



SRI BALAJI VIDYAPEETH

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

Pillaiyarkuppam, Pondicherry - 607 402

SBV POLICY ON MAINTENANCE OF CAMPUS

2019

Revised Edition of 2017

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(DEEMED -TO –BE- UNIVERSITY)

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Document Revision History

Date	Version Number	Brief Description of change	Change Request Number
27.05.2017	ORIGINAL	-	-
10-04-2020	FIRST REVISION	Preamble, Purpose of the Policy and Scope, Details on SBV Maintenance Committee and Road map, Governance and responsibility	SBV - PM - PL-2017 3,5 & 6

TITLE AND APPLICABILITY: SBV POLICY ON MAINTENANCE OF CAMPUS -2019

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(IT) 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 was accorded the status of Deemed-to-be-University in the year 2008 by the MHRD and UGC. 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, two nursing colleges, School of Pharmacy, School of Biological sciences, besides Physiotherapy, Allied Health Sciences and designated centers of nodal and value added activities.

The need arises to have a comprehensive policy in place, on campus maintenance that addresses all essential 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 the creation and maintenance of green campus.

PURPOSE OF THE POLICY & SCOPE

3.1. The purpose of the policy centers around the maintenance and general upkeep of SBV Campus in a sustained manner. The maintenance of equipment can either be Breakdown (Repair) or Preventive (Preventative). Maintenance of facilities and equipment in good working condition is a prerequisite for an accepted level of quality and reliability coupled to efficient working. Breakdown maintenance would require higher costing and is depicted by the following indices.

$$1. \text{ Productivity of Maintenance} = \frac{\text{Output (Product)}}{\text{Maintenance cost (Product)}}$$

$$2. \text{ Down time index} = \frac{\text{Downtime hours}}{\text{Production hours}} \times 100$$

$$3. \text{ Maintenance cost index} = \frac{\text{Maintenance cost}}{\text{Capital cost}} \times 100$$

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

3.3. A duly constituted Maintenance committee with well -defined job description signifies the source of authority. The Committee is constituted with the prior approval of the Board of Management (BoM) and the maintenance Committee is accountable to the BoM.

The Maintenance Committee would essentially comprise of the Project manager as the Chair who would be supported by the Project Coordinator. Following is the composition of the Committee. The Maintenance Committee would essentially comprise of 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, unless otherwise stated.

Two thirds of the Maintenance Committee would signify Quorum.

Composition of the SBV -Maintenance Committee

Chair : Project Manager

Coordinator : Project Coordinator

Members : A total of seven comprising of an Electrical Supervisor, I/C Electrical Section (two members), Civil Engineer, Water management officer and two technical personnel competent in refrigeration and air-conditioning .

If the members miss attending three consecutive meetings, the membership status would automatically cease.

A member is entitled to exercise franchise /vote on all Committee related matters only after having attended a minimum of two meetings. The agenda for the meetings should be sent at least one week prior to the conduct of a meeting and should be in the prescribed template, as prepared by IQAC.

Special invitees: In addition to the members of the Maintenance committee as enumerated above, there is provision in the Policy for inclusion of special invitees. The invitees would include GM (Admin.), Legal Officer, Purchase Manager, GM (Finance).

Special invitees do not have provision to exercise their franchise/vote at the meetings.

MODALITIES OF CONSERVING NON-RENEWABLE ENERGY RESOURCES

The ideal strategy for conserving a non-renewable energy resource in the campus is aimed at the three R's namely, Reduce, Reuse, and Recycle.

- As regards the first R solar generators could be installed thereby reducing the need for heat and electricity.
- The second R refers to Reuse, this could be enabled by repairing the equipment's instead of replacing them with the recently acquires products.
- The third R essentially refers to recycling which denotes processing of unwanted items and materials into new products without having to discard them.

Campus maintenance would take into due considerations the Three R's.

ROAD MAP

The SBV maintenance committee submits its 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 for approval of the BoM.

The Maintenance Committee is vested with the privilege of operating petty cash. For bigger proposals, the SBV Maintenance Committee should address the issue to SBV Council which would evaluate its merit before recommending the same for approval of statutory committee and Board.

GOVERNANCE AND RESPONSIBILITY

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

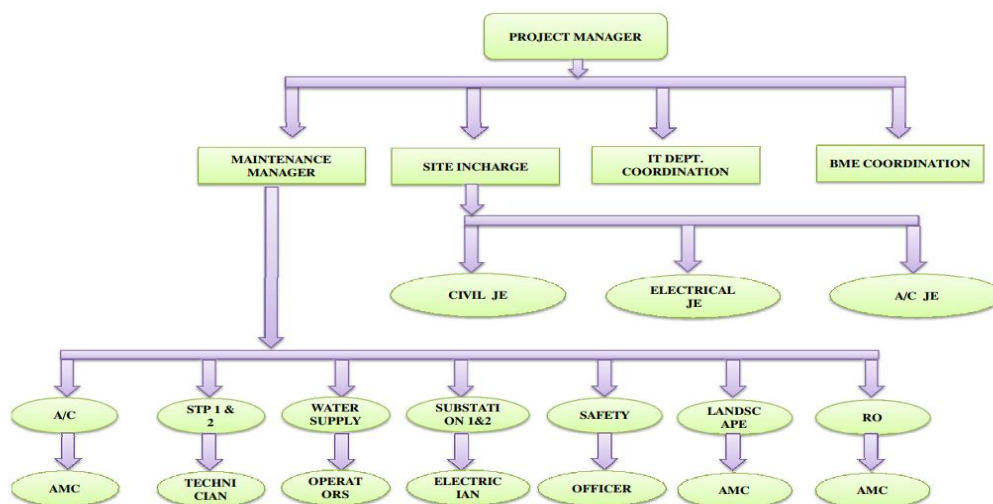
The Project Manager would be supported by the Officers at the next rung, namely Maintenance Manager, Site In-charge and Coordinators pertaining to the Information Technology and Biomedical Equipment . The Site in-charge would cover the domains of electrical, civil, refrigeration and air- conditioning. 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 in 1.0, under Title and Applicability. The organogram is depicted below (See Fig.1).

The Chairperson of the SBV Maintenance Committee is responsible for the overall functioning and it is the responsibility of the Secretary to prepare the agenda, circulate the minutes and action taken report, besides maintaining all the vital records.

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



**Fig.1 THE ORGANOGRAM DEPICTING HIERARCHY MEDIATED MAINTENANCE
ACTIVITIES**

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 place 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

INVOLVEMENT OF MEDIA, IF ANY:

NIL

**INVOLVEMENT, IF ANY OF MAJOR FINANCIAL IMPLICATIONS CONCERNING
EXTERNAL AGENCIES**

Financial implications are related to AMC, general maintenance, training manpower on specific grounds and other miscellaneous expenditure-all would be suitably accounted for with proper

justification and should be reflected in the Records as well as in the audited statement , on the basis of every fiscal year.

EXCEPTIONS, IF ANY

NIL

ANY OTHER PERTINENT DETAILS


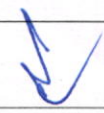
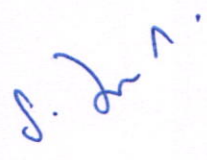
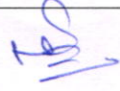
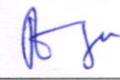

NIL

ENQUIRIES

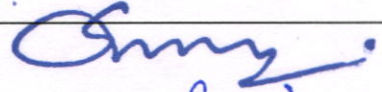
All enquiries related to this policy should be addressed to the Legal Officer and Head HR with copies addressed to the GM (Admin.) and Registrar, SBV .

APPELLATE AUTHORITY

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice Chancellor, who is also the chairperson of the statutory council, committee and Board.

Sl.No	Role	Name	Designation	Signature
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		Mr. N. Prabhakar	Project coordinator, SBV	
		Mrs. R.Ramya	Assistant Registrar, SBV	
2	Reviewed by	Mr. Ralph Alexander Matthews	Legal Officer & Head HR,SBV	

Approved by: Prof. Subhash Chandra Parija, Vice Chancellor, SBV


S.C. Parija