



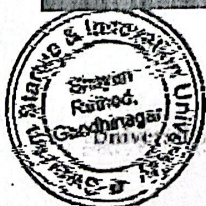
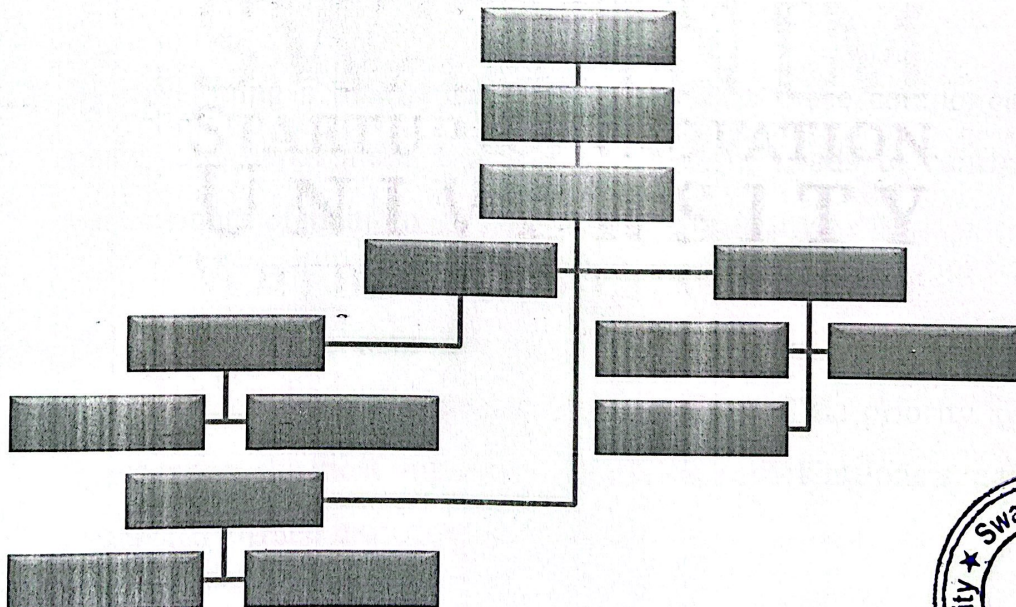
SWARNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
UNIVERSITY FOR STARTUP

WHERE IDEAS COME ALIVE

INDIA'S FIRST UNIVERSITY FOR STARTUP

Preamble

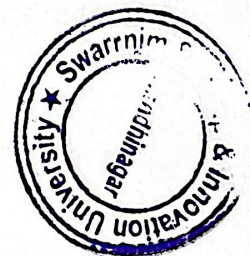
- The Swarnim Startup & Innovation University, Gandhinagar has an extensive infrastructure to deliver its teaching, learning and research programs. The Institute has an established system and procedures for maintenance and utilization of infrastructure in the campus. The University has regular maintenance and periodic replenishment of essential facilities. The University has an effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.
- The Estate office of the University is responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied and incidental activities. It has civil and electrical wings and it operates under the supervision of Estate Officer who is nominated by the Provost.



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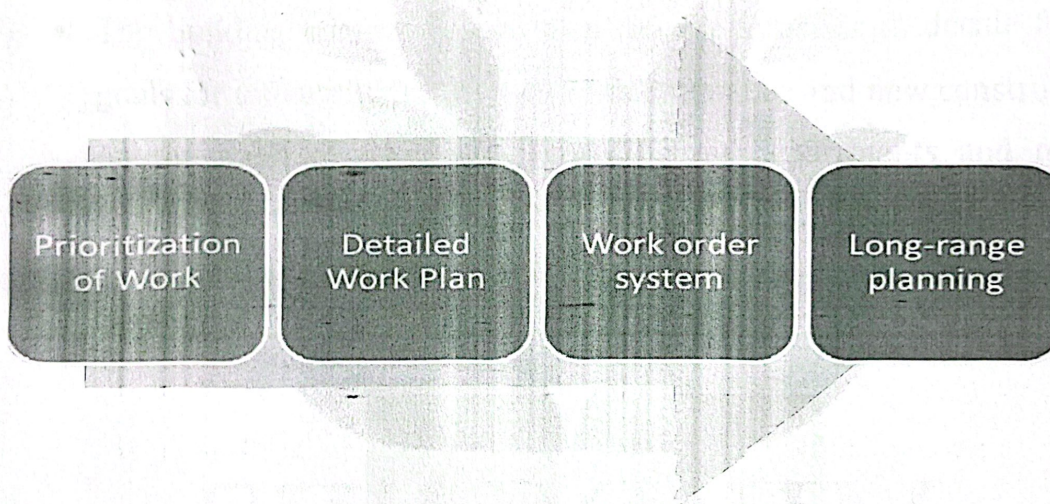
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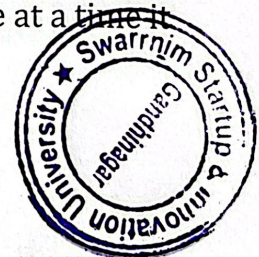
Scope

- This document provides a framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.
- Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this document.

Maintenance Flowchart



- By developing a maintenance policy that has these components in place, the department will have the tools it needs to control the performance of maintenance work at the University.
- The Estate office sets priorities of the works which are to be completed and implemented in the University. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively.



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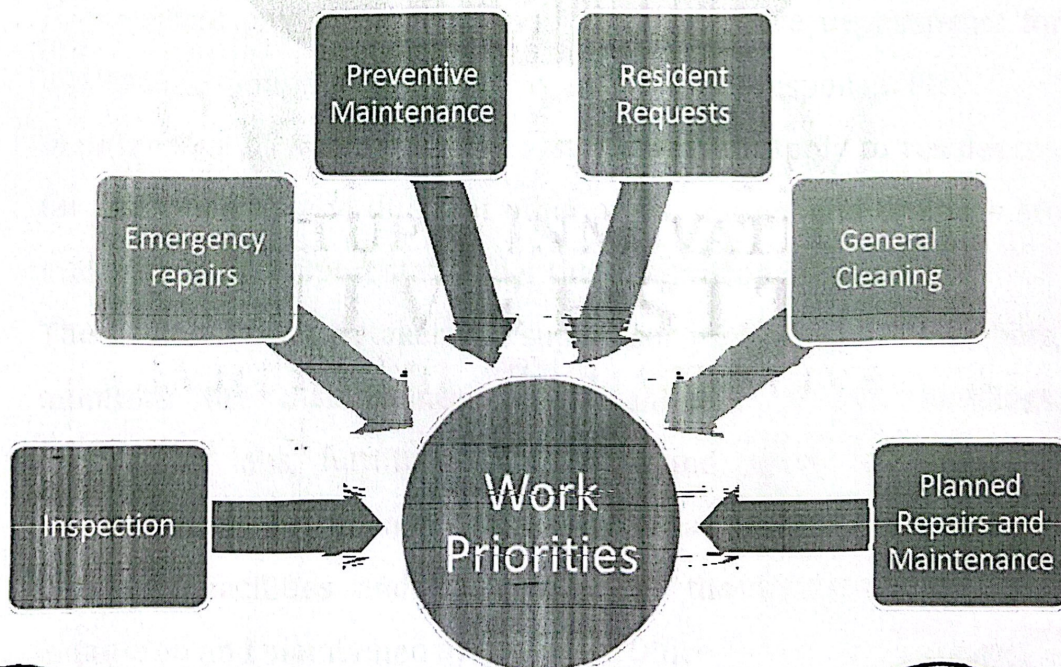
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Work Order Systems

- The Estate Office shall has a comprehensive work order system that includes all work-request information, viz. source of work, description of work, priority, cost and days to complete. This information is required for the University to plan for the delivery of maintenance services as well as evaluate performance.

Long Range Planning

- The building committee meets in regular intervals to decide future goals for university infrastructure maintenance and new construction on the basis of requested from different departments and future requirements. The development of work plan helps University to anticipate its staff, equipment and material needs. This also helps in determining need for contracting particular services.



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Maintenance of Physical Facilities

- The physical facilities in the campus of the university are maintained by the Estate Office comprising of competent civil and electrical engineers and care taker. The services of plumbers, electricians, pump operators, carpenters, etc. are available round the clock in the campus. The electrical wing of estate office comprising of Electrical engineer(s), electricians and Electric helpers is responsible for the maintenance of electrical supply lines, regular maintenance, uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels, Lifts of faculties and residences etc. Ensuring adequate fire-fighting arrangement in common areas such as Library, Auditorium, Committee Room, at major events organized on campus such as Convocation etc. and coordination with respective departments for any such response in emergency, is an important responsibility.

Maintenance of water pumping systems, water supply to residences, faculties, hostels and different other areas, sewage and drainage are undertaken by support staff under the supervision of caretaker.

The Estate Office caretaker and supervisor with a team of members, monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings.

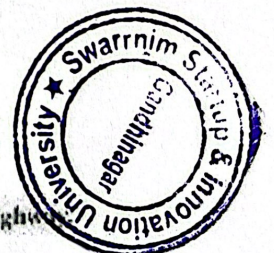
Transport facilities and all vehicles of the University are also monitored and maintained by the Estate Office.



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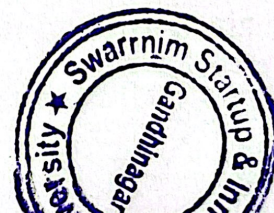


Maintenance of Library and Library Resources

- The library staff shall be instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents- The following steps need to be taken:
- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems.
- Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management must be done to minimize the problems caused by insects. Borax or common salt must be used to prevent cockroaches. Sodium fluoride must be applied to bound volumes to save them from silverfishes. Proper cleaning, fumigation and exposure to sunlight to the documents shall be done to reduce the effect of insects in the library.
- Repellents shall be used to save materials from Rats.



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Maintenance and Utilization of Seminar Halls and Auditorium

- Maintenance of Seminar halls and auditorium are under the purview of the Estate Office / Head of Departments. Effective utilization of seminar halls and auditorium for organizing academic meetings, seminars, conferences and cultural events is made.

Maintenance of Faculty Laboratories and Classrooms

- Swarnnim Startup & Innovation University housekeeping department shall be responsible for cleaning of classrooms and laboratories on daily basis.
- The cleanliness shall be supervised by Administrator of Swarnnim Startup & Innovation University.
- Any problem in the class room shall be reported to the Principal and Administrator. Institution Administrator shall report to Chief administrator of the University for Appropriate Measures to be taken to correct the problem.
- The laboratory assistants take care of their respective laboratories.
- Classrooms with furniture, teaching aids and laboratories shall be maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants shall take care of their respective laboratories. The Heads of Departments shall report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and must be attended on priority basis. Staffs of respective department shall monitor effective utilization of the



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laboratories. Students shall optimally utilize all classrooms during the daylong working hours and shall be mentored to upkeep the furniture.

Maintenance of Canteen

- The management of canteens is carried out through an advisory committee. This committee includes the Registrar, secretaries of two teaching associations, secretaries of two non-teaching associations and student representatives. The committee is responsible for selecting the vendors; negotiate food rates with the vendor and the campus fraternity. The grievance on the quality and service of the canteen is taken up regularly by the canteen committee.

Maintenance of Campus Cleanliness

- Cleaning of the campus areas in both campuses including the academic and hostel campus buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned twice every day. The whole campus area is maintained under the supervision of caretaker by the housekeeping supervisors who will be reporting the completion of work to the Estate Officer and his office team.

Campus Development Activity

- The Estate Office prepares proposals for infrastructural development in the campus as instructed by the Provost for University funded projects or for seeking funding from UGC, State Government and other Government projects through Registrar.
- The Office also coordinates with nominated government executing



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agencies for successful execution of such funded projects and submission of utilization certification by the Finance Officer.

Allied and Incidental Maintenance

The Estate office does the following works:

- Prepare Estimates of maintenance, repair, renovation or new projects as per approved schedule of rates prescribed by the Public Works Department, seek administrative approvals, carry out due process of inviting quotation, tenders, Expressions of Interest etc. as applicable as per prescribed respective limits for quotations, tenders etc., assign work to successful bidder after ensuring prepared MOU to be signed by Finance Officer.
- Monitoring of approved works for timely completion and adherence of quality, verify and process bills for payment to Finance Officer after due entry in measurement books, stock register etc.
- Maintenance of records of all executed works and assist in provision of requisite information as needed to authorities.
- Installation of electrical meters in residential units, carry out readings for monthly consumption and ensure deduction of electrical charges from the salary bill of residential allottees through advice note to Finance officer.
- Ensure handing over the new added infrastructure facilities to the concerned In-charge of the office after verifying the lists of assets, fittings and fixtures etc.

Ensure handing over the keys of the allotted residential quarters to the



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concerned teacher/employee as per the allotment by the House Allotment Committee /Provost and also take the vacated quarter keys from outgoing occupant.

- Issues No-Dues Certification to teachers/employees after ensuring all rental dues, electrical charges are paid and all fittings and fixtures are intact.
- Assists in removal of condemned and discarded items of furniture, fixtures and furniture on the request of HOD or In-charge concerned to the scrap yard or store for disposal under the directions of Registrar.



Registrar



 **Registrar**
Swarinim Startup & Innovation University
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