

SRI BALAJI VIDYAPEETH

(ACCREDITED WITH 'A' GRADE IN THE FIRST CYCLE BY NAAC)

Pillaiyarkuppam, Pondicherry - 607 402



SBV POLICY ON MAINTENANCE OF CAMPUS 2017

SRI BALAJI VIDYAPEETH (SBV)

(DEEMED -TO -BE- UNIVERSITY)

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Prepared by	Reviewed by	Approved by
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Date: 02 -05-2017	Date: 10 -05-2017	Date: 19-05-2017 BoM Approval: 27-05-2017

TITLE AND APPLICABILITY: SBV POLICY ON MAINTENANCE OF CAMPUS - 2017

The policy is applicable to all the constituent colleges and Centers of SBV with reference to the provision and maintenance of uninterrupted electric supply, civil works including effective and safe management of water (potable and non - potable), Biomedical related equipment, refrigeration and air conditioning , Information technology and endeavors related to campus safety and landscaping.

PREAMBLE

Sri Balaji Vidyapeeth (SBV) is a Deemed-to-be-University accredited with A Grade by NAAC and came into existence in the year 2008. Presently, SBV possesses two campuses, namely Main campus and Off-Campus spread over a sprawling area of 55 acres and 120 acres respectively. SBV has under its ambit two medical colleges, one dental college, one nursing college, besides Allied Health Sciences and designated centers.

The need arises to have a policy on campus maintenance that addresses all issues related to maintenance and general upkeep. Based on this policy, SBV would promulgate all activities related to civil, electrical, biomedical, IT, campus safety and landscaping including green campus.

PURPOSE AND SCOPE OF THE POLICY

The scope of the policy is related to the source of authority that determines hierarchy mediated activities, eventually aimed at holistic campus maintenance.

THE SBV MAINTENANCE COMMITTEE

It is constituted with the prior approval of the Board of Management (BoM) and is accountable to the apex board.

The Maintenance Committee has one year tenure and would comprise of the Project manager as the Chair who would be supported by the Project Coordinator. The Maintenance Committee would essentially include a minimum of four and maximum of nine members. It is the prerogative of the Maintenance Committee of SBV to elect the Chair. The Chair would hold the office for **one year**, concurrent

with the tenure of the Committee, unless otherwise specified. **Five** members of the Maintenance Committee would denote Quorum.

The SBV maintenance committee submits its Proposals/ report, following due approval by the Vice Chancellor, to the BoM which is the apex statutory Board of SBV. It would be imperative on the part of the Maintenance Committee to route through Planning and Monitoring Board as well as Finance Committee to the BoM, as deemed appropriate. In addition, this policy allows inputs from the Institute Councils to be submitted to Maintenance Committee, prior to placing the same for approval of the BoM.

The agenda for the meetings should be notified atleast one week prior to the conduct of the meeting and should be in the prescribed template. Members missing three consecutive meetings would forfeit the membership status. The frequency of the meetings shall be as indicated in the accompanying SOP. A member is entitled to exercise franchise /vote on all Committee related matters only after having attended a minimum of two meetings. The committee would be entitled to operate petty cash account on a monthly basis, as specified from time to time, beyond which the financial proposal has to get the approval of the Vice Chancellor. Major proposals with adequate budgeting should get the approbation of the Planning and Monitoring Board, prior to placing the same for BoM approval.

The Chair reserves the right to expel any office bearer/ member for sub optimal performance or acts of indiscipline or dereliction of duty and information to this effect must be submitted in written to the office of the Vice Chancellor, with suitable justification for replacement.

GOVERNANCE AND RESPONSIBILITY

Participatory endeavors underline the responsibilities vested with the individual employee under PROJECTS, with the Project Manager at the helm.

The Project Manager would be supported by the Officers at the next rung, namely Maintenance Manager, Site In-charge and Coordinators pertaining to the Information Technology and Biomedical Equipment. The Site in-charge would cover the domains of electrical, civil, refrigeration and air- conditioning. The responsibilities of the Maintenance Manager would comprise of the supervision and

execution of all the activities, including remedial action pertaining to the areas, as mentioned under Title and Applicability.

DUTIES AND RESPONSIBILITIES OF THE SBV MAINTENANCE COMMITTEE

1. To develop a plan for rapid response, including aggressive intervention in exigencies.
2. To conduct tri-annual audit of buildings and move-in and move-out inspections, as per the existing SBV Rules and Regulations and maintenance of Records
3. To develop and implement annual maintenance plan with well -defined milestones, turnaround time for the deliverables , including routine and Preventive (Preventative) maintenance and special projects
4. To coordinate maintenance work, based on the directives of the Management
5. To delegate and coordinate volunteering tasks
6. To maintain strict confidentiality with reference to the conservation of vital campus information

FINANCE/PLANNING

1. To formulate and monitor maintenance operations, replacement reserves and capital expenses at regular intervals
2. To get the approval of the finance committee for all proposals recommended by the Planning and Monitoring Board and places the same, through the Registry, to the Vice Chancellor for approval, prior to seeking the approval of the BoM
3. To develop the objectivized and prioritized draft annual maintenance plan and project the estimated Capital budgets for approval
4. To develop and implement long-term maintenance plan with defined goals and objectives
5. To periodically review and make recommendations for revision and Reserve plan

POLICY IMPLEMENTATION

1. To strictly adhere to SBV Policy, procedures and budget allocation related policies while purchasing, tendering and issuing work orders, etc.
2. To review requests for enhancements or alterations to units and make appropriate recommendations to the statutory boards, as deemed appropriate
3. To administer maintenance-related policies and make appropriate recommendations for revision/ amendment of policies, besides drafting new policies

TRAINING



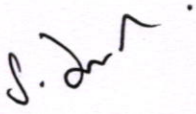

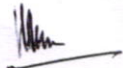
To provide regular, systematic training to the maintenance staff and educate them on maintenance and general upkeep

ENQUIRIES

All enquiries related to this policy should be addressed to the Legal Officer and Head HR with copies marked to the GM (Admin.) and Registrar, SBV

APPELLATE AUTHORITY

For all difficulties pertaining to this policy, the power to remove the same (difficulties) rests with the Vice Chancellor, who is also the chairperson of Finance Committee, Planning and Monitoring Board as well as the Board of Management.

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr.A.R.Srinivasan	Registrar, SBV	
		Mr. Suresh Babu	Project Manager, SBV	
		Mr. Joseph Naresh	Deputy Registrar(Academics)	
		Mr. N. Prabhakar	Project coordinator, SBV	
2	Reviewed by	Mr. Ralph Alexander Matthews	Legal Officer	

Approved by: Prof. K.R.Sethuraman, Vice Chancellor, SBV: 