



AKS University
SATNA

The University with Difference

Infrastructure Use & Maintenance Policy

Sherganj, Panna Road, Satna-485001 (M.P.)
Email: info@aksuniversity.ac.in Web: www.aksuniversity.ac.in

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AKS UNIVERSITY INFRASTRUCTURE USE AND MAINTENANCE POLICY

In accordance with the statutes of AKS University, the Board of Management hereby establishes the following policy for the usage and maintenance of university infrastructure.

SHORT TITLE AND APPLICATION

This Policy shall be called AKS University Policy No. AKSU/IMP/01 and titled as “AKS UNIVERSITY POLICY FOR INFRASTRUCTURE USAGE AND MAINTENANCE”.

APPLICABILITY:

This policy and its procedures apply primarily to the entire faculty, staff, and student community of the university.

The framework will guide the involvement of all stakeholders in the effective use and maintenance of university infrastructure.

1. PREAMBLE:

The resources at AKS University are designed to support the educational, instructional, research, and administrative functions of the university, creating a supportive environment for all stakeholders to achieve the university's mission and core values.

If an individual violates the Acceptable Use Policy, the university may impose disciplinary actions, including restrictions. Serious violations may lead to more severe consequences, such as suspension or termination. Additionally, individuals must adhere to central, state, and local laws that govern online interactions. These policies and laws may evolve over time as regulations change.

This document outlines the specific requirements for the use and maintenance of all infrastructure resources at AKS University, Satna.

2.0 ABBREVIATIONS

Admin	Administrator
AMC	Annual Maintenance Contract
CCTV	Close Circuit Tele Vision
CMC	Comprehensive Maintenance Contract
EPABX	Electronic Private Automatic Branch Exchange (Telephone Exchange)
GM	General Manager

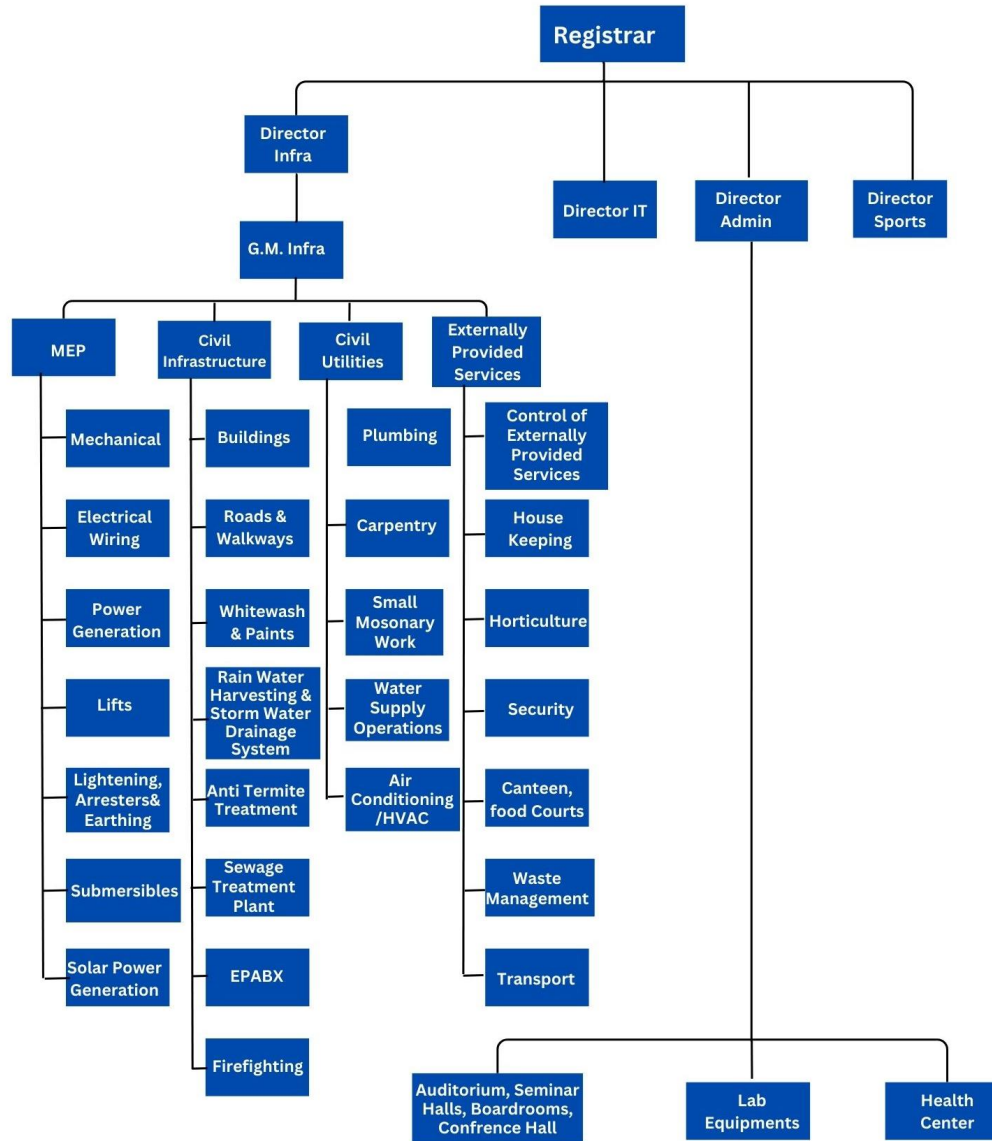


GOVT.	Government
HVAC	Heating, Ventilation and Air Conditioning
InfoTech	Information Technology
Infra	Infrastructure
Lab/s	Laboratories
MEP	Mechanical Electrical and Power Supplies
AKSU	AKS University
PVC	Pro-Vice Chancellor
RWH	Rain Water Harvesting
SOS	Save Our Souls (Emergency Situation)
STP	Sewerage Treatment Plant
VC	Vice Chancellor

3.0 ORGANOGRAM

The university's infrastructure will be maintained by a team of skilled professionals. This team is organized into four major divisions, each responsible for different aspects of infrastructure services. The scope of these divisions includes:

1. Director Infrastructure
2. Director Sports
3. Director – IT
4. Director – General Administration



Organogram of Infrastructure Maintenance

4. SCOPE OF WORK

The scope of work outlines the areas directly or indirectly overseen by the Director of Administration concerning augmentation and maintenance. It also provides a brief reference for infrastructure-related services not directly managed by the Director of Administration, such as Sports, Information Technology (IT), and Facilities.

For campus complaints or suggestions, please email director.admin@aksuniversity.com. IT-related issues should be sent to director.it@aksuniversity.com, while sports-related concerns can be addressed to director.sports@aksuniversity.com. Emails will be redirected to the appropriate



section and addressed within 24 hours. Additionally, an online ticketing system will be implemented through the university app to manage issues across various domains.

4.. MECHANICAL, ELECTRICAL AND POWER SUPPLIES(MEP)

MEP consists of all the areas related to mechanical, electrical and power supplies, which come under the preview of Director -Administration.

4.1.1 Mechanical

1. Repair and maintenance of windows, gates, doors etc. which requires fitting and welding jobs.
2. Creation and maintenance of temporary structures / sheds which require iron bending, welding etc.

4.1.2 Electrical

1. Repair and maintenance of external and internal wiring of the campus
2. Repair, maintenance and replacement of external and internal lightings, fans and switches as per requirements.

4.1.3 Power Generation/ Captive Power plants

1. In order to support the uninterrupted power supply, the University will maintain and enhance the power generation through Diesel based Gensets.
2. The University has installed a solar power system in one of the block.

4.1.4 Lifts

1. The comprehensive annual maintenance contract will be outsourced.
2. The power supply to lifts will be provided by the University through electrical.

4.1.5 Lightening arresters and Earthing

1. It is essential to install the lightening arresters at the top of each building
2. The earthing points in each building will be recharged biannually or annually as per the requirements after periodic checking or on SOS basis

4.1.6 Submersibles

1. The small repairs of all the submersibles motors will be done inhouse



4.1.7 Solar Power Generation

1. The solar power plant installation at the rooftops and parking is outsourced and MoU is signed for 25 years
2. The electricity generated by solar power plant is metered to AKS University
3. In case the Solar Panels generates surplus power, the additional power may be wheeled to the MPPKVCL grid through AKS University, Satna.

4.2.0 Civil Infrastructure

The augmentation and maintenance of civil infrastructure come under the preview of Director -Administration.

4.2.1 Buildings

1. The augmentation of infrastructure including creation of new block / rooms will be outsourced to the respective vendor after due approval and process.

4.2.2 University Roads and walkways

1. Maintenance of University Roads to be outsources, as per the requirement.

4.2.3 Whitewash and Paints

1. Paint and whitewash of interior and exterior of university walls, doors, windows and other facilities of the university will be done, as per schedule and needs.
2. Polish work of furniture, wherever required will be done as per requirements.
3. Graffiti removal from the walls will be done, as per the requirements.

4.2.4 Rain Water Harvesting and Storm Water Drainage System

1. Installation of sufficient RWH and Storm water Drainage system in the campus
2. Cleaning and maintenance of the RWH and storm water drainage system on annual basis.

4.2.5 Anti termite and bugs treatment

1. The internal team will do the chemical treatment of buildings and areas for anti termite and bugs cleaning.

4.2.6 Sewage Treatment Plant

1. The sewage treatment plant will be maintained by the University staff.



2. The treated water will be re-circulated for horticulture and flushing systems in the buildings through dual water supply system.

4.2.7 University EPABX

1. The telephone equipment to be provided on each faculty student and staff table, security gates and facilities.
2. Erection and maintenance of underground telephone lines to be done internally by the team.

4.2.8 Fire fighting

1. The fire fighting equipment maintenance will be outsourced and periodic inspection / refilling to be done by the external party.
2. Check that the system is in place and is not damaged or obstructed.
3. The fire fighting drill to be conducted in each block with a group of faculty, students, and staff members on regular basis.

4.3.0 Civil Utilities

Most of the civil infrastructure-based utilities once in place, will be maintained by internal staff of the university. This section of staff members will report to Director -Admin.

4.3.1 Plumbing :

The plumbing staff will ensure the following:

1. Regular maintenance and cleaning of overhead/ underground water tanks
2. Maintenance of RO water systems on regular basis as per the schedule
3. Repair and maintenance of drainages, sinks and toilet seats as per requirements.
4. Repair/replacement of valves, taps, traps etc.
5. Cleaning and maintenance of storm water drainage system
6. Cleaning of clogged pipes, drains, sinks and toilets.
7. Detection/maintenance/ repairs of gas leakages within the campus

4.3.2 Carpentry

A team of university appointed carpenters will ensure the following jobs:



1. Installation and repair of the doors, windows, hinges, building structures as per the requirements.
2. Installation of Window glass screens, curtains, and blinds.
3. Repair the damaged furniture and fittings.
4. Repair of wooden tile floors
5. Locks and latch repairs including locksmith services for faulty locks and missing keys of doors, drawers and almirahs.

4.3.3 Small masonry work

A small team of university appointed masons will ensure the following jobs:

1. Small masonry work for the normal repairs and patch work in and outside the campus by masonry staff.

4.3.4 Water supply operations

A small team of technicians will ensure the following jobs in each block:

1. Ensure adequate water supply in each block for washrooms.
2. Maintain the dual supply for flushing system through water from STP.
3. Maintain and operate R.O. base water filtrations system for drinking water.
4. Cleaning and maintenance of overhead and underground water tanks

4.3.5 Air Conditioning / HVAC

A group of university appointed technicians will ensure the following jobs:

1. Regular maintenance of air conditioning systems as per the annual maintenance plan
2. Operations of centralized HVAC units
3. Inhouse repairs of HVAC units
4. Disposal of HVAC equipment, which are beyond repair

4.4.0. Externally provided services.

4.4.1 Control of externally provided services.

1. For each externally provided services the job work will be created as per requirement including budget estimates.



2. The written approval will be taken from the registrar/ VC.
3. The quotations will be invited.
4. On the basis of the past experience and cost, the work will be assigned to a vendor.
5. After the job completion, the vendor will give a completion certificate, authenticated by the university appointed expert/in charge.

4.4.2 Housekeeping

1. Cleaning of floors, roads, walkways etc, dusting of furniture on daily basis
2. Cleanliness and sanitization of wash rooms.
3. Weekly deep/chemical cleaning of the floors

4.4.3 Horticulture

1. Maintenance and upkeep of green space, lawns and potted plants in and around the campus
2. Support the tree plantation drives
3. Pruning of tree, shrubs and grass
4. Preparing the gardens for seasonal flowers
5. Cleaning of garden

4.4.4 Security

1. Adequate security at the Gate to ensure restricted/authorized entry only.
2. Security guard at each floor/entry of the buildings to ensure the security of rooms and the fixtures installed there

4.4.5 Canteen

1. Ensure hygienic and nutrition rich food as per the expertise through different vendors.

4.4.6 Waste management

1. Collect segregated garbage as per the green policy of University
2. Dispose off the bio hazardous waste as per the regulation

4.4.7. Transport

1. A separate transport department, for taking care of buses and their maintenance on daily, weekly, monthly, quarterly, half yearly & yearly basis



2. Maintain a fleet of luxury A/C buses to provide transport to the students for students and faculty members commuting from far of locations.
3. Maintain fleet of Non-AC Delux buses for the local students.
4. Maintain the essential devices in busses for passenger safety like like Fire Extinguisher, First-aid Kit, GPS to track the bus location, route, speed etc. and speed governor to restrict the speed of the buses (as per the guidelines of the Supreme Court).
5. Ensure that let the students board and de-board the buses inside the campus premises only at the scheduled time at arrival and departure.
6. Provide transport services to university staff, students and faculty members
7. Maintain a record of attendance of the drivers, cleaners, and support staff for providing smooth transport services
8. Keep the transport neat and clean.

5.0. SPORTS INFRASTRUCTURE AND GYMNASIUM

1. The usage and maintenance policy for sports comes under the preview of Director sports.
2. The office of Director-Sports will have a separate policy document to support the sports facilities in the campus.
3. The other support departments will support the sports department in doing the small repairs including welding, carpentry, masonry work, horticulture etc.

6.0 INFORMATION TECHNOLOGY INFRASTRUCTURE

1. The usage and maintenance policy for Information Technology comes under the preview of Director -IT.
2. The office of the Director -IT will have a separate policy document to support the IT facilities in the campus.
3. The other departments will support the IT department in doing the small repairs including welding, carpentry, masonry work, horticulture etc.

7.0 FACILITIES

7.1. Auditorium, Seminar Halls, Boardrooms, and conference hall etc



1. Auditorium, seminar halls, board/meeting rooms and amphitheatre are under the control of the asset manager and the cleanliness is taken care of by the housekeeping team.
2. To use these facilities, the interested person need to send a formal request to the asset manager through proper channel in the provided form. The resources will be made available on availability and priority basis with the permission of Director- Admin.

7.2 Lab Equipment

1. The equipment, machinery, apparatus etc. will be maintained by the respective lab In-charges under the advice of concerned HODs/Lab IN charges.
2. The record of equipment and their usage to be maintained in the registers by the person associated with the concerned Lab.
3. The Heads of the Departments report to the administration periodically for all the maintenance works. Minor repairs are requested through a mail to the concerned department and are attended on priority basis
4. Systematic disposal of waste of all types, such as bio-degradable chemical and ewaste to be done in the proper way, as per the University policy.

7.3 Health Centre

1. Maintain a clean and hygienic clinic facility, to deal with all kinds of emergencies including a qualified doctor with necessary equipment and essential medicines.
2. Maintain ambulance services in the campus to deal with the emergency cases.
3. Have a tie up with local super speciality hospitals to take care of emergencies and support the healthcare of employee and staff of the institution.
4. Periodic conduct of health awareness campaigns

8.0 EMERGENCY MAINTENANCE / REPAIRS

1. The emergency repairs including changing of light bulbs, repair of leaking pipes, valves, taps and cisterns, clogged drains, locks, doors / handles, repair of furniture(including doors, handles, locks, benches) etc. are taken care of by the respective departments within 24 hours of receiving the complaints on mail-id: director.admin@aksuniversity.com.



2. The emergency repairs related to IT equipment are taken care of by staff members deputed in each block after receiving the complaints on phone call or through mail to director.it@aksuniversity.com.

9.0 BUDGET PREPARATION

9.1 Budget for Periodic and Emergency Maintenance

1. On the basis of the last year reports and keeping in view of the future requirements a separate budget for the periodic and emergency maintenance will be prepared by the respective section heads and the same will be submitted to their GM/Director/Section In charge.
2. The respective GM/Director/Section In-charge will present the maintenance budge to the VC.
3. After due deliberations, the budget will be approved by the Board of Management.

9.2 Budget for Infrastructure Augmentation

1. On the basis of the last year audit reports and plan to introduce new courses, a separate budget for augmentation in infrastructure will be prepared and submitted by the respective section heads and will be submitted to their GM/Director/Section In charge.
2. The respective GM/Director/Section Incharge will present the maintenance budge to the VC.
3. After due deliberations, the budget will be approved by the Board of Management.

10.0. ANNUAL AUDIT

1. Each of the academic department will perform the physical verification of its infrastructural resources, with the help of a team of faculty and staff members. 12
2. A list of missing items, items not in use/ obsolete items, items requiring repair is to be prepared in the specified formats. The report will be submitted to the Director Admin/Director -IT within the prescribed time.
3. The team experts from various sections will perform an annual audit and submit its report to the Director -admin for further necessary action.

11.0. PHASING OUT, OBSOLETION AND WRITING OFF

1. Because of change in technology, wear and tear, completion of life of items, development of new processes or products etc, the equipment may be phased out as per the following procedure.



- a. The equipment may be moved to lower level utilization. e.g. the computers, printer, scanners etc. may be given to staff members for office use.
- b. They can be transferred to other institutions, which were not having any such equipment so far.
- c. The equipment can be auctioned or sold off as per the arrangements.
- d. E-Wastes and Bio-Wastes will be disposed off to some specified vendors only as per MoU.
- e. The assets either transferred to other institutions or disposed off will be written off from the records.

12. ADHERENCE WITH CENTRAL, STATE AND LOCAL REGULATIONS

1. The respective department make it sure to follow the national level policy guidelines with respect to
 - a. Efficient and safe Electrical Operations
 - b. Fire fighting equipment
 - c. Waste disposal including bio-hazardous waste disposal
 - d. Green Environment and sustainability
 - e. Lift Operations
 - f. Provisions for security and safety in the campus
 - g. Provisions for people with special needs
 - h. Safe drinking water
 - i. Hygienic food outlets
 - j. Transport
 - k. Diesel / Gas based power generation

13. POLICY REVISIONS

1. A team will be constituted under the guidance of vice chancellor, to look into the matters of policy with the heads, deans and directors of the concerned department/section as team members.



2. The team will submit its report with in one-week time to the office of VC. After due deliberations, the suggested points will be accepted as new policy document.

14. STANDARD OPERATING PROCEDURE (SOP)

The university utilizes its IT capabilities to streamline the process for submitting complaints or suggestions related to campus maintenance and facility usage. These can be entered directly into the university's online portal or emailed to director.admin@aksuniversity.com.

For IT-related issues, users should either use the online portal or contact the technician assigned to their block. Alternatively, emails can be sent to director.it@aksuniversity.com. For sports-related concerns, please email director.sports@aksuniversity.com. All submissions are redirected to the appropriate department and addressed within 24 hours.

1. The concerned departments within 24 hours of receiving the complaints on mail-id: director.admin@aksuniversity.com ensure that complaints are duly attended to.

2. The emergency repairs related to IT equipment are taken care of by staff members deputed in each block after receiving the complaints portal, on phone call or through mail to director.it@aksuniversity.com. 3. The office of the sports director ensures the optimal utilization of the available resources through coaches, instructors and staff members.

Stakeholders may also contact the relevant functionary by phone or in person to address their complaints, whether in emergency situations or during regular circumstances. All complaints will be properly recorded and addressed.

Regarding classroom instruction, the timetable is carefully designed to maximize the use of classrooms, laboratories, and other teaching resources. Other shared facilities such as auditoriums, sports facilities, and gyms can be booked in advance to ensure optimal scheduling and availability. Additionally, security services and guards are promptly available whenever and wherever needed.

15. EXIGENCY

IF NECESSARY: In the event of unforeseen issues not addressed by this Policy and Procedures or in case of differing interpretations, the Vice-Chancellor may make a decision. If needed, the Vice-Chancellor will seek the opinion or advice of a specially constituted Committee. The Vice-Chancellor's decision will be final.
