



**DEEN DAYAL UPADHYAYA  
GORAKHPUR UNIVERSITY  
GORAKHPUR**

**POLICY  
DOCUMENT**

Internal Quality Assurance Cell (IQAC)

# **INFRASTRUCTURE UTILIZATION AND MAINTENANCE POLICY**

## INFRASTRUCTURE UTILIZATION AND MAINTENANCE POLICY

Deen Dayal Upadhyaya Gorakhpur University is centrally located in the heart of the city at a distance of 1.5 km from Gorakhpur railway station, 6.6 km from airport and 1 km from the bus depot. The Campus of University is spread over an area of 190.96 acres with a split campus including a covered area of 73.02 acres. This is an environmental friendly clean-green campus with a Herbarium of 10,000 plant specimens representing a heritage collection of the rich and varied floristic diversity of eastern Uttar Pradesh. The student's intake of the university is around 15,000 per year. The world-class infrastructure comprises of sprawling, state of the art buildings; smart classrooms; hostels and cater to the emerging requirements consequent to the expansion plans.

The Academic block of the University has mutually exclusive buildings distributed around a 2 km long ring road. Deeksha Bhawan, Arts Faculty Building, Majithia Bhawan, Pant Bhawan, Commerce Faculty building, Institute of Engineering and Technology, Law Faculty, Home Science, Fine Arts and Music, Ancient History, Hindi, Sociology, Geography, Samwad Bhawan, Krida Parisad Bhawan with Krida Kausal Kendra, Stadium and Sports Complex, Computer Bhawan, Department of Electronics, Department of Biotechnology, Research Building of Chemistry, Zoology and Botany are some of the major buildings situated on the main academic campus. Besides this the university has a separate campus for the Faculty of Education and Department of Management. In addition to this the university has separate building housing Administration Block, Students Welfare Department, UGC Human Resource Development Centre, Health Centre, boy's and girl's hostels, guest house, Incubation Centre, Centre for International Students, Bank, Post Office, and accommodation for teachers and staff. All the buildings have the facility of pure drinking water, boys and girls utilities with girl's common room.

Adequate academic, physical and support facilities are available in the University campus. In order to ensure their maintenance and optimum utilization, various systems and procedures are established so as to benefit all the stakeholders.

At the time of commencement of the session, new entrants undergo orientation/induction programs to understand the availability, access and utilization of physical, academic and support facility.

The staff and students have access to all academic buildings for teaching, learning and research. The time-table committee of different departments explores the possibilities of optimal use of space and time. For laboratory work classes are divided into batches for optimum utilization of resources.

Effective utilization of Physical, Academic and support facility is an essential task for teaching, learning and research. It is important to efficiently organize and allocate space, human resource, equipment and consumables for numerous activities and to avoid idle. DDU Gorakhpur University ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the University.

- 1. Utilization and Maintenance of Library:** Both Central and departmental libraries facilitate students and staff to use library resources from 8 A.M to 8 P.M. Open bookshelf shelf system, library software system and

supporting staff of the concern library shall help in the search, issue and return of resources for all registered users. The Library conducts an orientation program every year for new students to facilitate access to library resources. Library staff is expected to motivate users for optimum utilization of library resources. The University library has a well-laid out policy with a clearly defined procedure for maintaining and utilizing library resources. The Central Library periodically invites requisitions of books and journals from faculty members, students and other stakeholders. Subject wise allocation of budget is done by the purchase committee for proper utilization of budgetary allocation and comprehensive collection development. After procurement through a very transparent and efficient process these books and journals are catalogued by the cataloguers and are arranged methodically in the library stack rooms and reading rooms by the library staff. Books, journals and e-resources are being procured on the recommendations of the departments and after the approval of the purchase committee meant for this purpose. The library also has an efficient automated system of issuing books and journals to faculty members and students. Proper cleanliness and hygiene are maintained in the library by the cleaning staff exclusively appointed for this purpose.

2. **Utilization and Maintenance of Sports Infrastructure:** Sports infrastructure including cricket, football, hockey grounds, volleyball, synthetic Lawn-Tennis court, badminton hall, basketball courts, Handball Court, Football Ground and gymnastics training facilities has also been radically developed in the University Sports Ground and are further modernized.

Sports and games activities are carried out from 6 to 8 A.M. in the morning and 4 to 8 P.M. in the evening. Coaches and trainers of all sports and games remain available on the ground to train the students for intramural and extramural events. Yoga practice and training are taken up as a routine activity. As per the convenience of students, an hour's slot in the Gymnasium is allotted on enrollment basis. Department of Physical Education facilitates and hosts inter-university, state and national level tournaments to provide maximum exposure and competition. Trained, prompt, and experienced ground men help in maintaining the playgrounds. Sports equipments are monitored and maintained by technicians and members of the Athletic Association. The University also conducts regular training camps for its sportspersons regarding proper utilization and maintenance of facilities provided to them by the University. The Athletic Association has budgetary provisions for the maintenance and utilization of its infrastructure and other facilities.

3. **Utilization and Maintenance of Physical and Academic Infrastructural Facilities:** The University follows a three-tiered system for maintenance, incorporating in-house maintenance support, AMC/CMC/reputed service providers and experts from outsourcing agencies. The maintenance of all the University properties, physical and academic infrastructural facilities in the campus is looked after by the Estate Officer and skilled workers employed through an approved agency on an outsourcing basis.
  - Electricity and water supply services in the academic, residential campus and hostels are ensured by the Engineering section with the help of skilled electricians and plumbers.

- The periodic maintenance of the campus is looked after by the Engineering Section in coordination with the Estate office of the university. Their services include maintenance of equipment like generator sets, general illumination, power distribution system, solar panels, water pumping plants and sewage, etc. Infrastructural resources include: a sub power station, transformers and generators etc.
- Surveillance and CCTV cameras and other security equipments are maintained by ICT department through the equipment providers and AMC thereon.
- Teaching aids such as LCD Projectors, PA systems, laptops, desktops, printers, Wi-Fi, etc., are maintained by the respective department.
- Firefighting equipment in various blocks, classrooms, laboratories, hostels, offices, etc., are maintained by respective department.
- University vehicles (Ambulance, Swaraj Mazda: Mini Truck, Tractor, Bolero Jeep, Ambassador, Innova, Magic Ladder, etc.) are maintained by the Estate Officer.
- Cleaning, Dusting, Sweeping and Mopping of all areas in the University is undertaken daily by the staff appointed through outsource basis and is supervised by Estate Officer.

4. **Civil Maintenance:** It includes all building of Academic block, Administrative block and, Teachers and Staff residences and hostels; estate facilities such as water tank, Treatment Plant etc. Estate Officer and Civil Engineer maintain a list of buildings to be maintained. Major Works are carried out during winter vacation and summer vacation and minor works are carried out as and when required without disturbing the academic activities. Building maintenance is comprised of plumbing, painting, carpentry and minor construction. The maintenance operation will include all components and systems in the particular building like classrooms, seminar halls, tutorial halls, carpet, floors, walls and ceilings, doors exterior/interior, windows and Hardware, Restrooms/Plumbing fixtures (Commode, Lavatories, Urinals, restroom partition, mirrors, and exhaust fans). The Building Maintenance committee prepare a schedule for Building inspection. On completion, the inspection observations and actions initiated along with the date are recorded. In addition, any complaint/suggestion on building is recorded in complaint register maintained by the Estate Officer. Based on this, maintenance work is taken up as and when required.

5. **Electrical Maintenance:** It includes all building of Academic block, Administrative block, Teachers and Staff residences and hostels; Generator, Air conditioners, etc. Electrical Engineer maintains a list of electrical devices that require regular maintenance. Any complaint on electrical repairs is recorded in the register maintained at the Office of Electrical Engineers. The electrical repairs are rectified based on the complaints recorded in the register. The maintenance operation includes all components in the Electrical system like switches, outlets, GFI outlets, Light fixtures, exit lights, emergency lights, lightning arresters, earth bits and electrical panel boxes. A maintenance schedule for electrical devices is prepared and maintained by the Electrician considering the nature of failures recorded in the past and/or as per manufacturers recommendation. The maintenance carried out is also recorded. Breakdowns if any are recorded in complaint register and accordingly actions are initiated. For Generator, a

logbook is maintained. Cumulative running hours due for particular maintenance along with the maintenance carried out are recorded in the same.

6. **Water Supply and Clean Drinking Water Maintenance:** The overhead water tanks are to be cleaned at least once in six months. Testing of a water sample is to be carried out before and after cleaning. The test report is submitted to the concerned in charge for review. RO Water purifiers and coolers provided for drinking purpose are also periodically maintained (once in Six Months).
7. **Utilization and Maintenance of Green Campus:** The maintenance of gardens, parks and lawns of the university is carried out by the campus Beautification Committee which is headed by a professor of the university in coordination with the estate officer who supervises the manpower comprising of gardeners and other contractual staff. The university ensures a clean green campus for which it has taken various measures viz. Green Campus Initiative and Campus Beautification. The estate office and President of the Athletic Association shall work in coordination to maintain Sports Complex, playgrounds etc. The green initiatives committee shall deal with Rainwater harvesting, solid waste management, liquid waste management and green audit.
8. **The Central Purchase Committee** shall deal with purchase and procuring related issues and procedures including e-tenders. It shall maintain records of the machine/equipment and other belongings of university and deal with annual maintenance contract of each equipment/instrument.
9. **The Central Stock Registers** shall be maintained at the Estate office level as well as at the relevant department/center. For specific equipment at the department/center, maintenance/repair shall be undertaken by the concerned head/director of the department/center as per laid down procedures of General Financial Rules (GFR) in association with applicable rules of the University. The maintenance of equipment shall be done through an Annual Maintenance Contract (AMC) or Comprehensive Maintenance Contract (CMC) or similar processes.
10. **Campus Security:** To ensure a disciplined and secure campus the university has designed a security system headed by the Proctor who with the help of retired soldiers, CCTV etc. provide security to the entire campus
11. **Guest House:** University has a well-furnished Guest House headed by the Guest House In charge. The Guest house is available to all the teachers and staff. The rooms are allocated through an established procedure and the facilities are maintained by dedicated staff. Its maintenance and upkeep are done jointly by the Estate Officer and Engineering Department.
12. **Laboratory Equipment:** Equipment and machinery in various laboratories of the University and its departments are maintained by the Laboratory In-charge under the supervision of the concerned Head of Department.
13. **Computer Centre:** Computer Centre receives support for computers, software and UPS maintenance from a Technical Cell, headed by ICT in charge. This provides integrated IT services for smooth running of IT related equipment and website upgradation of the University.
14. **Health Centre:** Health Centre of the University is headed by a Medical Officer, a pharmacist, a Clerk and other paramedical staff. Free medical treatment and medicines are provided to students. Medical Cases requiring



a higher level of treatment are referred to secondary/tertiary level facilities and there is a dedicated ambulance available for the physical transfer of the patient. The Faculty member of the university is appointed as Incharge of health center who bears the responsibility for the proper utilization of the resources available at the health center and looks after all the maintenance need.

15. **Classrooms:** All the departments of the University are equipped with sufficient number of classrooms and laboratories as per the statutory guidelines. Audio visual systems with LCD projectors and lecture capturing system are available in classrooms along with the traditional modes of teaching. Most of the classrooms and seminar halls have ICT facilities, e-podiums, interactive panels, and the latest audio-visual aids with lecture capturing systems to enhance the teaching learning experience. The proper utilization and maintenance of these facilities are looked after by the respective head of the department/center.

#### **General procedures for all types of Maintenance:**

The heads of the building/department shall inform the estate officer/ Electrical Engineering/ Civil Engineering Department for any kind of repair/ routine maintenance/ breakdown in writing. The concerned maintenance department shall depute the concerned technician/electrician for taking up the job within two days. Upon completion of the work, building and electricity maintenance department technician/electrician shall enter the type of work completed in the maintenance register and get it signed by the head/office of the requesting department. If the work is not complete, the building and electricity maintenance department shall inform the requesting department about the reason for the non-completion of the work within the stipulated time and shall give an approximate time frame for addressing the issue.

In the case of equipment-machines if it is not covered by a warranty or maintenance contract, the department may elect to have the repairs performed by vendor/manufacturer. All the records pertaining to equipment / machine's warranty, maintenance contract shall be maintained by the department housing the equipment / machines. All the records pertaining to physical education ,sports equipment's warranty, maintenance contract shall be maintained by the sports department. Proper maintenance of all the reading material whether electronic or non-electronic shall be the responsibility of the respective Heads of the Library.

