

माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय  
(मध्य प्रदेश विधानसभा के अधिनियम क्रमांक 15, 1990 द्वारा स्थापित)  
MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM & COMMUNICATION  
(Setup by Act No. 15, 1990 of M.P. Legislative Assembly)

क्रमांक : 275 / स्था. / 2024

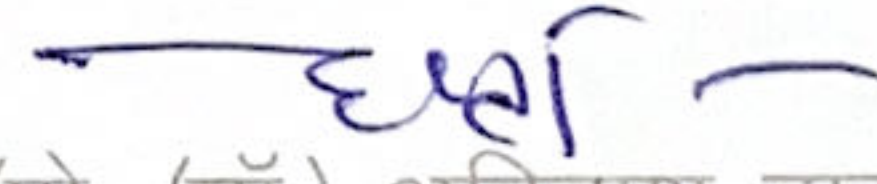
भोपाल, दिनांक : 21 मई, 2024

// आदेश //

विश्वविद्यालय विशनखेड़ी परिसर के मैनटेनेंस प्लान को NAAC के अंतर्गत रखे जाने के संबंध में माननीय कुलपति जी द्वारा निम्नानुसार समिति गठित की गई :-

1. श्री भीष्म कुमार चुग, बाह्य विशेषज्ञ
2. श्री एस.ए. पिल्लई, बाह्य विशेषज्ञ
3. श्री संजीव गुप्ता, निर्माण सलाहकार
4. श्री हेमेन्द्र खरे, प्रभारी, संधारण
5. श्री मुकेश कुमार चौधरी, उपयंत्री

उक्त समिति मैनटेनेंस प्लान का अध्ययन कर, प्रतिवेदन दिनांक 25 मई, 2024 तक अधोहस्ताक्षरकर्ता को प्रस्तुत करेगी। श्री मुकेश कुमार चौधरी, उपयंत्री समिति की बैठक कराए जाने का समन्वय एवं बाह्य विशेषज्ञ के भुगतान से संबंधित कार्य संपादित करेंगे।

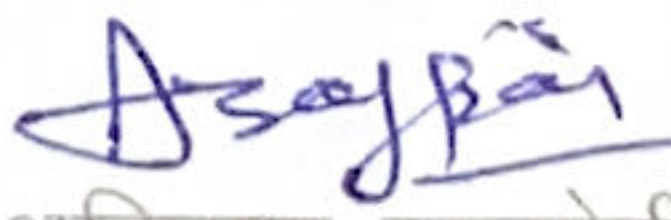
  
(प्रो. (डॉ.) अविनाश वाजपेयी)  
कुलसचिव

दिनांक : 21 मई, 2024

पृ. क्रमांक 296 / स्था. / 2024

प्रतिलिपि सूचनार्थ अग्रेषित :-

1. निज सहायक, कुलपति / कुलसचिव कार्यालय की ओर सूचनार्थ हेतु प्रेषित।
2. वित्ताधिकारी, लेखा शाखा की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
2. संबंधित सदस्य.....की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
3. नस्ती / आदेश पुस्तिका।

  
(प्रो. (डॉ.) अविनाश वाजपेयी)  
कुलसचिव





**MAKHAN LAL UNIVERSITY**

**INFRASTRUCTURE POLICY**

*Amr* *Indhi* *Conf.* *Jeon* *Thompson*



## **1. Summary**

This document outlines the University's Infrastructure Maintenance Policy. It outlines the University's system and procedures for new construction and maintaining and utilizing the physical, academic, and other support facilities-laboratory, library, sports, computers, and classrooms.

## **2. Policy Statement**

“To ensure that all maintenance activities in the University are conducted in a planned manner and are consistent with the Vision and Mission of the University and in line with prescribed standards/specifications and guidelines.”

This Policy forms a part of the Makhanlal University's (MCU) Strategic Plan. It demonstrates the University's commitment to planning and constructing new infrastructure and maintaining the existing one in a strategic, cost-effective, environmentally safe, and timely manner in line with the latest norms and standards/Guidelines. The university complies with the standard Construction and maintenance practices as per the government-approved procedures and guidelines issued from time to time.

## **3. Scope**

The scope of this policy shall cover the following:

- (i) New construction of Buildings/Infrastructure
- (ii) Repair and maintenance of existing Buildings/Infrastructure
- (iii) Electrical and Mechanical Infrastructure
- (iv) ICT Infrastructure Departments and Laboratories
- (v) Sports facilities
- (vi) Horticulture

## **4. Introduction**

The University is establishing systems and procedures along with dedicated manpower for monitoring and to ensure proper maintenance and utilization of infrastructure like library, laboratories, classrooms, seminar halls, other academic facilities, sports facilities, etc.

## **5. Types of Maintenance**

Maintenance is defined as the work required to preserve or restore buildings and equipment



to their original conditions or to such a condition that they can be effectively used for the intended purpose, ensuring the ongoing operation of the campus. The university conducts the following types of maintenance:

- a) Routine/Normal Maintenance
- b) Preventative Maintenance
- c) Scheduled Maintenance
- d) Corrective Maintenance
- e) Complaints/Requests from departments, offices, hostels, residents etc.

#### **6. Normal/Routine Maintenance**

Cyclic or Planned work activities funded through the annual budget, carried out to continue or achieve either the originally anticipated life of a fixed asset (i.e. buildings, equipment etc.) or an established level of performance. Normal/Routine maintenance is performed on capital assets such as buildings and equipment to help them reach their originally anticipated life.

#### **7. Preventive Maintenance**

A planned and controlled program of periodic inspection, lubrication/oiling, and replacement of components and cleaning is done to extend the useful life of building systems and keep them operating near the design level. Thus, objectives of the preventive maintenance include the following:

- Reducing the occurrence of break downs
- Prevention of dampness, and seepage of buildings
- Reducing energy consumption
- Reducing overall maintenance costs



## 8. Scheduled Maintenance

Scheduled Maintenance refers to any repair, cleaning, or replacement of components or systems performed on a periodic basis to prevent its malfunction/failure. It is a task in which there is a fixed time interval frame for carrying out maintenance. Scheduled maintenance includes inspections, adjustments, regular service, and planned shutdowns.

## 9. Corrective Maintenance

It refers to maintenance where in defects have been observed in civil, electrical, ICT infrastructure during its design life or operation. It includes cracks, seepage, plasters, breakdown of equipment etc.

Table below presents the types and classifications of Maintenance in the university along with an indicative description of works. All other maintenance related to ICT facilities, library, and other support facilities can also be categorized as per this classification.

Types	Type of Maintenance	Description of Work	Frequency
Civil	Scheduled	Whitewash of staff residence, cleaning of overhead tank, water tank of hostels and sewage treatment plant	Once a year
		Whitewash of all buildings including hostels, classrooms and central facilities	Every 4 to 6 years
		Cleaning of drainage facilities including sanitary and storm sewers	Every year
	Routine/Normal	Cleaning of offices, buildings, streets and washrooms	Daily
	Preventive	a. Earthquake resistant design of new buildings b. Damp proof course c. Waterproofing of roofs	At the time of construction of new buildings
	Corrective	a. Waterproofing and spalling of plaster from ceiling	As and when it is required
	Complaints/ requests from hostels/residents	Repair and maintenance of civil works	As and when request is received (within 24 hours)
	Scheduled	Diesel Generator sets, lighting, power distribution system, solar panel,	Every year



Electrical	Corrective	Electric wiring in old buildings Major breakdown in transformers/fire to transformers	Every five years / as and when a situation arises
		Power breakdown because of heavy rain/wind and consequent uprooting of electric poles and cables	
	Complaints/ requests from hostels/residents	Repair and maintenance of electric supply Major breakdown in water supply	As and when a situation arises (within 12 hours)
ICT	Scheduled	Maintenance of facilities like, computers, LAN, internet, Wi-Fi and, MIS, LMS, CCTV security system, LCD projectors	Daily/as and when required
		All AMC-related aspects of ICT infrastructure	Every year
	Preventive	Installation of antivirus/network security software in institute internet facilities	As and when required
	Complaints/ requests from hostels/residents	Repair and maintenance of internet/wi-fi facilities	As and when requested
General Maintenance	Routine	Plantation maintenance of lawn and garden in the institute	Daily
		Sports facilities such as cricket ground, football ground, basketball ground and badminton ground	Daily
		Uprooting of tress	As and when required
		Fire extinguishers	Yearly

Standard procedures have been in place for the maintenance and up keep of various other departments, offices, facilities, and purchase activities connected to infrastructural maintenance. The Store and Purchase Section of the University, in collaboration with the Maintenance and other Section In charges, takes care of the purchase-related activities concerned with the maintenance of various sections.

## 10. Maintenance Section

- (i) **Civil Maintenance Cell:** Physical Infrastructure facilities like class rooms, Laboratories, Library, Sports complex, Computer Centre etc., are maintained internally by Civil Maintenance Cell of the University. Engineer, Technical staff etc., are appointed in the University. The Civil Maintenance Work shall monitored by building committee of the University. The building committee of the University is chaired by the Registrar of University.
- (ii) **Electrical Maintenance Cell:** University has a separate Electrical Maintenance cell to



ensure uninterrupted power supply and maintenance of electrical assets of 33 KV substation, Diesel Generator sets, lighting, power distribution system, solar panel etc. The Registrar is assigned the responsibility to monitor the EMC (Electrical Maintenance Cell) activities. The Assistant Forman, technical staff, Electricians etc., are appointed in the University for smooth functioning of EMC.

- (iii) **ICT Maintenance Cell:** ICT maintenance Cell maintain the facilities like, computers, LAN, internet, Wi-Fi and, MIS, LMS, CCTV security system, LCD projectors, ICT based Teaching learning facilities other ICT facilities through dedicated staff, Registrar IT and in-charge ICT Maintenance Cell. The ICT Maintenance Cell of the University works under the supervision & guidance of Assistant Registrar of the university.
- (iv) **General Maintenance Cell:** The General maintenance cell shall established to keep the campus hygienically clean, drinking water supply through dedicated staff. The maintenance of equipment's for water supply sets, sewage treatment etc. shall undertake as per standard maintenance schedule. The General Maintenance Cell is working under the supervision of Assistant Registrar of the University.

Separate Complaint registers shall maintained for various services like electrical, plumbing, housekeeping etc. both for academic and hostel buildings. The e-system (through email) shall functioning in the Institute for fast service.

- Minor work shall be carried out by labour appointed on labour rates
- Major maintenance work shall be carried out on contract through Annual Maintenance Contract System/tendering procedure/empanelment of service providers.
- All repair, maintenance and upkeeps of labs shall be maintained by their lab in charges/technical staff.
- The utilization reports shall be maintained by In-charge Laboratory, HoDs, In-charge Maintenance Cell.
- The Advanced and Expensive Equipment shall be maintained through Annual Maintenance Contract (AMC)/ empanelment of service providers.
- Equipment, instruments and appliances involved in the teaching-learning process shall be maintained through internal technical staff, service providers and AMC.
- The procurement of services through AMC, parts/components are procured through well-



established mechanism of purchase under the monitoring of Registrar/Assistant Registrar.

- Periodic information/requirement of maintenance shall be submitted by HoDs/Section Incharge to concerning Maintenance Cell.
- Prior to commencement of new academic semester all teaching learning facilities including hostels and sports are maintained by concerning Maintenance Cell.
- Each laboratory has one faculty as Professor in-charge lab, a Lab Assistant and attendant. Lab in-charge shall be responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with change in the curriculum. Stock verification (Physical Verification) shall be carried out to verify working/nonworking/missing equipment etc. Yearly Preventive maintenance and performance monitoring shall be carried out by concern lab--staff. Every laboratory staff keeps the record of utilization of equipment, computers and other required material for experiments. All the safety equipment shall be installed in the laboratory to avoid any kind of hazard.
- The Institute Central Library shall be maintained by the Librarian with dedicated library supporting staff. The library services like MIS, digital section, reference sections, Books issuing section, equipment and other library facilities are maintained regularly through dedicated staff. Librarian with supporting staff ensures the availability and utilization of instructional material in teaching and learning process. At end of the Academic year, the stock verification is done. Librarian shall be responsible to prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments this is then processed following the procurement procedure.
- The fire safety equipments are installed at various locations as per standard Operating Procedure on safety and hazards.
- Various sports faculties like grounds, gymnasiums, indoor game facilities, equipments are regularly maintained by Sports Officer. Sports Officer of the institute looks after the sports facilities and the activities. The sports equipments shall be issued to the students as per the schedule of the events. If any equipments get faulty sport officer submits proposal for maintenance. Preventive maintenance measures shall be taken in time. Sport Officer shall be responsible for keeping the record of utilization of sport Facilities, activities held, awards/achievements of the students etc.



- The IT coordinators are appointed in various departments to maintain the ICT facility in the department. The IT coordinators through HoDs are also responsible to coordinate with ICT Maintenance Cell of the University to maintain effective ICT facility. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc. are maintained by IT Cell through service provider/ AMCs.
- Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by institute supervisor. HODs and Class coordinators also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.

### **11. Departments and Maintenance of Laboratory Equipment**

The University laboratories are well equipped with state-of-the-art equipment and facilities with the proper stock maintenance. Each of the laboratories is assigned a Laboratory In-charge who is responsible for submitting maintenance/upgradation related to the proposal. The respective In-charges, technical staff, and lab assistants are responsible to maintain the laboratory equipment and general up keep of the laboratories. Technical and support staff of respective departments monitor effective utilization of the laboratories. Stock registers and asset registers are maintained by the departmental office in consultation with lab In-charges. Breakage and repair if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment. For the maintenance activities, which are not possible to be taken-up in-house, external equipment manufacturers are called or agreements/AMCs are signed with the relevant agencies. Depending upon the need, an annual maintenance contract (AMC) is carried out for high-end equipment, servers, and computers. The repair and maintenance of other electronic gadgets like computers, projectors, interactive smart boards, printers, and photocopiers are maintained by respective departments. All Classrooms with furniture, teaching aids, and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.



- Prior to commencement of new academic semester all teaching learning facilities including hostels and sports are maintained by concerning Maintenance Cell.
- Each laboratory has one faculty as Professor in-charge lab, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the curriculum. Stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. Yearly Preventive maintenance and performance monitoring is carried out by concern lab--staff. Every laboratory staff keeps the record of utilization of equipments, computers and other required material for experiments. All the safety equipments are installed in the laboratory to avoid any kind of hazard.
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## **12 Maintenance of ICT Facilities**

The ICT facilities (in terms of campus-wide network infrastructure, wi-fi, LAN, and Servers) are maintained by the System Analyst. The System analyst is supported by programmers and computer operators. The support staff maintains the computers, servers, Campus Wi-Fi, and other internet-related issues. The annual maintenance of computers including the required software installation and antivirus renewal/upgradation is carried out under the overall control of the System Analyst. Based upon the complaint received from departments and administrative offices of the institute, the internet-related issues are looked after/resolved by the computer operators. Maintenance activities pertaining to the IT infrastructure including Computer Centre, Internet lease lines, Wi-Fi facility, MOOCS development Studio, Media Centre, Institute Website, Institute ERP System, IT enabled Classrooms, Seminar Halls, Auditoriums etc. are managed through well-defined IT Policy of the University,

## **13 Maintenance of the Central Library**

The University has a Central Library apart from the departmental libraries developed in every department for the purpose of keeping program-specific books. In addition, the University has a digital library through which faculty and students can access books, journals, and other learning resources in online mode through computers available in the library and various departments. Central Library is looked after by the Librarian, and other supporting staff for the maintenance and enrichment.

## **14 Maintenance of Sports Facilities**

The University provides sports facilities among the students under the umbrella of Dean



Student Welfare where a sports officer takes care of all the sports activities and facilities in the University. Maintenance of grounds is under the supervision of Civil Maintenance Cell of the Institute. Procurement of Sports facilities is done as per requirements through sports officer.

### **15 Maintenance of Hostels**

All hostels have necessary amenities like individual cots, study tables, chairs & wardrobes with a locking facility. The hostel is maintained well with a team of our Maintenance staff. The hostel is provided with 24 hours power backup with a good drinking water facility. The other facilities available include a mess, a common room with a TV. Students are provided with wi-fi internet facilities in the hostel. Wardens and caretakers are appointed for the looking after the hostels. Repairing on regular basis is done for furniture, doors, windows, fan, lights, water purifiers, and electrical points. 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 regular basis.

### **16 Campus Cleanliness**

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of regular and outsourced staff members.

### **17 Annual Stock Checking**

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, and sports items in all departments/sections of the University is carried out through the process of Physical Verification of Stocks and equipment auctioned, if not in use/or have completed their useful life.

### **18 Roles and Responsibilities**

The role of the Building Maintenance & Construction Committee of the University is to carry out the planning and maintaining of Civil Infrastructure in the University and processing the proposals from the Infrastructure Committee of Board of Governors of the University for the final approval.

For effective implementation of the University's Infrastructure Maintenance Policy, the roles and responsibilities of the main stakeholders shall be as under: Construction and maintenance Incharge, ICT maintenance Incharge, Electrical maintenance Incharge, and Assistant Registrar.

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[Handwritten signatures and initials]