

INFRASTRUCTURE MAINTENANCE AND UTILIZATION POLICY



University of Rajasthan
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1. INTRODUCTION

The University of Rajasthan, Jaipur has an extensive infrastructure comprising of state-of-the-art buildings, smart classrooms, theatres, nursery, ICT facilities, seminar halls, auditoriums, hostels, health centre and other support facilities to support its teaching, learning, and research programs. These facilities cater to the emerging requirements of the students. The campus has quality infrastructure for games and sports programmes including cricket, football, hockey grounds, volleyball, tennis, badminton, basketball courts, archery ground, open gyms and athletics training facilities. Adequate space for indoor games such as badminton and table tennis are also available. The swimming pool is open to students, staff members and their families.

The University has its own Grid Sub-Station ensuring uninterrupted mega power supply. In addition to this, it has its own Health centre, having Allopathic, Homeopathic and Ayurvedic facilities. Apart from this, branches of three banks with ATMs, post office, canteens, Guest House, Derashree etc are also there. Being futuristic and environmentally friendly in its approach, rainwater harvesting system, and solar heating system were developed well ahead of time.

The University has 14 hostels (7 Boys & 7 Girls) on campus and 6 hostels at constituent colleges with a capacity of more than 2400 students. The network and Internet access has been extended to all hostels providing the students unlimited opportunities to use the power of the Internet.

The University has fully equipped staff quarters of different types, ranging from single-storeyed houses to multi-storeyed modern apartments and one Working Women's Hostel.

Besides these facilities, the following amenities are available at the campus:

- a. Banks - UCO Bank, State Bank of India, ICICI Bank
- b. ATMs- UCO Bank ATM, SBI ATM, ICICI Bank ATM
- c. Post office with a facility of Speed Post
- d. Courier Service
- e. Shopping complex
- f. Canteen

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2. Utilization of Physical, Academic and Support facilities

- Effective utilization of Physical, Academic and support facility is an essential task for teaching, learning and research. It is important to efficiently organize and allocate space, human resource, equipment and consumables for numerous activities and to avoid idle.
- The staff and students have access to all academic buildings for teaching, learning and research. The timetable committee of different departments explores the possibilities of optimal use of the space and time. For laboratory work classes will be divided in batches for optimum utilization of resources.
- Central Library and departmental libraries facilitate students and staff to use library resources. Open bookshelf system, library software system and supporting staff of the concern library help the search, issue and return of resources for all registered users. Library conducts orientation program every year for new students to acquaint them with procedures of accessing the library resources. Library staff is expected to motivate users for optimum utilization of library resources.
- Sports and games activities are carried out in the morning and evening hours. Coaches and trainers of all sports and games remain available on the field to train the students for intramural and extramural events. Yoga practice and training are taken-up as a routine activity. As per the convenience of students, an hour's slot in the Gymnasium is to be allotted on enrollment. Department of Physical Education and University Sports Board facilitates host inter-university, state and national level tournaments to provide maximum exposure and competition.
- Computers and internet facilities are available through Infonet Centre to students in academic blocks as well as in hostels. Teaching and other Staff members access such facilities in the academic and administrative blocks.

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3. Maintenance of Physical, Academic and Support facilities

The University ensures that the maintenance of its physical, academic, and support facilities is conducted in a planned and systematic manner, adhering to the standard policies established by the institution.

- In order to maintain its campus, the University has University Engineering Department with civil and electrical engineers and support staff apart from, lab assistants and technical assistants in various departments. Most of the repair/maintenance of buildings/campus is and will be done by the University's own staff. Support services such as plumbers, electricians, and gardeners are available on a 24/7 basis.
- In conjunction with various University Authorities and Committees, the Engineering Department has the following roles and responsibilities:
 - The Junior Engineer (Electrical) is responsible for maintaining electrical systems, including generator sets, general lighting, and the internal power distribution network.
 - The Civil Wing, along with its support staff, handles the maintenance of water systems, sewage, drainage, and other infrastructure-related issues, all under the supervision of the Executive Engineer.
 - The Executive Engineer, supported by a dedicated team, oversees the upkeep and cleanliness of buildings, classrooms, laboratories, furniture, campus grounds, sports facilities, student amenities, and hostel accommodations. Additionally, the team ensures that adequate fire-fighting systems are in place throughout the campus.
 - **Construction Oversight:** Regular monitoring of ongoing construction projects to ensure adherence to standards and schedules.
 - **Maintenance Activities:** Executes maintenance work across the university campus by inviting e-tendering, quotations, and coordinating with construction agencies from Central and State Governments for building projects, roads, and related infrastructure.

- **Budget Proposals:** Prepares budgetary proposals to secure grants from UGC and other funding agencies.
 - **Routine Maintenance:** Handles minor civil and electrical maintenance as needed, based on the type and urgency of the work required.
 - **Committee Meetings:** Organizes and convenes meetings for statutory committees like the Building Committee. Prepares agendas and records the minutes of these meetings.
 - **Project Estimates:** Prepares estimates for maintenance, repair, renovation, or new construction projects according to the approved government rates.
 - **Work Monitoring:** Monitors approved projects to ensure timely completion and quality control. Verifies and processes bills for payment, ensuring all entries are properly documented in measurement books, stock registers, and other relevant records.
 - **Records Management:** Maintains comprehensive records of all completed works and assists in providing necessary information to relevant authorities as required.
- The maintenance of scientific equipment, computers, networking, Xerox machines, UPS and Printers housed in various laboratories/Departments are under Annual Maintenance Contract with the suppliers at competitive rates that are revised every year.
 - The Head of the building/department shall inform the building and electricity maintenance department for any kind of repair/routine maintenance/ breakdown in writing. The building and electricity maintenance department shall depute the concern technician/electrician for taking up the job within two days. Upon completion of the work, building and electricity maintenance department technician/electrician shall enter the type of work completed in maintenance register and get it signed by the head/office of the requesting department. If the work is not complete, the

building and electricity maintenance department shall inform the requesting department about the reason for non-completion of the work within stipulated time and shall give an approximate time frame for addressing the issue. In case any equipment / machines is not covered by a warranty or maintenance contract, the department can opt for getting the repairs done as per the established protocol and get them done by the vendor/manufacturer.

- All the records pertaining to equipment / machine's warranty, maintenance contract shall be maintained by the department housing the equipment / machines. All the records pertaining to physical education / sports equipment's warranty, maintenance contract shall be maintained by the sports department. Proper maintenance of all the reading material whether electronic or non-electronic shall be the responsibility of the respective Heads of the Library.

4. Links to Various committees, policies, procedures related to maintenance and utilization of physical infrastructure:

1. Accounting Policy:
<https://www.uniraj.ac.in/aboutus/budget/budget-2023-24.pdf>
2. Annual Rate Contract (AMC for Electricals) :
<https://www.uniraj.ac.in/index.php?mid=132>
3. House Allotment Committee:
<https://www.uniraj.ac.in/committees/other/8.pdf>
4. Central Library Rules:
 - a. <https://www.uniraj.ac.in/committees/other/12.pdf>
 - b. <https://www.uniraj.ac.in/CentralLib/libservice.html>
5. Advisory Board for Implementation of Waste Management Policy:
<https://www.uniraj.ac.in/committees/other/23.pdf>
6. Committee for IPR Cell: <https://www.uniraj.ac.in/committees/other/6.pdf>
7. Tenders & Bids: <https://www.uniraj.ac.in/index.php?mid=196&cirid=5>
8. User Policy for USIC: <https://www.uniraj.ac.in/usic/>


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9. University Sports Board: <https://www.uniraj.ac.in/aboutus/sports-calender/Sports%20Calander%202023-24%20Final.pdf>
10. Hostel Admission Guidelines:
<https://www.uniraj.ac.in/student/Hostel-guide-2024-25.pdf>
11. Website Usage Policy:
<https://www.uniraj.ac.in/POLICES/Website-Policies.pdf>
12. IT Infrastructure Policy:
<https://www.uniraj.ac.in/POLICES/IT-Policy.pdf>
13. Medical Facilities:
 - a. <https://www.uniraj.ac.in/circular/circular/201-31-05-2024.pdf>
 - b. <https://www.uniraj.ac.in/index.php?mid=3403>
 - c. <https://www.uniraj.ac.in/circular/circular/202-31-05-2024.pdf>
14. Institutional Academic Integrity Panel (IAIP):
<https://www.uniraj.ac.in/circular/circular/363-12-04-2024.pdf>
15. Research Board: <https://www.uniraj.ac.in/act-rules/chapXLII-III.pdf>
16. RUSA:
 - a. Board of Governors:
<https://www.uniraj.ac.in/circular/circular/Office1518-1553-19-12-23.pdf>
 - b. Nodal Officer:
<https://www.uniraj.ac.in/circular/circular/OF1447-1516-19Dec23.jpg>
 - c. <https://www.uniraj.ac.in/circular/circular/Office1518-1553-19-12-23.pdf>
 - d. Project Monitoring Unit:
<https://www.uniraj.ac.in/circular/circular/Office1555-1592-19-12-23.pdf>
17. ECH Hub working committee:
https://www.uniraj.ac.in/circular/circular/1194_20.11.2023.pdf
18. Procurement Committee:
<https://www.uniraj.ac.in/circular/circular/5020-22-04-2024.pdf>
19. Eyuva: <https://www.uniraj.ac.in/eyuva/>
20. Advisory for Sustainable Life in University Campus:
<https://www.uniraj.ac.in/circular/circular/3588-09-09-2024.pdf>

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