

## **Policy Procedure for Maintenance of Campus Facilities**

The following works are carried out by the Development Branch of the University

For Sl. No. 2 **Maintenance**: carried out by Development Branch is as follows:

- a) Complain is lodge by the Head of the Department, Wardens and Head of Branches for repairing & renovation of their respective Department for Non-Residential Buildings.
- b) Complain is lodge by the occupant of the Residence for repairing & renovation of their respective Residential Buildings.

The following tasks related to quarters and buildings are the department's responsibility against the each complain received in complain Register.

- a) Maintenance
- b) Furnishing and Painting
- c) Carrying out repair and painting as per allotted schedule.

### **3. House Keeping**

- a) Organizing various events on Campus: Sitting arrangement, making pandals for local festivals Unifest, Penorama, during other sports events, arranging chairs for various Examination conducted within the campus.
- b) Loading/Unloading: various Equipments like Scientific & Non-Scientific, Residential materials & machinery etc.
- c) Routine maintenance & Upkeep of Building:
- d) Maintenance of Solar Panels – twice a Year: **By APEDA**
- e) All other General work in the Campus:

4. **Electrical Department**: it has the responsibility of 24x7 functioning of all electricity related systems their upkeep and maintenance. The Campus has a 100 percent power backup provided by four soundproof Generators with a capacity of 1800 KVA. Solar power Generation is done for approximately 325 KW. Street lights are LED as a part of Energy Conservation and 146 solar powered street light is also available besides this 06 High mast tower is installed at strategic location. The Department consists of over 38 qualified technicians under experienced Electrical Junior Engineer (Contractual)

#### **Electrical Complaints:**

- a) All the complaints usually attended to and cleared by the next day.
- b) At Rajiv Gandhi University Emergency complaints can be routed to the Power house through Junior Engineer.

### **5. Plumbing and Water Supply**

All campus is maintain water supply with available water sources viz Ground water extraction and Water Tanker. Drinking water is supplied in a controlled manner to ensure

optimum utilization and Minimal wastage. The dedicated water supply system is under construction for (2 MLB water supply) by the Department of PHE which will likely to be completed within the year.

The plumbing department consists of a team of around 06 plumbers and other supporting staff for maintenance and water distribution under well experienced and qualified supervisors and carry out the following:

- a) Day to day pumping water and maintenance.
- b) Water storage in sumps and overhead tanks.
- c) Check and maintenance of rain water harvesting tanks and pipe systems.
- d) Checking pipelines carrying recycled water used for toilet purposes
- e) Cleaning of sumps and overhead tanks twice a year.
- f) Drinking water is supplied through 06 water filters with normal taps throughout the campus

#### **6. Sewerage System:**

Common sewerage system is not established due to difficult terrain within the campus. Each and every department, Building, Hostel, Residential colony have individual sewerage system with septic tank ad soakpit.

  
15/2021  
Executive Engineer