

# GOKUL GLOBAL UNIVERSITY, SIDHPUR

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## MAINTENANCE POLICY



**GOKUL  
GLOBAL  
UNIVERSITY**

**Gokul Global University**

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## **MAINTENANCE POLICY FOR GOKUL GLOBAL UNIVERSITY**

### **I. Purpose**

The purpose of this policy is to ensure the effective maintenance, handling, and management of various physical, academic, and support facilities of the university to prevent unexpected breakdowns. The Preventive Maintenance Program aims to:

- Reduce equipment and system downtime.
- Increase the lifespan of buildings and machinery.
- Enhance equipment reliability.
- Ensure proper operation of equipment.
- Improve the overall appearance of the facilities.

### **II. Objectives**

- Provide amenities meeting the University's requirements and fostering an environment-friendly ambiance for stakeholders' health and security.
- Conduct periodic maintenance to identify and address potential issues in a timely manner.
- Maintain an orderly program to minimize administrative costs and streamline human resources.
- Conserve energy and resources by maximizing operating efficiency.
- Foster good relations with users by offering well-maintained facilities and details on preventive maintenance.
- Identify and implement cost-effective advances for more efficient operation.
- Upgrade amenities in alignment with technological advancements in building engineering.

### **III. Policy Coverage**

This policy applies to all university units, ensuring continuous maintenance to fulfill the institution's Mission and Vision.

### **IV. Classification of Maintenance**

Maintenance works are classified as:

- Day-to-day repairs/service facilities
- Annual repairs
- Special repairs
- Preventive Maintenance



### **Day-to-Day Repairs**

Every building has a separate engineering unit, and laboratory technicians under its supervision handle daily repairs based on complaints. Estate department of Gokul Global University maintains all of the buildings under its control on a daily basis.

The tasks that have to be completed on a every day. Daily service facilities take care of things like mowing the lawn, trimming the hedges, sweeping the leaves, replacing blown fuses, fixing damaged switches, cleaning obstructions out of drainage pipes, manholes, resuming water supply, watering plants, and so on. Ensuring the efficient functioning of numerous services within the buildings is the aim of this facility.

These services are provided following a customer complaint that is received by the engineering division.

Frequent grievances, including painting and whitewashing, are often addressed

### **Annual Repairs**

In order to preserve the appearance of buildings and services and to extend their lifespan, certain tasks are completed on a regular basis. These tasks include painting, white washing, distempering, and cleaning of tanks and lines. Annual repairs are those that are carried out on a regular basis using a contracting system. Examples of these repairs include painting, distempering, white washing, colour washing, and so forth.

### **Special Repairs**

The purpose of these repair projects is to replace building components and services that have deteriorated due to age of the structure. Maintaining the building's structure and providing services is essential, as is trying to return them as close to their former state as feasible.

### **Preventive Maintenance**

The goal of preventive maintenance is to avoid equipment, machinery, and gadgets malfunctioning and creating problems with building and service maintenance. Frequent surveys and inspections serve as the basis for preventive maintenance. The purpose of preventive maintenance is to stop mechanical breakdown or the beginning of maintenance problems in services and buildings.

Preventive maintenance, including guarding against seepage, is crucial when it comes to structures.

Conversely, preventive maintenance greatly depends on regular assessments and inspections of buildings and labs. Preventive maintenance on the building need examination. The building has to be examined once a year before the monsoon.



## V. Maintenance Composition

Registrar	Chairperson
Deputy Registrar (Admin)	Member Secretary
Senior Administrative Officers	Member
Finance officer	Member
Junior Engineer (Civil) Member	Member
Junior Engineer (Electrical) Member	Member
Estate officer	Member

## VI. Physical Infrastructural Maintenance

Both civil and electrical maintenance are included in the physical upkeep of infrastructure. All tasks assigned to civil engineers go under the category of civil maintenance, whereas tasks assigned to electrical engineers fall under the category of electrical maintenance.

### Civil Maintenance:

The University Civil Engineer is in charge of the department of civil maintenance. The carpentry, construction, plumbing, and whitewashing tasks were maintained by this division. Supervisors oversee each division, which employs the corresponding specialised individuals. Any complaints about civil maintenance that are received will be handled right away. The date of the correction and the complaint's receipt should be recorded in the maintenance register.

### Electrical Maintenance:

To guarantee a steady supply of electricity and upkeep of its electrical resources, the university maintains an electrical division. The University Electrical Engineer oversees the electrical maintenance division, with assistance from electrical electricians and volunteers. The electrical maintenance tasks include fixing the inverter, generator, air conditioner, transformer, motors, pumps, street light, painting electric poles, solar panels, and other equipment. Any complaints about electrical maintenance should be addressed right away. The date of the correction and the complaint's receipt should be recorded in the maintenance register.

## VII. Complaint Register

The engineering sector maintains a crucial document called the Complaint Register. Every complaint submitted using the ERP web interface.

## VIII. Maintenance of Classrooms

The appropriate Head of the Department/School oversees and maintains classrooms furnished with instructional aids and furnishings with the help of attendants and department personnel. Periodically, the heads of departments provide reports to the administration regarding all upkeep functions. Throughout the working day, students make the most use of every



classroom and receive mentoring on how to maintain the furnishings. The services for maintaining the classrooms listed in Table 1 are available.

SERVICE	FREQUENCY	RESPONSIBLE PERSON
Classroom, laboratory, and chalkboard cleaning Dust mop for floors, wet mop, high and low dusting, Taking out trash cans, Taking undesirable notices down from notice boards	Daily	Peon/Lab Assistant
The computer system, projector, and projector screen are in operational condition. Condition of lab equipment in operation		Technician/ Lab Assistant

#### IX. Maintenance of Laboratories

The obligation for maintaining the equipment falls on the relevant teaching members, staff, lab assistants, and other service people. The corresponding laboratories keep logbooks, asset registers, stock registers, and tools in order to submit entries and problems that arise for correction. When necessary, external expertise is sought for equipment maintenance, and all significant repairs are identified with the approval of university authorities.

Users have access to standard operating procedures for every high-end equipment.

Users on campus are accountable for handling the equipment safely and registering in the log books. Any breaks or repairs are notified to the department head or the faculty member in charge, depending on the situation, and appropriate action is made to ensure that the equipment functions quickly. Glassware broken for student and scholar use is recorded in the breakage register, and fees are assessed based on the equipment cost, which is paid for by the research scholars at the conclusion of the course programme and by the students at the end of the year.

#### X. Maintenance of Library

The library staff receives comprehensive training on handling and maintaining library materials, especially during processing, shelving, and transportation. To ensure proper care:

Bound volumes should not be pulled from their fore edges to avoid weakening the binding.

Shelves shouldn't be overly packed to prevent spine damage when readers retrieve volumes, especially large ones that should be stored flat.



Dust accumulation must be prevented as it can stain documents and create chemical and biological issues; regular and careful cleaning and vacuuming are essential.

Magnetic discs or documents with discs should be stored away from magnetic or electric devices in a controlled environment to avoid damage.

Pest management practices include using borax or common salt to deter cockroaches, applying sodium fluoride to protect volumes from silverfish, and employing kerosene oil, DDT, or gamaxine powder to eliminate termites or white ants. Regular cleaning, fumigation, exposure to sunlight, and repellents are used to mitigate insect-related issues in the library materials.

#### **XI. Maintenance of Auditorium/Conference Halls/Seminar Halls**

The numerous departments house the auditorium, conference rooms, and seminar rooms, which are utilised for a variety of educational and cultural events. The cleaning crew looks after the Auditorium, Conference halls, and Seminar halls. Faculty and staff who plan events must submit a request note sheet via the HOD or Concerned Officer in order to use the facilities, and the date of the event must be registered. After then, first-come, first-served access is granted to the Auditorium and Halls.

#### **XII. Maintenance of Sports Equipment and Ground**

The Physical Education department is in charge of overseeing and maintaining the sports and fitness equipment, the field, and the several courts. In addition to seasonal maintenance performed once every three months, ground level maintenance is completed annually over the holidays.

All playground and gymnasium equipment is maintained seasonally by the Physical Education Officer's personnel.

#### **XIII. Maintenance of Housekeeping and Security**

With the assistance of the contracted housekeeping service, every morning courses will commence with a thorough cleaning of the campus, including the academic and administrative buildings. In addition, every morning, sweeping will be done on the roadways, in residential areas, and at health facilities, guest homes, and hostels. Every day, the toilets will be cleaned three times. The housekeeping supervisor will be in charge of maintaining the whole campus environment and overseeing outsourced security. He/She will report the supervisor's completion of job to the Assistant Registrar (Admin).



*BH Rajput*  
Registrar

Gokul Global University, Sidhpur