

GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
A⁺ Grade NAAC Accredited University

Internal Quality Assurance Cell

A copy of the duly approved '*Campus Maintenance Policy*' of GJUS&T, Hisar is forwarded to the followings for kind information / Circulation among quarter concerned, please.

Endst No.521-530

Dt. 18.06.2024



Director, IQAC

CC:

- 1. Superintending Engineer – University Works Department.**
2. Director, PDUCIC with the request to upload the policy under Policies Tab on the University Website.
3. OSD to Vice Chancellor for kind information of the Vice Chancellor.
4. PS to Registrar for kind information of the Registrar.

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

**PROCEEDINGS OF MEETINGS HELD FOR MAKING/REVIEWING CAMPUS
MAINTENANCE POLICY OF THE UNIVERSITY**

This is with reference to letter Endst. No. IQAC/1457-1460 Dated 27/10/2023 issued by Director IQAC and approved by the Hon'ble Vice Chancellor for making/reviewing **Campus Maintenance Policy of the University**.

The following Committee was constituted for the same:-

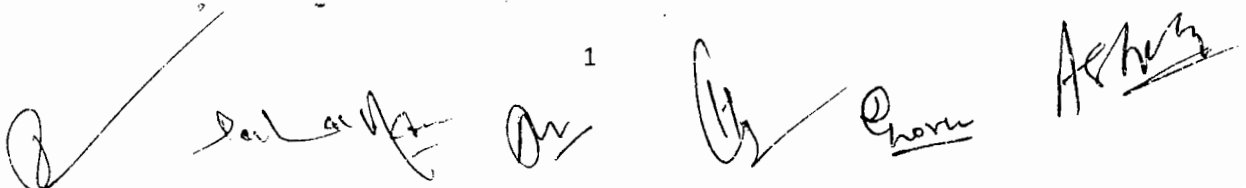
1. Prof Ashok Chaudhury, Department of Bio and Nano Technology, GJUS&T, Hisar, **Convener**.
2. Prof H C Garg, Professor In-Charge UWD, GJUS&T, Hisar, **Member**.
3. Prof Sanjeev Kumar, Haryana School of Business, GJUS&T, Hisar, **Member**.
4. Er. Sunil Grover, Executive Engineer (Civil), UWD, **Member**.
5. Er. Raghubir Singh, Executive Engineer (PH, Electrical, Horticulture), UWD, GJUS&T, Hisar, **Member**.
6. Deputy Registrar (Sanitation), GJUS&T, Hisar, **Member**.
7. Mr. Pala Ram, (Consultant Horticulture), UWD, GJUS&T, Hisar, **Member**.

The Meeting of all the Committee members given above were held on Monday, 6th November, 2023 at 2:30PM; Tuesday, 21st November, 2023 at 3:00PM and on 15th December, 2023 at 11:00 AM in Office of Professor In-Charge UWD, GJUS&T, Hisar.

The Request letters were sent to neighboring Universities in Haryana such as MDU, Rohtak, KUK, Kurukshetra, CCS HAU, Hisar, DCRUST, Murthal and CDLU, Sirsa, Haryana by Prof In-Charge UWD, GJUS&T, Hisar for sharing their own Campus Maintenance Policies but no satisfactory response was received from them as they informed that maintenance of University was a routine procedure and no separate policies was chalked out except DCRUST, Murthal. After consistent deliberations by the above committee members the following Campus Maintenance Policy of the University is recommended:-

Campus Maintenance Policy

The **Guru Jambheshwar University of Science & Technology, Hisar, Haryana** was named after a great environmentalist, **Guru Jambheshwar Ji Maharaj**. Guru Jambheshwar Ji Maharaj was not only a Saint but a great environmentalist of the 15th Century and gave unique preaching about the conservation of biodiversity. Guru Jambheshwar University of Science & Technology started its journey under the **Act of State Legislature on 20th October, 1995** at Hisar in Haryana.

A series of handwritten signatures in black ink, including a large checkmark-like signature on the left, followed by several cursive signatures, and a signature that appears to be 'Ashok' on the right.

Mission of the University

The University aspires to be a globally recognized Centre of excellence in the field of technical education and research. It strives to achieve this by introducing innovative job oriented courses, employing competent and motivated faculty, developing state-of-the-art infrastructure, striking purposeful linkages with industry and professional bodies, and promoting quality of work life on campus. The University focuses on the student community to imbue them with passion for knowledge and creativity and to promote sustainable growth in academic resources, student placements, and holistic human development with a strong conviction for professional ethical, social and environmental issues.

Vision of the University

To develop the University as a Centre of Excellence for the quality teaching, research and extension services to produce the dynamic and the knowledgeable human resources and act as a knowledge power-house capable of contributing to the national development and welfare of the society.

Vision of Maintenance Policy of the University

In order to keep the infrastructure of GJUS&T, Hisar, Haryana in excellent working condition and to enhance its life span. The following mission is envisaged:-

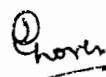
- i) For up upholding the Mission and Vision of the University in high esteem it is very important to undertake all possible steps for proper maintenance of the University infrastructure like; Civil, Public Health, Electrical, Sanitation and Horticulture in a systematic and a sustainable manner.
- ii) Maintain a consistent and excellent infrastructure of the University.
- iii) Enhance the University's reputation as a distinguished and leading University in presenting its infrastructure at State/National/International levels.

1. Good Smarten Practices:-

- (i) Complaint Register with specific details of repair/replacement to be done and should be maintained along with work completion certificate/maintenance slip by complainant and concerned Executive Engineer.
- (ii) No verbal/telephonic complaint except complaint centers shall be entertained except in case of emergency work. All records of complaints should be maintained and attended to.
- (iii) All roof tops, khurras rainwater pipes should be inspected regularly.



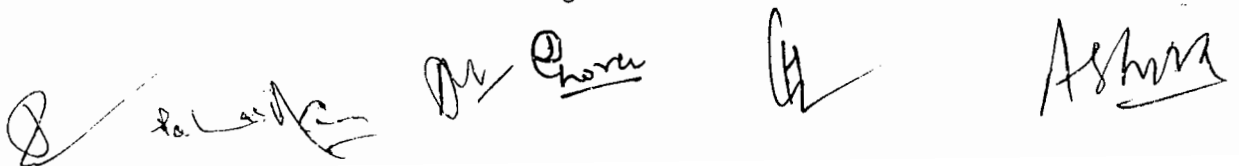
2



- (iv) Centralized store should be maintained at divisional level for Civil/PH/EI works. These stores should be under direct control of J.E. The J.E. will maintain the store with the assistance of store keeper/supervisor.
- (v) All unserviceable material should be auctioned once a year. Survey report of unserviceable material shall be prepared and submitted by J.E. After sanction of survey report, the material shall be auctioned through proper procedure.
- (vi) The material in stores should be procured well in advance. Material for at least 06 months requirement be procured by tendering process purchase Committee (To be constituted for this purpose). Each JE shall submit the demands of material for next six months to the store in charge. The consolidated demand of material and its estimate shall be prepared for tender/purchase through Committee. However, material required for emergency works can be purchased after getting approval of the competent authority.
- (vii) Each JE shall maintain maintenance material record at site showing source of receipt and showing consumption in MB and will submit it every month to the SDE/Executive Engineer.
- (viii) The SDE shall submit all the MAS accounts to the Executive Engineer every three months.
- (ix) Inventory of all electrical and PH items should be maintained.
- (x) Condensed water from AC's should be drained off properly so that it may not create dampness and damage the walls and foundations.

2. Civil Maintenance:-

- (i) **Periodic Repairs** such as oil bound distemper, synthetic enamel paint, plaster of walls, wooden fixtures, Aluminum glass, bathroom fixtures, electrical switches, LED/Flash Lights, carpeting of Roads should be carried out every five years.
- (ii) **Minor Repairs** are to be carried out round the year as per request of complainant which are "**Need based**" and should be taken up within 3-4 working days.
- (iii) **Separate Register** are to be maintained at each Hostel under the custody of Hostel Warden/Caretaker. Supervisor of the University Works Department will check and resolve on daily basis.
- (iv) Special repairs will be taken up as follows:-
 - (a) Life span of Oil Bound Distemper is two years, Enamel paint is three years and exterior all weather paint is five years as per norms fixed by PWD B&R. So, interior of house to be re-painted after every three years. If it is not done up to five years due to any reason both interior and exterior paint will be considered.
 - (b) In case of marriage/shifting: Repainting of internal walls will only be done after two years generally. No request for repainting will be considered before two years of time. In exceptional circumstances repainting will be considered before two years only with the permission of the Vice-Chancellor.
 - (c) Change of flooring life span of Terrazzo flooring is 15 years. Request to provide tiles over Terrazzo flooring will be considered only in buildings which have already completed life of minimum 15 years.
 - (d) Similarly life of plaster and tile terracing is 15 years. Replacement will be proposed only after 15 years.



- (e) Unauthorized construction is not allowed.
- (f) No addition/alteration shall be done without written permission of competent authority. However, if additional repair and maintenance is required by the new allottee necessary permission for additional budget shall be obtained from the Hon'ble Vice-Chancellor by the concerned branch within above provisions and as per availability of budget.

3. Electrical Maintenance:-

- (i) Electrician/office should maintain a list of electrical devices that require regular maintenance. Any complaint on electrical repairs is recorded in the register maintained in the power House.
- (ii) The maintenance operation will include all components and systems in Electrical are switches outlet, GFI outlet, Light fixtures, exist lights, emergency lights, lighting arresters, earth bits and electrical panel boxes.
- (iii) A maintenance schedule for electrical devices will be prepared and maintained by the J.E. (Electrical) considering the nature of failures recorded in the past and manufactures recommendation. The maintenance carried out is also recorded. Breakdowns if any are recorded in complaint register and accordingly actions are initiated.
- (iv) For Generator, a logbook is maintained. Cumulative running hours due for particular maintenance along with the maintenance carried out are recorded in the same.
- (v) For General Electrical Repairs one should check operator of light switches. Replace as required. Replace switch or broken covers.
- (vi) Check for missing or broken light globes, diffusers or reflectors. Replace as required and check for exist lights Repair them or replace as per requirement.
- (vii) Check electrical panel boxes for signs of corrosion, burning or heating.
- (viii) For maintenance of Generator one should obtain and review manufacturer's instructions and specifications, change fuel filters, check governor, adjust for correct speed. Determine fuel level, Drain water from tank and inspect for contamination. Change engine oil and filter, and perform other lubrication on engine and generator. Inspect cooling system for leaks and air obstruction. Inspect generator winding and clean if needed. Remove old oil and diesel fuel from area around generator area when manufacturer's complete.

4. Fire Extinguisher & First-Aid Equipment:-

- (i) Fire extinguishers are to be provided in different locations of the buildings for safety purpose.
- (ii) University Works Department maintains the locations and types.
- (iii) Chairpersons/Directors/Branch officers will maintain a list of fire extinguishers along with the type and locations frequency, due date and completion of refilling are recorded in the same with the help of University Works Department.

5. Separate AMC:

A separate AMC for Ch. R.S. Auditorium, Bio & Nano Centre, PDUIC, PDUIIC, T.B.-IV Seminar Hall be done for HVAC, AC's, RO lifts, firefighting, sound & light system should be done with expert agencies for round the year proper functioning.

-4

6. Water Tanks, Water Supplies, Termite Treatments:-

- (i) The UGSR/OHSR tanks are to be cleaned twice a year. The treated water for drinking and treated water of STP be got tested from reputed lab and report be submitted to higher authorities for review.
- (ii) Water cooler/RO for drinking water purpose are also to be maintained/serviced at least twice a year.
- (iii) Anti-termite treatment should be given once in every year in entire campus. Periodically it should be checked and record should be maintained.

7. Sanitation and Cleanliness:-

- (i) Waste water treatment and rain water harvesting should be implemented with emphasis on recycling of water for irrigation and Horticulture purposes.
- (ii) All sewer line/store water lines rain water harvesting system/OHSR/UGSR/water tank on roof/internal PH fixtures of building etc. should be checked and cleaned regularly. There should be no chocking/leakage in the lines. Missing/damaged manhole cover should be replaced immediately. Record of maintenance and inspection to be maintained. Treated drinking water and treated water of STP be got checked up regularly from any reputed lab. Lighting arresters be checked twice a year. Before submitting the estimate for addition and alteration/renovation all scope of work should be finalized before initiating the estimating work. No dismantling material/mulba should be left at site of its generation. It should be disposed off at an earliest.
- (iii) Cleanliness on daily basis should be done on campus, Branch Offices, Teaching Blocks, Girls & Boys Hostels, Faculty & Guest House and Sports area, Old and New Campus should be strictly followed. Special drives for cleanliness on the entire campus should also be undertaken.
- (iv) Awareness campaign should be undertaken frequently to maintain cleanliness and beautification of campus, conservation of electricity and water, upkeep of Teaching Blocks and Branch Offices and cleanliness of lawns without littering with full participation of all students, faculty and staff of the University.
- (v) Solid waste management should be done effectively on the Campus.
- (vi) Collection of garbage in proper manner should be strictly followed. Segregation of dry waste and wet solid waste should be disposed by the clients/users in separate dustbins at the initial stage. This will be collected by two street vendors in each locality (old campus/new campus, branch offices, teaching blocks) and will be responsible for getting approval from nodal agency such as Municipal Corporation, Hisar. In addition to this, programs like **My Waste - My Responsibility** and **Selfie with Waste** should be encouraged for bringing awareness of garbage disposal. A nominal user fees of Rs. 50/- for A-type House, Rs. 75/- for C-type, Rs. 100/- for D-type and Rs. 150/- for E & F-type Houses per month should be collected on the Campus. If the user does not follow disposal of waste/garbage by proper segregation the vendor will stop collecting the garbage from the user. The matter will be reported to higher authorities if the client repeatedly violets the above provisions.

5

[Handwritten signatures and initials]

- (vii) For disposal of Sanitary Pads the user will properly pack this waste and the vendor will collect it from the campus and Girls Hostels. Big size Incinerator machines should be purchased for proper disposal of all the sanitary pads waste.
- (viii) For maintenance of proper cleanliness in Teaching Blocks & Offices the Chairpersons/Branch Offices will be responsible for giving satisfactory report every week. If the garbage collection & cleanliness work is not found satisfactory the matter will be reported to supervisors and to the respective head with information to OSD to VC.
- (ix) For maintenance of proper cleanliness in Residence Area & Hostel areas a Sanitary and Vigilance Committee should be constituted and will conduct regular inspections and visits and submit status reports every week. If the garbage collection & cleanliness work is not found satisfactory the matter will be reported to supervisors and to the respective head with information to OSD to VC.


8. Horticultural Activities around the Year:-

- (i) Flower shows should be conducted in the month of February/March 1st week of every year to promote beautification of campus garden/lawns and for participation of the University students and employees.
- (ii) Regular plantation of trees, hedges, ornamental, seasonal, annual, new carpet grasses be planted regularly. Trees should be regularly pruned/cutting and the plant residues, leaves, twigs should be recycled for bio-fertilizer making.
- (iii) Repotting of plants by adding compost, fresh soil, pests and Chemical fertilizers will be done during monsoon season from July to August depending on rain.
- (iv) Trimming of plants, trees, climbers and creepers will be done during the months of February and July.
- (v) White wash and painting of flower/Foliage plants and pots will be done during once in a month or as per requirement.
- (vi) Mulching and hoeing of every plant will be done once a week.
- (vii) Lawn grass maintenance by ride on lawn mower and electric lawn mower will be done as per growth depending upon weather.
- (viii) Watering of lawns and plants will be done as per requirement and weather conditions.
- (ix) Manuring of plants will be done during February and December every year.
- (x) Pesticide and fungicide spray to control insects and pest in plant and lawns will be done on regular basis or at intervals depending upon infestation.
- (xi) New plantation drives by students, faculty and staff of the University will be undertaken in February and monsoon season every year.
- (xii) NSS volunteers may also be invited to participate in new plantation drives of the University.
- (xiii) Plantation of winter and summer annuals will be done in the month of April, October and November every year.
- (xiv) Preparing of new plants by grafting, cutting and by seeds will be done in the Monsoon season and in February every year.
- (xv) FYM and Wormy Compost will be generated in nurseries by putting leaf, dry leaves and other plant waste along with cow dung in pits which will take 3 months or more after which it will be ready to use.

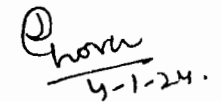
Recommendations:


1. Financial power of SDE/XEN/SE/Professor In-Charge (UWD) for purchase and maintenance should be increased sufficiently to complete the said maintenance task.
2. Dress code may be implemented with three different colour codes for Sweepers, Maintenance Staff and Gardeners (Malis) and for proper discipline and efficient working. The University will provide two sets of dress annually.
3. Fire officer with sufficient staff may be recruited for implementing proper fire safety in the University campus.
4. The above Maintenance Policy of the University may further be modified/elaborated/amended from time to time depending upon up gradation/requirement after taking due permission from the Hon'ble Vice Chancellor of the University.

The meeting ended with vote of thanks.


Prof. H. C. Garg
Prof. In-Charge


Prof. Sanjeev Kumar
HSB


Er. Sunil Grover
XEN (Civil)


Er. Raghubir Singh
XEN (PH)/
In-charge (Sanitation)


Mr. Pala Ram
(Consultant Horticulture) 4/1/24


Prof. Ashok Chaudhury
Convener 4/1/24