It has civil and electrical Wings and they operates under the supervision of Registrar of the University with the help of teams, who are nominated by the Vice Chancellor.

**“This document provides a framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.”**

### ➤ VISSION

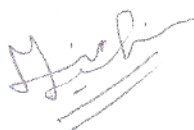
To provide maximum facilities to all stakeholders of the University and be a World Class Infrastructure in terms of good laboratories, class rooms, sports grounds, equipment's, ICT facilities, etc. at sustainable pace and provide excellence with utmost governance.

### ➤ MISSION

To Continue with World Class technologies and provide solutions for maintaining the infrastructure through innovative ideas for the utmost satisfaction of the stakeholders.

**Engineering Section** of the University is responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied and incidental activities. It has civil and electrical Wings and it operates under the supervision of **Construction & Maintenance committee** which is constructed by the Honourable Vice Chancellor.

- This policy provides a framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.
- Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this policy.



## **1. COMPONENTS OF A MAINTENANCE SYSTEM**

The Works Department maintenance system shall include the following components:-

- 1.1 Prioritization of work
- 1.2 Comprehensive work procedures
- 1.3 Performance standards and goals
- 1.4 Work order system
- 1.5 Long-range planning

By developing a maintenance policy that has these components in place, the department will have the tools it needs to control the performance of maintenance work at the University.

## **2. MAINTENANCE OF PHYSICAL FACILITIES**

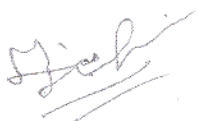
The physical facilities in the university is maintained by the Works Department comprising of competent civil and electrical engineers (Faculties). The services of plumbers, electricians, carpenters, etc. are available round the clock in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

The Superintendent of Works with a team of members, monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Transport facilities and all vehicles of the University are also monitored and maintained by the Works Department. Ensuring adequate cleanliness & fire-fighting arrangement in common areas such as Achary Narendra Dev Administrative Building, Abdul Kalam Azad Academic Building, Ram Prasad Bismill Library, Ashfaaq Ullah Guest House, Atal Hall (Convocation Hall), Ganesh Shankar Vidhyarthi Study Centre, etc.

### **2.1 MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES**

Classrooms with ICT facilities, teaching offices and laboratories are maintained by the Engineering section. The Heads of Departments report to the Engineering section periodically for all the maintenance works. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

### **2.2 MAINTENANCE AND UTILISATION OF SEMINAR HALLS AND AUDITORIAMS**





Maintenance of Ashfaq Ullah Guest House and Atal Hall (Convocation Hall) are under the purview of the Engineering section. All Auditoriums are under the supervision of engineering section, & their booking is also done by competent team. Effective utilization of seminar halls and auditoriums for organizing academic meetings, seminars, conferences and cultural events is made.

### 2.3 MAINTENANCE OF ICT FACILITIES

The Computer Centre maintain the ICT facilities including computers and servers, The office of Honorable Vice- Chancellor, The office of Registrar, The office of Finance officer, The annual maintenance contract includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

### 2.4 MAINTENANCE OF SPORTS AND GAMES FACILITY

The sports equipments, fitness equipments, ground and Chandras Shekhar Gymnasium in the Campus are supervised and maintained by the Department of Physical Education. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sport equipments. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education students as part of their curriculum.

### 2.5 MAINTENANCE OF CAMPUS CLEANLINESS

Cleaning of the campus area including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the general section & Sweeping staff of the University. Toilets are cleaned thrice every day. The whole campus area is maintained by the Engineering section & their supervisor who will be reporting the completion of work to the in charge of cleaning section.

### 2.6 CAMPUS DEVELOPMENT ACTIVITY

- a. To prepare proposals for infrastructural development in the campus as instructed by the Honorable Vice Chancellor & competent authority for funded projects or for seeking funding from UGC/ RUSA, State Government and other Government projects.

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- b. To coordinate with nominated government executing agencies for successful execution of such funded projects and submission of utilization certification by the Finance Officer.
- c. To execute approved proposals for demolition of such dilapidated building structures which are deemed unusable for safety reasons through due process of auction on as-is-where basis.

## 2.7 ALLIED AND INCIDENTAL MAINTENANCE

- a. To prepare estimates of maintenance, repair, renovation or new projects as per approved schedule of rates prescribed by the UP Public Works Department, seek administrative approvals, carry out due process of inviting quotation, tenders, Expressions of Interest etc. as applicable as per prescribed respective limits for quotations, tenders etc., assign work to successful bidder after ensuring prepared MOU to be signed by Finance Officer.
- b. To monitor approved works for timely completion and adherence of quality, verify and process bills for payment to Finance Officer after due entry in measurement books, stock register etc.
- c. To maintain records of all executed works and assist in provision of requisite information as needed to authorities, RTI and audit.
- d. To install Generator meters in residential units, carry out readings for monthly consumption and ensure deduction of electrical charges from the salary bill of residential allottees through advice note to Finance officer.
- e. To ensure handing over the new added infrastructure facilities to the concerned Incharge of the office after verifying the lists of assets, fittings and fixtures etc.
- f. To ensure handing over the keys of the allotted residential quarters to the concerned teacher/employee as per the allotment by the Allotment Committee / Honorable Vice Chancellor and also take the vacated quarter keys from outgoing occupant.
- g. To issue No-Dues Certification to teachers/employees after ensuring all rental dues, electrical charges are paid and all fittings and fixtures are intact.

## 2.8 WASTE MANAGEMENT.

For disposal and treatment of solid waste, there is a Garbage Disposal Centre called GARBAGE CLINIC. This Centre is under the supervision of Engineering Section. This Centre is responsible for collecting the garbage daily from all departments, hostels, and residential areas. After collecting the garbage,

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Non-Biodegradable garbage separated and washed at the centre. Compost is made from Bio-Degradable waste. In Case of E-waste and Bio- Medical waste authorities can be dispose through the concerned agencies.

## 2.9 RAIN WATER HARVESTING

Government of India has decided to make Rain Water Harvesting compulsory in urban areas considering increasing population and burden on water supply. Low rainfall situations and drying ground water level are main challenges in urban as well as rural areas to keep sufficient water supply. Installation or Construction of Rain Water Harvesting unit is a solution for this problem. Number of units of Rain Water Harvesting have been installed in this campus. We can develop this campus a model for Water Conservation.

### **Committee Constitution for Infrastructure Maintenance Policy:**

An Infrastructure Maintenance Policy Formulation Committee constituted with the following members:

1. Honorable Vice- Chancellor
2. Members of Construction and Maintenance Committee
3. Finance Officer
4. Registrar
5. Executive Engineer (E), U.P.P.W.D.
6. Nodal Officer Horticulture
7. Faculty from Electrical Engineering/Nodal Officer-Electric
8. Sports Faculty
9. Nodal Officer-Cleaning
10. Estate Officer

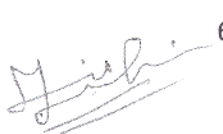
The committee shall ensure due performance as per this policy, derive new policies compatible to the developments and advice the University on all matters referred it to by various authorities of the University.

### **Manual of Maintenance Policy Compile by:**

  
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