



Unveiling Excellence

USTM

Resource Utilization & Maintenance Policy



- ▶ *Preventive Maintenance*
- ▶ *Inventory Management*
- ▶ *House Keeping*
- ▶ *Repairing*



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1. Introduction

The University Of Science & Technology, Meghalaya owns and operates an extensive infrastructure to deliver its teaching, learning and research programmes. The Institute has an established system for maintenance and utilization of computers, classrooms, libraries, equipment and laboratories in the campus. This document provides a management 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.

2. Maintenance of Physical Facilities

The physical facilities are maintained by the Estate Office, which comprises competent civil engineer, electrical engineers, computer repair mechanics, electricians, plumbers & carpenters. The services of plumbers, electricians & carpenters are available round the clock in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. The complaints can be registered through Estate office through various medium of communication medium.

The Estate officer with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff residences, students amenity areas, cafeteria and hostel buildings. Housekeeping services in all the blocks are taken care by a team of cleaners, sweepers & support staffs and are monitored by block officers & housekeeping supervisors.

Transport facilities are monitored and maintained by the Transport officer and his support staff under the supervision of estate office.

Annual maintenance of all vehicles is done promptly prior to their due date.

Generators are monitored by Electrical engineer and team of electricians for regular maintenance & in certain cases estate office hires outside vendors for critical maintenance issues.

2.1 Maintenance and Utilization of Classrooms, Furniture and Laboratories

Classrooms with furniture and teaching aids are maintained by the respective department support staff and attendants and supervised by the respective block officers. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

2.2 Maintenance and Utilization of Library and Library Resources

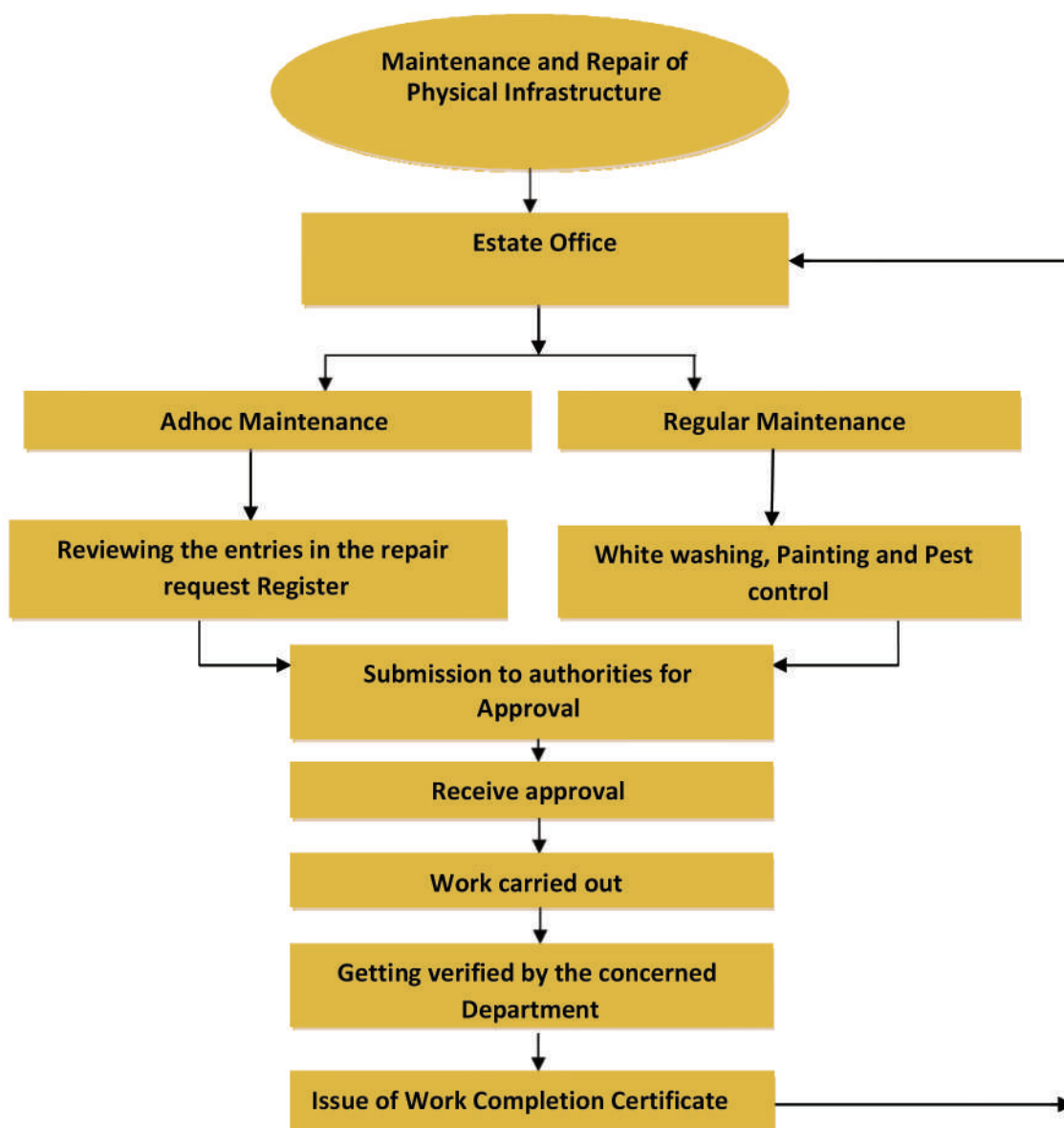
The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- 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 & mice traps are used to save materials from Rats.

2.3 Maintenance and Utilisation of Seminar Halls and Auditoriums

Seminar halls and auditorium are under the purview of the Estate office along with civil engineer and electrical engineer and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made by the Deputy registrar's office. For accessing the facilities, the organizing faculty/staff member submits a form available with Estate officer, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

Figure:1 Maintenance of Physical Facilities



3. Maintenance of Electronics and Instruments

An Instrumentation Maintenance Facility (IMF) was incepted to provide essential support of servicing and maintaining Instruments and electronic items utilized in the various laboratories. Three technicians attached to IMF extend their service to all the departments to ensure optimal utilization of instruments. The IMF provides training to lab assistants for time to time enhancing their technical skills.

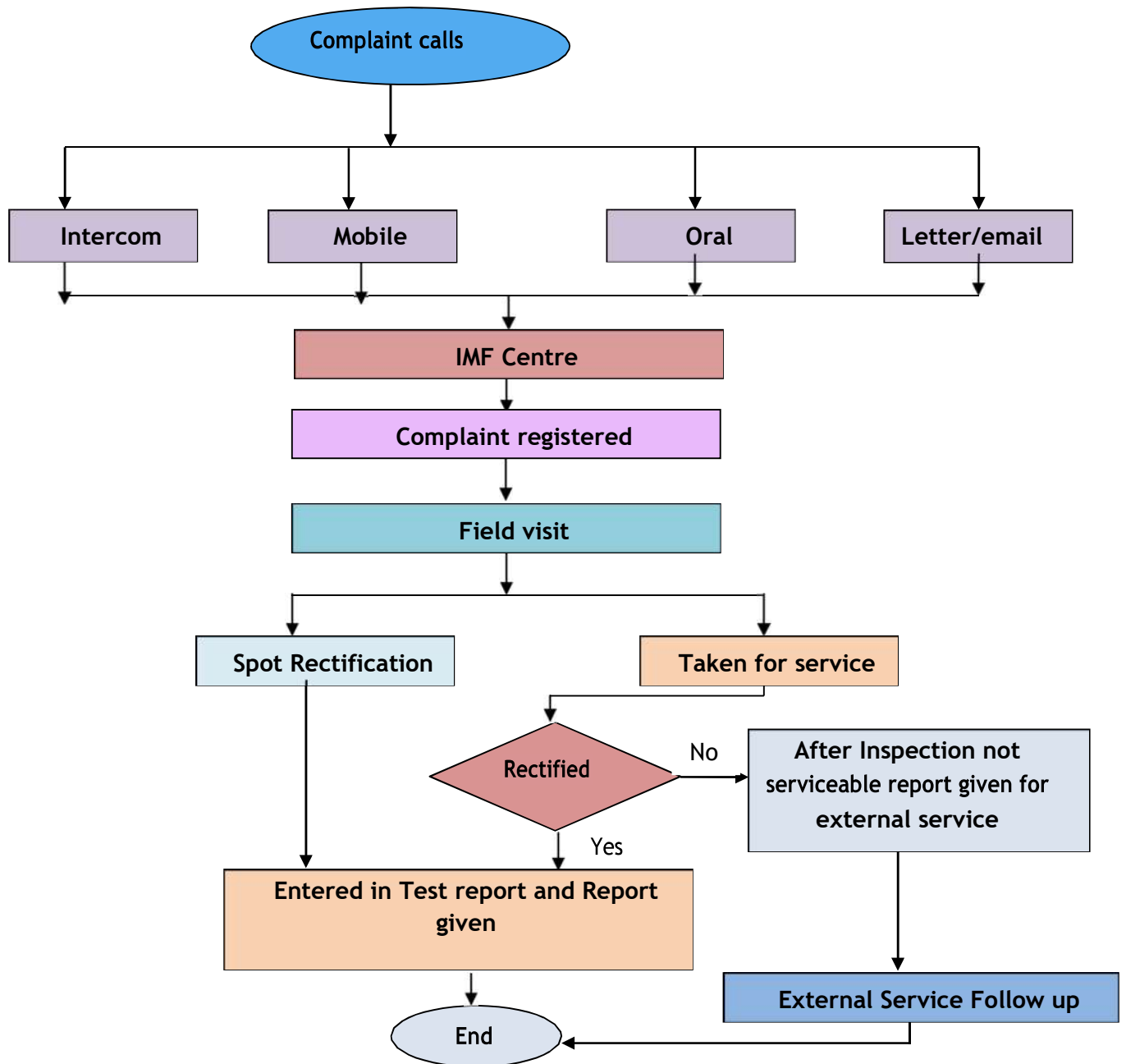


Figure: 2 Maintenance of Electronics and Instruments

3.1 Maintenance of ICT Facilities

In USTM, ICT facilities including computers and servers are monitored & maintained by Information Technology & Networking Unit (ITNU) which have a team of skilled technicians, IT officers, computer lab officers which comes under Estate office. The annual maintenance includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

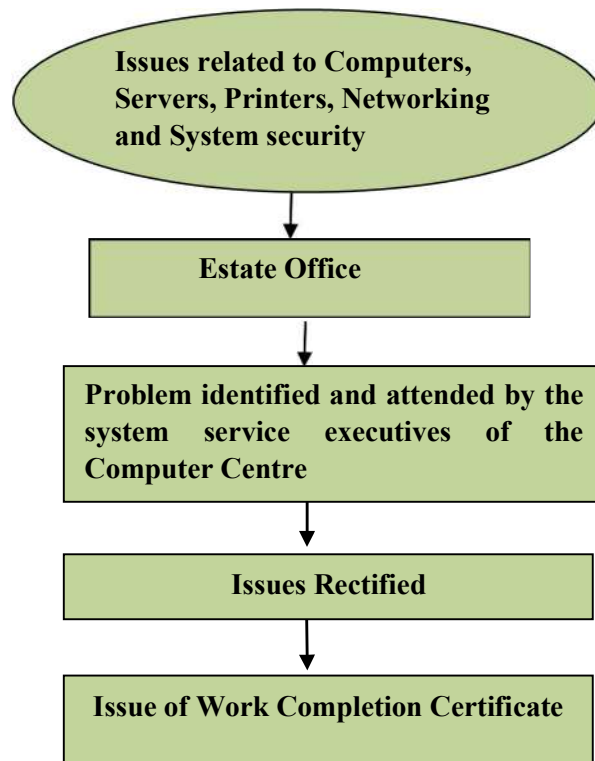


Figure:3 Maintenance of Computer and Accessories

4. Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment 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 IMF and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers

4.1 Maintenance and Utilisation of Advanced Research Lab and the Central Instrumentation Facility

Advanced research labs housing sophisticated equipments operate for the benefit of the research scholars. They are maintained by a faculty-in-charge who reports to the corresponding Dean/ HODs on all matters related to the working and maintenance and in-campus service and outsourcing of the equipments. Entry to the labs is through log book registration. Users must duly submit a service requisition form available in the respective departments to the faculty in-charge. Access to equipments and service for recording analytical and computational data is given on first-cum- first served basis. Same procedure is followed with regard to samples from other institution users

4.2 Maintenance and Utilization of Tissue Culture Labs and Animal House

Animal house and plant tissue culture laboratories are maintained by the Department of Zoology, Biochemistry, Biotechnology and Bioinformatics. The equipments in these labs, CO₂ incubators, water purifiers, phase contrast and fluorescence microscopes, laminar air flow

chamber, liquid, Nitrogen cylinders for cryopreservation are maintained by the scholars of the Department to ensure sterility of the working condition under the supervision of the faculty.

5. Maintenance of Sports and Games Facility

The sports equipments, fitness equipments, ground and various courts in both Campus I and Campus II are supervised and maintained by the Sports officer with guidance & support from estate office.. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students jointly maintain the sports equipments. Seasonal maintenance of all equipments and ground are carried out regularly by the sports officer & students as part of their routine. Gymnasium and playgrounds are maintained by Sports officer & his team.

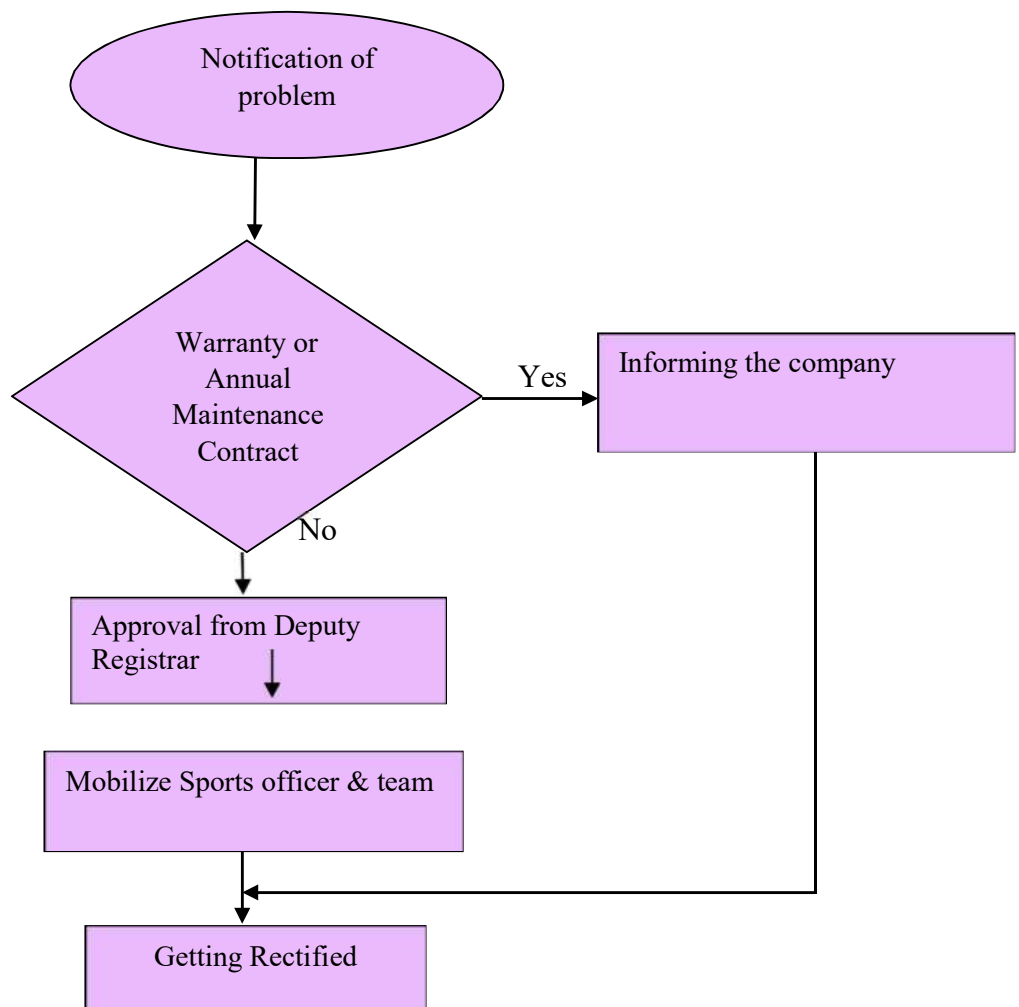


Figure:5 Maintenance of Sports and Games Facility

6. Maintenance of Campus Cleanliness

Cleaning of the campus areas in both campuses 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 Public Relations Officer and his assistants.

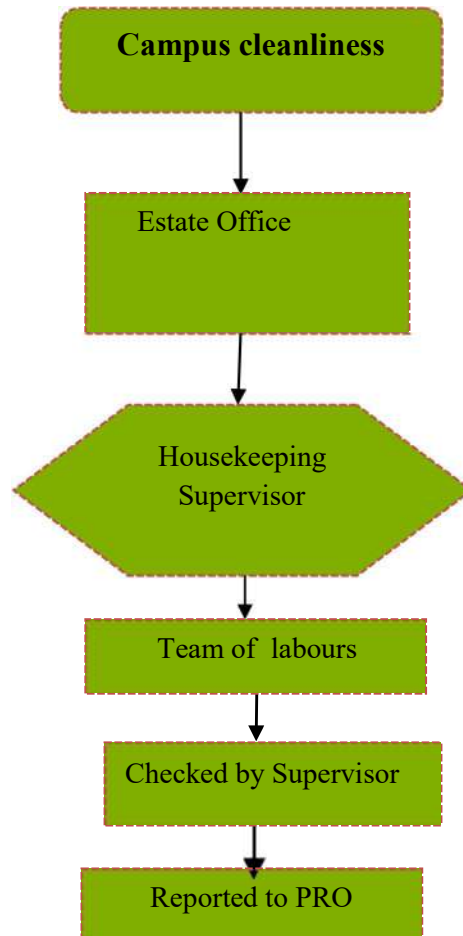


Figure : 6 Maintenance of Campus Cleanliness

7. Maintenance of other amenities

The effluent treatment plants and rain water harvesting systems are maintained by the civil engineer and support staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the Estate Office. Amenities like canteen and juice shop, stationery, bank and ATM facilities, laundry and reprography accessible for all stakeholders are maintained estate office with the help of respective networking sources.

Green environmental aspects – Botanical garden, herbal garden, bird feeders, solar panels, rainwater harvesting systems and the green house are maintained by the gardeners every day under the guidance & supervision of Estate office.

8. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated block officers, Estate officer under the supervision of Deputy Registrar as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

9. Replacement of Equipment/ Electronics /Electricals/Computers

The maintenance comprises actions that are carried out to replace worn out assets and nonfunctional assets under warranty. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

10. Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by Estate office with the help of Electrical Engineer and his team, plumbers & carpenters.

A nighttime photograph of a university campus built on a hillside. The buildings are illuminated with warm yellow and white lights, contrasting with the dark blue and purple twilight sky. A tall, thin tower is visible in the background. The foreground shows some dark, silhouetted vegetation and a dirt path.

Campus

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