

Swarnnim Startup & Innovation University

Standard Operating Procedures (SOPs) for

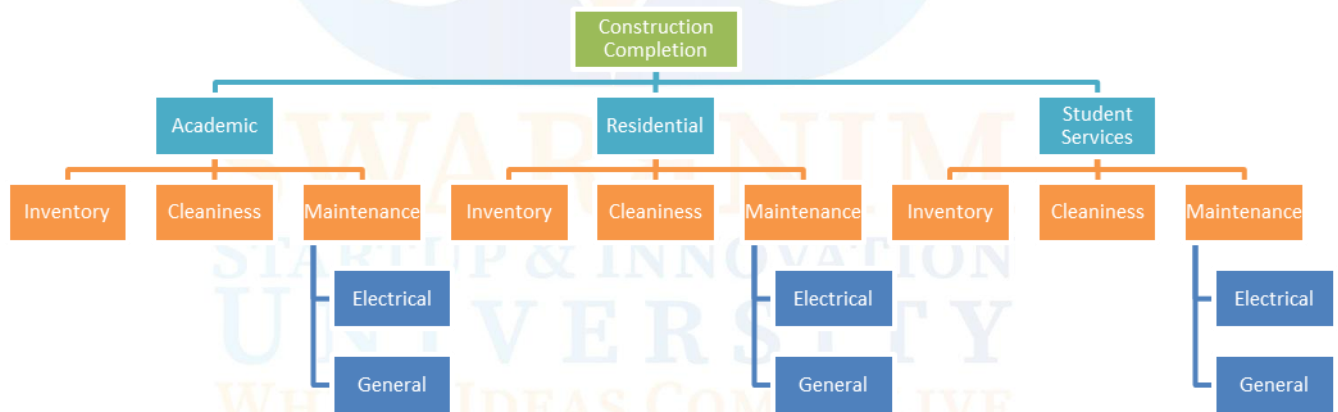
Infrastructure and Maintenance

Preamble

The Swarnnim 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 Vice Chancellor.

Flow Chart- Maintaining Infrastructure



Managed by G P Jain Charitable Trust

University Campus : Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kapel Highway,
Gandhinagar, Gujarat - 382422.

+91 95123 43333 | info@swarnnim.edu.in | www.swarnnim.edu.in

Ragin
Ravindrab
hai Shah

INDEX	
Topic	Page Number
Maintenance of Classrooms and Tutorial Rooms	4
Maintenance and Utilisation of Library and Library Resources	4
Maintenance of Conference Halls, Seminar Halls and Auditoriums	5
Maintenance of Laboratories, Research Centers(RC) and Center of Excellences(CoE)	6
Maintenance of Computers	7
Maintenance of Housekeeping	8
Breakdown Maintenance Policy and Procedure	9

Maintenance of Classrooms and Tutorial Rooms

Classrooms and Tutorial rooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The Heads of Departments report to the administration periodically for all the maintenance works. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture. The following services are in work force for up keeping of classrooms and tutorial rooms.

Service	Frequency	Responsible Authority
Cleaning of Classrooms, and Chalkboards	Daily	Attender
Floors dust mop, wet mop, High and low dusting		Attender
Emptying wastebaskets		Attender
Removing of unwanted circulars from Notice Boards		Attender
Working condition of computer system, projector, and projector screen		Technician



Managed by G P Jain Charitable Trust

University Campus : Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat - 382422.

+91 95123 43333 | info@swarnnim.edu.in | www.swarnnim.edu.in

Ragim
Ravindrab
hai Shah

3

Digitally signed by Ragim Ravindrabhai Shah
DN: cn=Ragim Ravindrabhai Shah, o=Swarnnim Startup & Innovation University, email=info@swarnnim.edu.in, c=IN
Date: 2024.10.10 10:45:46 +05'30'

Maintenance and Utilization of Library and Library Resources

The library staff is clearly 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. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. 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 is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

The following services are in work force for maintenance of library and library resources.

Service	Frequency	Responsible Authority
Book Binding	Once in a semester	Asst. Librarian
Taking of Pest control measures		Asst. Librarian
Old Volumes maintenance	Once in a Year	Asst. Librarian
Cleaning of Tables, Chairs, and Bookshelves	Daily	Attender
Floors dust mop, wet mop, High and low dusting		



Managed by G P Jain Charitable Trust

University Campus : Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol, Gandhinagar, Gujarat - 382422.

+91 95123 43333 | info@swarnnim.edu.in | www.swarnnim.edu.in

Ragini
Ravindrab
hai Shah

Maintenance of Conference Halls, Seminar Halls and Auditoriums

Conference halls, Seminar halls and auditoriums are under the various departments. Cleanliness is taken care of by the housekeeping team. Effective utilisation of classrooms, seminar halls and auditoriums for organising academic meetings, seminars, conferences, and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a request form, through HOD and the date of event is registered. Then the halls are accessed on priority basis. The following services are in work force for up keeping of Conference halls, Seminar Halls and Auditoriums

Service	Frequency	Responsible Authority
Cleaning of Conference Halls\ Seminar Halls\ Auditoriums	Daily	Attender
Floors dust mop, wet mop, High and low dusting		Attender
Emptying wastebaskets		Attender
Working condition of Computer system, projector, and projector screen		Technician

Maintenance of Laboratories, Research Centers (RC) and Center of Excellences (CoE)

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Registrar. Standard operating procedures for all high end equipments are made available to the users. In campus users register in the log books and are responsible for the safe handling of the equipments. 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. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.

The condemned/obsolete items are discarded by procedure after getting the report of the HOD and the same is entered in the stock register. Annual maintenance contract



Managed by G P Jain Charitable Trust

University Campus : Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat - 382422.

+91 95123 43333 | info@swarnnim.edu.in | www.swarnnim.edu.in

Ragin
Rayindrab
hai Shah

(AMC) is sustained for maintenance of high end equipments and high end servers and computers.

The following services are in work force for up keeping of Laboratories, Research Centers and Center of Excellence

Service	Frequency	Responsible Authority
Cleaning of Laboratories/RC/CoE, and Chalkboards	Daily	Lab Technician
Floors dust mop, wet mop, High and low dusting		Lab Technician
Emptying wastebaskets		Lab Technician
Working condition of equipment in laboratory/RC/CoE		Lab Technician

Maintenance of Computers

The hardware department and its support staff maintain the ICT facilities including computers, servers. The maintenance includes the required software installation, antivirus and up gradation. Campus Wi-Fi is maintained by respective centre. The following services are in work force for up keeping of computers.

Service	Frequency	Responsible Authority
Software Installation	Daily	Respective Staff
Hardware Repairs		Respective Staff
Computer Peripherals		Respective Staff

Maintenance of Housekeeping

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 the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Assistant Registrar.



Service	Frequency	Responsible Authority
Offices		
Cleaning of office rooms, furniture	Daily	Attenders
Floors dust mop, wet mop, High and low dusting		Attenders
Emptying wastebaskets		Attenders
Staircases and corridors		
Cleaning of steps and floor	Daily	Attenders
Wet mop		Attenders
Rest Rooms		
Cleaning of Toilets	Thrice in a Day	Attenders
Disinfecting all Washbasins and restrooms		Attenders
Wet mob, High and low dusting		Attenders
Emptying Waste Baskets	Daily	Attenders

Breakdown Maintenance Policy and Procedure

The breakdown maintenance is a type of maintenance that involves using a machine until it completely breaks down and then repairing it to working order. University has employed 80 technical staff who takes care of all the maintenance activities of university in various levels. Breakdown maintenance of any asset, facility, and equipment whether under AMC or under preventive maintenance is urgent requirement where the institute works in mission-mode. Breakdown maintenance will be taking care by In-house staff only. If requires SSIU takes the help of outsourcing.

All break down maintenance activities are classified into following four categories.

- Building maintenance
- Electrical maintenance
- Computer maintenance
- Workshop maintenance



Purpose of the Policy

This policy provides guidelines for the maintenance of various facilities of the university to ensure that in working condition

Procedures

Building Maintenance

Concerned personnel should be appointed for looking after building maintenance activities such as plumbing, sanitation, and painting works etc. The following is the procedure for resolving the building maintenance request through department/management.

Step1: Respective department logs the complaint by Note sheet/Email.

Step2: Building maintenance administrator monitors the portal to identify the services requested by various departments.

Step3: He initiates the actions to solve the problem with his supporting staff and technical staff such as plumbers, carpenters etc.

Step4: He updates the portal after completion of the service request.

Electrical Maintenance

Concerned personnel should be appointed for looking after electrical maintenance activities such as repair works of all electrical equipment like fans, lights, intercoms, MCBs, UPS and exhaust fans etc. The following is the procedure for resolving the electrical maintenance request through department/management.

Step1: Respective department logs the complaint in by Note sheet/Email.

Step2: Electrical maintenance administrator monitors the portal to identify the services requested by various departments.

Step3: He initiates the actions to solve the problem with his supporting staff and technical staff such as electricians etc.

Step4: He updates the portal after completion of the service request.

Computer Maintenance

Concerned personnel should be appointed for looking after computer maintenance activities such as software updates, hardware repairs, antivirus installations, and



Managed by G P Jain Charitable Trust

University Campus : Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

+91 95123 43333 | info@swarnnim.edu.in | www.swarnnim.edu.in

Ragin
Ravindrab
hai Shah

8
Digitally signed by Ragin Ravindrabhai
Shah
DN: cn=BN, o=Personal, title=4353,
postalAddress=02aef9eb114542e5b44-
d53ee0d1fccc,
2.5.4.20=124487445540267688993b0e-
476325e9f5-008942d0-09337155eeeb40
d7951483, postalCode=380015,
st=Gujarat,
serialNumber=0f26ba2677309ae03dc-
5aebef0f5c77163c41761552ca365d67
40766d044d5, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'



network issues etc. The following is the procedure for resolving the computer maintenance request through department/management.

Step1: Respective department logs the complaint in by Notesheet/Email.

Step2: Computer maintenance administrator monitors the portal to identify the services requested by various departments.

Step3: He initiates the actions to solve the problem with his supporting staff and technical staff such as hardware technicians etc.

Step4: He updates the portal after completion of the service request.

Workshop Maintenance

Concerned personnel should be appointed for looking after workshop maintenance activities such as carpentry works, flexes erection, furniture repairs etc. The following is the procedure for resolving the workshop maintenance request through department/management.

Step1: Respective department logs the complaint in by Note sheet/Email.

Step2: Workshop maintenance administrator monitors the portal to identify the services requested by various departments.

Step3: He initiates the actions to solve the problem with his supporting staff and technical staff such as, carpenters and mechanics etc.

Step4: He updates the portal after completion of the service request.

Qpatel



Registrar

Managed by G P Jain Charitable Trust

**University Campus : Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalanji Shah,
Gandhinagar, Gujarat - 382422.**

+91 95123 43333 | info@swarnnim.edu.in | www.swarnnim.edu.in

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=Personal, title=ASIS, pseudonym=02ae9b8114542e3bb4d53ee0d1f3ce,
 2.5.4.20=f2d48674d45a02b76899e3baea63835ef540894d2d649537f58eeb40d3841483, postalCode=380015, st=Goa, serialNumber=0260a2677309a8c2de5aeeb105cf7163c41715525e6387d5407666b4446, cn=Ragin Ravindrabhai Shah