

# **Maintenance and Utilization Policy**

## **Physical, Academic and Support Systems**

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**Utkal University**  
**Vani Vihar, Bhubaneswar 751 004**  
**Odisha**

## Introduction

Utkal University is the first University of Odisha having 4000+ students on its 399 acres campus situated in the heart of Bhubaneswar city and offers a variety of programmes from nursery to doctoral level across a wide spectrum of disciplines to prepare enlightened citizens with strong value-base.

Infrastructural facilities and operations play a major role in smooth functioning and incremental growth of any institution. Utkal University gives priority to create, develop, and maintain necessary infrastructure in all the domains and provide all possible essential amenities and infrastructure for all the stakeholders. Proper maintenance of physical, academic and support services is essential for their optimum and effective utilisation.

Hence, the University has laid down institutional mechanisms and procedures with a decentralized approach for the effective use and maintenance of existing infrastructure facilities and also to suggest new infrastructure to meet future needs. The University adopts three types of maintenance: **preventive, periodic and breakdown** to provide a safe, healthy and secure environment on the campus. The maintenance activities are properly budgeted and adequate financial resources are allocated for this purpose.

This policy and procedures will be reviewed from time to time based on the suggestions, recommendations or feedback received from the stakeholders.

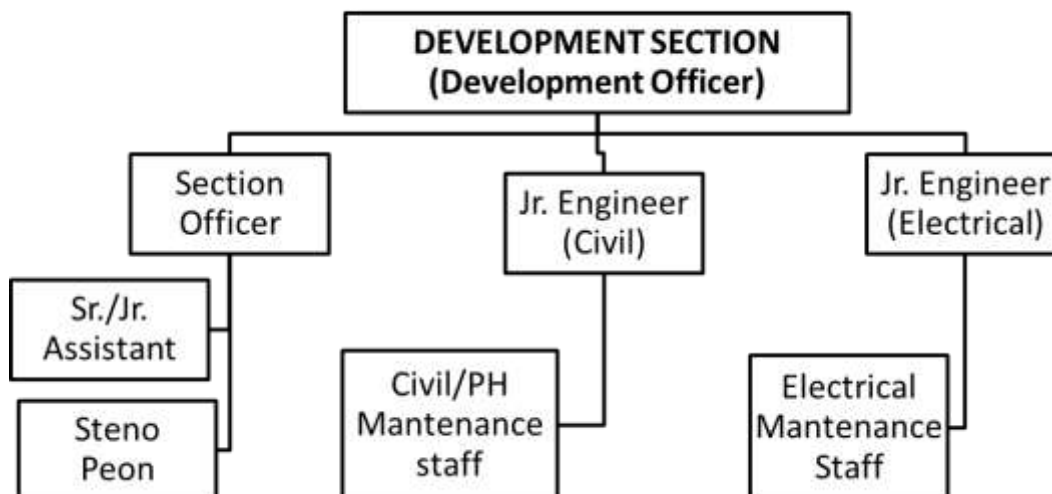
## Objectives of the Policy

- The primary objective of this policy is to outline procedures for infrastructure development, maintenance, and utilisation for strategic outcomes adhering to the University's vision and mission. This will not only help in extending the life of buildings, appliances, equipment, etc. but also ensure the proper functioning of machinery and equipment.
- The policy guidelines shall cover various domains such as General Infrastructure, Infrastructure for teaching, learning, and evaluation, IT Infrastructure, and Residential Infrastructure including hostels, basic amenities and others.

# Maintenance and Utilization of Facilities

## Physical Facilities/Buildings

The overall maintenance of the university infrastructure including all buildings, boundary wall, campus landscaping and gardens shall be under the direct control of the Development Unit of the University which is headed by the Development officer.



- The maintenance works shall be carried out by different sub-units under the development section. The sub-units of this section are also responsible for inspecting the premises at regular intervals, identifying the problems and taking appropriate measures to rectify the problems relating to ramps and special toilet facilities for differently-abled (DA) persons, white washing of buildings, the colouring of grills, plumbing works, leakages in pipelines, providing uninterrupted water facility, overhead tanks, maintenance of generator and other electrical works, replacing fire extinguishers, etc.
- If any of these works is beyond the ability of the technical person of the University or if it is necessary, help from outside experts shall be taken on payment basis.
- Procurement of any civil engineering, electrical and plumbing materials shall be done by the development section/store & purchase section following due purchase procedure and with due approval of the authority. Proper stock entry must be done before use of the procured items.
- The development section also looks after installation solar light/panel, periodic maintenance and replacement as and when necessary.

- The University landscaping and garden are maintained by University's regular gardener (Mali) and outsourced trained persons. The Development unit University is responsible for hiring required number of gardener (Mali) for regular maintaining the gardens/landscaping, pruning trees and shrubs
- . The Development unit also ensure construction of paved foot path wherever necessary and their routine maintenance.
- Pruning trees and shrubs

## **Classrooms, Furniture and Laboratories**

- The Heads of the Departments (HoDs) are laden with complete responsibility for proper maintenance and utilization of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, and seminar libraries. HoDs/faculty shall ensure optimal utilization of classrooms during the day-long working hours and also mentor the students to maintain the furniture and equipment.
- Any maintenance or up-gradation of classroom and practical lab infrastructure are taken care of at the departmental level through its Departmental Councils. The lab infrastructures including equipment/computers are maintained by technicians of the related owner enterprises and service centres as and when required under the supervision and monitoring of the respective departments. Some high-end equipment are maintained through exclusive AMC. Instrument-wise logbooks are to be maintained for tracking the user statistics of the equipment. For major maintenance works, the HoD also reports to the administration periodically. Damage/loss of the goods/leakage should be instantly reported to the concerned authority.
- Research labs are maintained by respective members and ensure optimal utilization by the research scholars.
- Purchases of items pertaining to the classrooms, laboratories and department offices are mainly met from developmental grants released to each department every year or special grants released under specific programme. Besides this, the purchases are also made at the University level and distributed to different departments as per requirement. Stock Register/Log Book must be maintained and annual stock Verification must be done by a duly constituted committee/audit team.

## **Auditorium/Convocation Hall and Seminar/Meeting halls**

- The university has an auditorium, convocation hall and several seminar/conference halls under various departments/units at various locations for common usage of the stakeholders. (Table)

- Effective utilization of these facilities for organizing academic meetings, seminars/conferences, and cultural events is ensured. The responsibility of the maintenance lies with the custodian of the respective hall as mentioned below.

<b>Sl. No.</b>	<b>Name and type</b>	<b>Location</b>	<b>Custodian</b>	<b>Seating capacity</b>
1.	MKCG Auditorium Fully A/C acoustic proof auditorium	University auditorium	Development Section	500+
2.	Fully A/C acoustic proof convocation hall	University convocation Hall	Development Section	3000+
3.	Open air theatre (Gandhi Sthala)	Near old Admin Block	Development section	500+
4.	Seminar Hall (A/C)	P.G. Council	Chairperson	150
5.	Seminar Hall	HRDC Building	Director, HRDC	100+
6.	Seminar Hall	BARC-Outreach centre	Director, CII	100+
7.	Seminar hall (A/C)	Department of Chemistry	HoD	100+
8.	Seminar hall (A/C)	Department of Physics	HoD	100+
9.	Seminar hall (A/C) with address system	Department of Political Science	HoD	100+
10.	Seminar hall (A/C)	Department of Economics	HoD	90+
11.	Seminar hall (A/C)	Department of Philosophy	HoD	120
12.	Seminar hall (A/C)	Department of Botany	HoD	70+
13.	Seminar hall (A/C)	Department of Zoology	HoD	100+
14.	Seminar hall (Non A/C)	Department of History	HoD	60+
15.	Seminar hall (A/C)	Department of Computer Science	HoD	160
16.	Seminar hall (A/C)	Department of Law	HoD	60+
17.	Seminar hall (A/C)	Department of Commerce	HoD	100
18.	Seminar hall	Department of MBA	HoD	60+
19.	Seminar hall (A/C)	Department of Geology	HoD	60+
20.	Seminar hall (A/C)	Department of Mathematics	HoD	100
21.	Seminar hall (A/C)	Department of Psychology	HoD	80+
22.	Seminar hall (A/C)	CII Building	Director, CII	60+
23.	Seminar hall (A/C)	Sports Council	Director	60+
24.	Multipurpose Hall	Examination-cu-	CoE	200+

		multipurpose building		
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## Library infrastructure and resources

The Central Parija Library, headed by the Chief Librarian and supported by technical and ministerial staff is fully automated having RFID, e-Resources /INFLIBNET facilities etc. The library staff headed by the Chief Librarian is the custodian of the University Library. The following rules are to be followed for maintenance and use of the library infrastructure and resources.

- Library shall function as per the approved time schedule on all working days.
- The library staff ensure proper handling of documents, particularly during processing, shelving, and conveyance of documents.
- The reading halls should always be kept clean and proper discipline should be maintained.
- Procurements of new books/e-resource are to be made as University rules. The Online and offline catalogues must be updated with every new procurement.
- Library must maintain the Accession Register, Circulation Register, and Fine Register and the access, issue and return of the books must be under careful vigilance of the library staff.
- The gate entry register, Issue Register, e-resource user register, etc. must have the record of daily users.
- RFID, Xerox/copier, lift, VC facility, smart classroom, computers and other equipment must be serviced periodically through AMC or on-call service providers.
- Repair work related to civil, plumbing, electrical, etc. must be informed to the concerned section of the University for necessary action.
- Stock Register must be maintained and verified annually by the competent authority.
- The library rules must be strictly adhered for its overall smooth functioning.
- Departmental Libraries are maintained by the respective departments.

## Research Laboratories and Central Instrumentation Facility

Individual research laboratory allotted to faculty is maintained by the respective faculty and the faculty in charge is responsible for procurement of equipment, consumable, and others either from the sponsored project or special grant released by the University from time to time following due purchase procedures. All the procured items must be entered in the stock register and after completing the project, the physical assets should be transferred to the respective department stock register or transferred to other faculty (with due approval) for further use.

The faculty in charge should ensure proper utilization of the lab by his/her own research scholars and also by other research scholars as and when necessary.

Central Instrumental Facility (CIF) houses the high-end equipment for general use by the university students and faculties and is also extended for the students and faculties from other institutions and industrial entities by collecting a nominal fee. A faculty in charge of the Director, CIF, supported by supporting staff, is responsible for the overall maintenance of CIF building and equipment.

Procurement of all equipment shall be made following the due purchase procedure as per the availability of funds under special programmes, government grants or University grants. The list of equipment to be procured is finalised by the central committee based on the requisition received from different departments/centres. Procurement of high-end equipment should be made with at least 3-5 years performance guarantee to ensure performance and periodic maintenance. For others, AMC should be done as far as practicable. A university should ensure the allocation of funds under the maintenance of equipments. All procured items must be entered in the stock register and properly commissioned before processing for payment.

A faculty shall be made in charge of each piece of equipment and responsible for its day-to-day care/ maintenance. Logbook of users must be maintained. Any short of breakdown must reported immediately for repair.

## **Computer Centre and Language Lab**

The Computer centre, established in 1971 with the installation of the IBM 1130 computer in the Department of Chemistry, has been shifted later on to a dedicated building. The centre has been recently renovated with state-of-the-art facilities. It is adequately equipped with (i) hardware (servers, desktop, laptop, etc.), networking equipment, peripherals (printer, scanner, projector, Xerox, etc.) and software. Two supercomputers (PARAM Savak) are also installed in the computer centre. A Language laboratory is also established in the computer centre with 32 desktop computers, headphones with integrated Mic., an interactive touch panel, and Orell talk hybrid language lab software.

- The computer centre is in charge of maintenance of LAN cabling in the campus, Wi-Fi, maintenance computer centre and language labs, and other common computer facilities.
- All purchase-related computer centre, networking and language lab shall be purchased following the due purchase procedure with at least three years warranty.

## **Sports facilities/infrastructures**

The Biju Pattanaik Sports Complex of the University is spread over 15 acres of land having 400 mtr athletic track, football field, concrete basketball court, volleyball courts, handball court, outdoor badminton court and also facilities for kabaddi and kho-kho game. It has one gallery with a capacity for 1000 spectators, and provision for accommodating 500 Players, Managers, and Coaches at the time of tournaments, Coaching Camps of other related activities. Besides this University has a second composite football/cricket field, an indoor stadium with wooden badminton court and tennis ball court, a gymnasium with basic facilities and a sports hostel.

The Vice president of PG Athletic Club is responsible for maintaining the facilities at the indoor stadium and gymnasium while others are maintained under the direct supervision of the Director of the Sports Council. They are completely in charge of the proper utilization and maintenance of the Sports Infrastructure.

- Regular practice for students for outdoor athletic events should be given in the Biju Pattanaik Sports Complex
- Regular practices for badminton, Table Tennis, Chess etc. should be provided to the students in the Indoor Stadium.
- All sports equipment should be maintained in good condition for regular use by the students.
- Procure of equipment shall be done following due purchase procedure and the stock register must be updated with every new procurement/condemnation. The stock verification must be performed annually by the competent authority.
- Ground-level maintenance should be done during vacation periods.
- Prior permission from the authority must be obtained for the conduct of any kind of inter-college/inter-university event in the sports complex/indoor stadium.
- The civil and electrical problems in sports facilities should be reported to the development section for immediate attention and rectification.

## University Hostels

- The University owns fourteen (14) hostels for boys, girls, and international students on the campus with basic amenities like individual cots, study tables, and facilities like a TV lounge, safe drinking water, kitchen, dining rooms, new paper, Wi-Fi, etc.
- The hostel maintenance is done by the development section of the University under the supervision of the respective hostel Superintendent/Assistant and hostel staff.
- Matrons are engaged in the girl hostels.
- Regular cleaning of hostels, washrooms, kitchens, corridors, and surroundings is done. Cleaning of overhead water tanks, drainage system, and Septic tanks are carried out on a regular basis.



- All the hostels are attached to the Hostel Mess run by the respective hostel under the direct supervision of the Superintendent/Assistant Superintendent and student mess committee.
- The hostels are absolutely free from ragging and the Superintendent/Assistant Superintendent shall take appropriate measures to prevent any kind of untoward incident.

## University Health Centre

The health centre of the University is running in a separate building with an OPD facility extended by the Medical Officers and supporting staff. The OPD facility shall be available every day as per the time schedule. It renders services primarily to students, faculty, staff and their family members and residents of the university quarters. Basic infrastructural facilities including beds, oxygen cylinders, wheelchairs and trolleys, a laboratory for biochemical analysis, and minor surgery, are also available for the benefit of diseased patients are available in the health centre.

The health centre procures medicines and reagents through local vendors. Proper maintenance of all the equipment is carried out regularly to ensure appropriate service. Special funds are earmarked in the annual budget of the University for maintenance and upkeep of equipment and facilities.

The development section is responsible for the maintenance of civil and electrical items while the Medical officer is responsible for the periodic maintenance of equipment. Biochemical waste generated in the health centre shall be handed over to the authorized vendor.

## Guest House

Utkal University Guest House has provisions for accommodating VIPs and normal guests coming for official purposes.

- The maintenance and upkeep of the University Guest House is monitored by the faculty in charge of the guest house with the help of supporting staff.
- The rooms are allotted based on the application received from the guest or the host in the university. The faculty in charge of the guest house sends the application to the concerned section for the sanction of rooms based on the genuineness of the request and room availability.
- The university has fixed rates for rooms which are revised from time to time.
- The garden in front of the guest house is maintained by outsourced staff of the University.
- The development section of the University provides electrical and civil assistance for the maintenance of the facilities.

## Campus Security & CCTV Surveillance

Utkal University is committed to maintaining safety and security for its students, staff, and faculties. The outsourced security personnel are engaged Ex-Army personnel through Odisha State Ex-service Leagues. Manned by 100+ security personnel under the supervision of a Security Officer, the primary goal of security personnel is to safe and conducive environment on the campus.

- High-rise boundary wall around the campus.
- The University/Security officer must ensure the presence of security at all main entry/exit gates and at strategic locations within the campus and patrol inside the campus to check unhealthy practices.
- If any untoward incident happens to students and staff, the same may be intimated to a nearby security person or security officer.
- Security personnel must ensure the safety of students and others while conducting functions/meetings at different auditoriums. hall of the University.
- CCTV cameras have been installed in entry/exit gates, and at other sensitive locations, departments, hostels, and administrative buildings is installed to add further security. P

## Campus Cleanliness

- Cleaning of academic and administrative premises is performed regularly based on the procedures set forth by the Planning and Development section of the university.
- The University engaged manpower as per requirement for cleaning works in the campus though M/s Main Pool India Pvt. Ltd., and Sulabh International.
- The cleaning activity is generally completed before the class and office time. Department/ section Heads monitor the cleaning works.
- Responsibility for the cleanliness outside the immediate premises of the departments and the general area of the campus is vested with the development section.

## Vehicles & Transport

- Over the year the University has phased out the old vehicles. The University hires cars from the approved travel agencies for officials as per necessity on a monthly rental basis. Each driver must maintain the log book on a daily basis about the running of the vehicle for submission of bills at the end of each month. Additional vehicles, as and when required, shall be hired preferably from the approved travel agency or other travel agency as per the approved rate.
- Maintenance of own vehicle must be done periodically and the fitness certificate for the vehicles is to be renewed as per requirement from the RTO office.

- A battery-operated car to help disabled persons travel from the gate to any building is also available.
- On-call ambulance service is available in the University 24×7 hours for the students, faculties, staff, and officials.

## **Utilization Policy**

1. The University mandates and ensures optimum utilization of facilities. Precaution should be taken for the gadgets/equipment/systems that need cooling/recovery time/rest.
2. Stock Registers: All Departments/centres/Offices must maintain stock registers which are to be updated with every new purchase or condemnation. The University mandate Annual Stock Verification by the authorised persons.
3. Obsolete/damaged items are to be reported in writing to the office of the Registrar for disposal following due procedure. Wherever possible (especially on electronic goods) the buyback method should be adopted for new procurement in order to avoid e-waste.
4. For use of any of the University facility, the application should reach to the concerned officer for approval. If approved, the booking amount as per the rate fixed by the University/caution money shall be deposited to University account for utilisation of the facility on approved date(s).