

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



ENGINEERING MAINTENANCE POLICY



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Engineering Maintenance Policy	
Short Description	Policy and guidelines on maintenance of various equipment's	
Scope	This policy is applicable to all the non-teaching staff of engineering department of SDUAHER (Deemed to be University).	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	23 July 2019	
Revision No.	0	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines		
Details of division	Date of Revision	Approved by

INTRODUCTION

1. A committee was constituted vide letter no: SDUAHER/KLR/ ADMN/842/2019-20 dated 24-06-2019 to formulate the Engineering Maintenance Policy for SDUAHER and various establishments under it. The committee consisted of
 - a. Pro – Chancellor, Health Care - Chairman.
 - b. Registrar, SDUAHER - Member.
 - c. Deputy Registrar, SDUAHER - Member.
 - d. Principal, SDUMC - Member.
 - e. Medical Superintendent, RLJH & RC - Member.
 - f. Asst Executive Engineer, SDUAHER - Member.
2. The committee met on 27th June, 4th & 11th July 2019 and deliberated on various aspects of the policy and recommends the following.

ENGINEERING DEPARTMENT AT SDUAHER.

3. The various appointments and organogram of the engineering section at SDUAHER is attached at Annex A.
4. The engineering maintenance is the responsibility of Assistant Executive Engineer (AEE) and his support staff.

AREA OF RESPONSIBILITY

5. It is the responsibility of the AEE, Engineering Maintenance Dept to ensure maintenance of all infrastructure and equipment (other than medical equipment) at SDUAHER, SDUMC, RLJH&RC, College of Nursing, Allied Health Sciences, Hostels, living Accommodation for Doctors/Staff, RLJCS, Kolar OPD & Rural Health Training Center, Devarayasamudra, including canteens, eateries, shops, garages, roads and fencings.
6. The maintenance of the new building and equipment will begin after expiry of the warranty. It will be the responsibility of the AEE to enter into CAMC/AMC for various equipment, if required, through the Purchase Dept. The process for CAMC/AMC will be initiated three months prior to expiry of warranty or CAMC, as applicable.

MAINTENANCE OF INFRASTRUCTURE/ EQUIPMENT

7. The maintenance of various building/equipment etc. will consist of:
 - a. Preventive maintenance.
 - b. Routine maintenance including attending to various complaints of the user.
8. The AEE will conduct a survey and chalk out a preventive maintenance program for various buildings/equipment. This will consist of external & internal painting,

repairs/maintenance of electrical, plumbing, masonry work etc. The preventive maintenance plan for the next FY is to be put to the Chancellor through the Registrar and Vice Chancellor for approval, by 01 Jan of every year.

9. For routine maintenance and attending to complaints on a daily basis, two registers (One for electrical complaints and the other for plumbing, carpentry etc.) as per letter No: SDUAHER/KLR/ADMN/699/2019-20 dated 20-06-2019 will be kept at the following locations.
 - a. At the Security gate of Doctor's quarters.
 - b. R L Jalappa Hospital (CNO office)
 - c. SDUMC (PA to Principal)
 - d. Ladies and Gents hostel
 - e. College of Nursing (Vice Principal)
 - f. University building, MRD, CARE, Gymnasium (Reception of University building)
 - g. RLJCS (Vice Principal)
10. The complaints can also be submitted online on the university website. The engineering maintenance section will keep a note of such complaints and initiate remedial/repair measures.
11. The complaints are to be attended on a daily basis and completion report should be submitted to AEE. Repairs to be completed within 4 hours. The complaints register to be put up to the Principal SDUMC/ Medical Superintendent/ Registrar/ Principal College of Nursing/ Principal RLJCS, for perusal on 1st and 16th of every month (or on subsequent working days if 1st and 16th is a holiday).
12. Handing over /taking over of Quarters will be done by an Assistant engineer. Welcome distemping of the flat will be done before handing over the house. He will ensure that all electrical and other fittings/items including furniture are serviceable.
13. The AEE will be responsible for the Salvage stores. He will ensure that unserviceable items are repaired on time. Items beyond economical repair will be put up to a board for condemnation. This exercise to be carried out once in every quarter and items so condemned to be disposed of as per recommendation of the board.
14. The AEE will ensure that all debris and unwanted items after maintenance are cleared off immediately within one day and deposited in the salvage yard or disposed of appropriately.

15. Work/ repairs which cannot be undertaken by the Maintenance Engineering team may be given on contract to registered contractors. List of at least five registered contractors to be maintained for electric works, civil works etc. The registration of these vendors to be carried out after due vetting by the purchase section or by a designated committee. The progress/ execution of the contract will be submitted by 1st & 16th of every month through Principal SDUMC / M S RLJH & RC / Principal College of Nursing / Dean Allied Health Sciences etc. to Registrar of SDUAHER.
16. Persons working under AEE are not to be involved directly or indirectly in any contracts issued by AEE. If any person is found to be involved in such contracts, necessary action will be taken as per Academy service rules.
17. The AEE will conduct safety audit of all structures and electrical equipment/ machines periodically every six months. He will also conduct energy audit periodically to replace/ modify Equipment/ usage pattern.

MAINTENANCE OF INVENTORY

18. The AEE will project the requirement of various electrical/ sanitary consumables etc. based on the consumption/usage pattern for last one year and enter into rate contract for these items, with the registered vendors through Purchase section. The requirement/indent on monthly basis will be submitted to purchase section for procurement of these items. A minimum of one month's reserve of consumables should be available in the maintenance stores at the time of placing the indent.
19. Inventory of all equipment/consumables and other items will be maintained by the storekeeper. He will maintain proper accounting of the receipt /issue of items, ledger, loan cards & tally cards etc. Stock taking will be carried out on the last working day of every month and report submitted to AEE by 5th of every month.
20. Further, at the end of every financial year the depreciation of the assets will be calculated and put up to the Registrar by AEE.

BUDGET

21. The AEE will submit a budget for preventive maintenance and routine maintenance by 31st January every year to Registrar for budget support for next financial year.

MANPOWER

22. The manpower available with AEE for maintenance and their charter of duties is placed as Appendix B. AEE will ensure that the staff is adequately trained for the job to be undertaken.

Principal
SDUMC

Registrar
SDUAHER

Dr. C K Ranjan
Pro Chancellor

Medical Superintendent
RLJH & RC

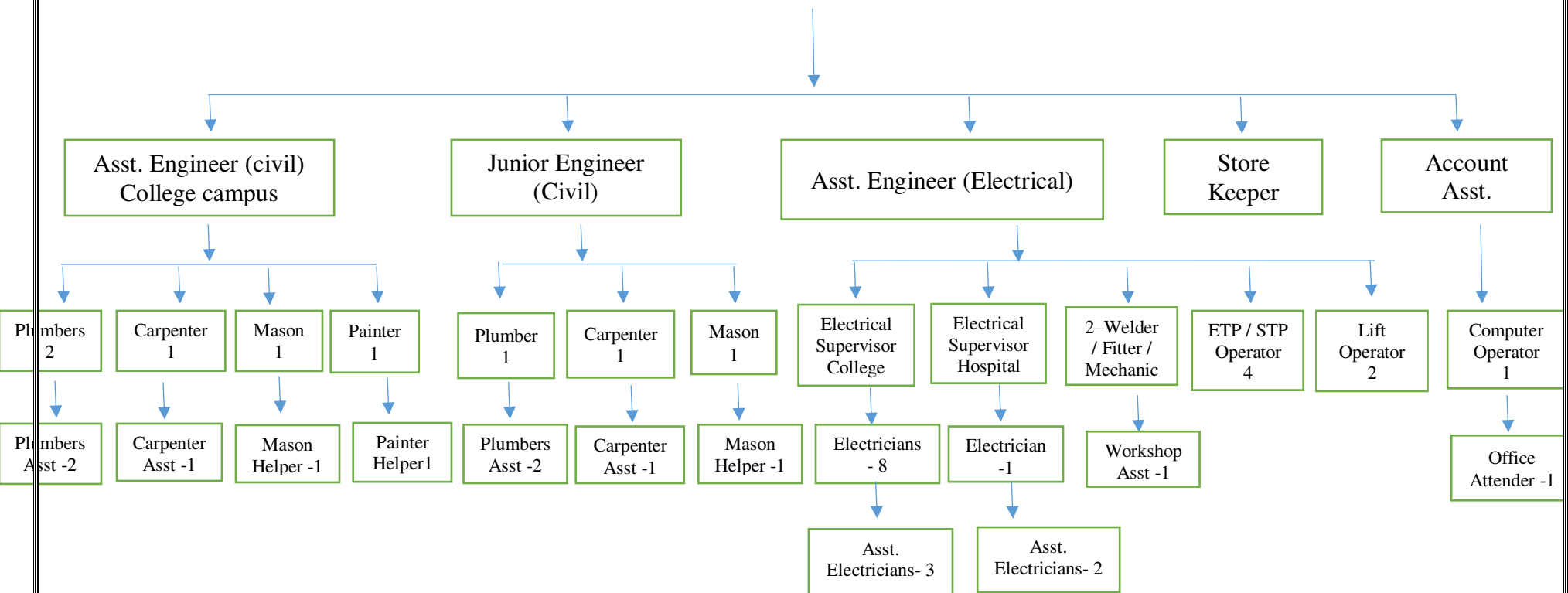
Deputy Registrar
SDUAHER

Assistant Executive Engineer
SDUAHER

Date July 19

Organogram of Engineering Maintenance staff at SDUAHER Campus.

Asst. Excecutive Engineer



CHARTER OF DUTIES**Maintenance Department**

Designation	Allocation of Working Status
Asst. Executive Engineer	Overall responsibility of Maintenance Department of all infrastructure and equipment at SDUAHER Campus, SDUMC, RLJH&RC, College of Nursing, Allied Health Sciences, Hostels, Living Accommodation for Doctors/Staff, RLJCS, Kolar OPD & Rural Health Training Centre Devarayasamudra.
Accounts Asst.	Office correspondence, Auditing of work bills, Coordinating with the Department Engineers for preparing estimates, auditing of bills, preparing agreements of contracts, maintaining of advance payments, submitting periodical Property Tax under SAS to Panchayat & CMC. Maintenance Attendance Register, Maintenance of leaves, Attendance Extract of Staffs, and verifying and submitting internal electricity bills of Quarters, Shops and other Renters any other allotted works entrusted.
Asst. Computer Operator	Office Dispatch works, maintaining complaints received from various departments, attending complaint calls receiving from various department, attending office internal correspondence, registering leaves account of all staff online. Store online indents. Allotment and verification of inventory of quarters with vacating & rents bills etc. and other works entrusted.
Office Attender	Attending Dispatch & Receipt of Department letters (Inward & Outward), Photo copying, coordinating with engineers and other office works.
Asst. Engineer (College Maintenance)	Maintenance of Library Building, College Buildings, Boy's and Ladies Hostels, All Doctors Quarters, Nutrition college, Sport Complex, MRD building, Estate (water lines ETP & STP), Devarayasamudra and RLJCS other Buildings in College & Housing Campus, plumbing & sanitary, carpentry, painting, Designing preparing Estimates for addition & alteration works, Execution, Preparing Bills, & Any other works entrusted.
Junior Engineer (Hospital Maintenance)	Maintenance of Hospital Buildings, New OT Building, Mortuary Building, University Building, OPD Kolar, Nursing College, Nursing Quarters, Personal Quarters, Nurses, Staff Quarters, Hospital & Preparing Maintenance Estimates, Execution, Preparing Bills, & Any other works entrusted.
Mason	Maintenances like Cement Patch up, Concreting, Tiles /Granite laying, Chamber works, Small Scale addition & alteration works in the campus
Helper to Mason	Assist the Mason in his task/duties.

Plumber	<p>Maintenances of Plumbing works like rectifying leakages of water, removing blockage in sanitary & water line, laying new water lines. Periodical Maintenance of water tanks, water lines, softeners, bore wells, ETP/STP attending complainants at College campus. Maintenance solar water heating installed at the campus.</p> <p>Maintenance of dialysis RO plant at new OT building and various other RO plants at the campus.</p>
Plumber Asst.	Assist the plumber in his task/duties.
Carpenter	<p>Maintenances of Carpentry works such as removing and fixing of doors & windows, Aluminum works, making notice boards, repair of chairs, desk & tables, wooden cupboards, ward robs, Small Scale addition & alteration works in the campus, Kolar OPD and Rural Health Training Center, Devarayasamudra.</p>
Trainee / Asst., Carpenter	Assist the Carpenter in his task/duties.
Asst. Engineer (Electrical)	<p>Over all maintenance of Electrical Installation such as Maintenance of Elevators, Generators & 2.5 Megawatt installation in Campus, Bore wells, ETP Plants, Water Softening Plants, in SDUAHER Campus & ongoing Electrical works of Planed & Non-Plan Works, Preparing Electrical Drawing, Estimate, Execution, Preparing Bills, maintenance of STP/ETP Plant, Workshop. Submission of Bills of BESCOM, keeping the Installation for periodical inspection by electrical inspectorate, coordinating with Govt. bodies such as BESCOM, Electrical Inspectorate, Pollution Control Board, Entrusting AMC's/CMC, and Any other works entrusted.</p>

Electrician	<p>Attending Electrical Complaints, Hospital, New OT Building, RO Plants, Overall maintenance of Hospital, HVAC System, AHU, Control Panels, UPS, attending Electrical Complaints. Deputed to Kolar, OPD & DRS and attending BESCOM & Electrical inspectorate works, overall maintenance of Hospital, ICU, OT, Maintenance of Hostels, Nursing Hostels STP /ETP Plant Hospital Generator Rooms at Hospital in addition to this Meter Reading of Hostels Quarters and other Electrical Installations Generator Rooms at Mortuary & Housing Layout maintenance of Street Light electrical Installations etc.</p> <p>Maintenance of Hostels, Bore wells, Laundry, daily A check Fire Hydrant and Fire Detective System and any other work Entrusted</p> <p>Maintenance of college building, library building University building & other miscellaneous buildings</p> <p>Reliever Shift & Electrical Complaints,</p> <p>Weekly off Reliever Electricians and any other maintenance works entrusted.</p>
Asst. Electrician	Assist the Electrician in his task/duties.
Trainee Electrician	Assist the Electrician/Asst Electrician in his task/duties.
Store Keeper	Maintaining of Receipt of materials & taking inventory and put up the bills through engineering section to the Registrar issuing of materials and items.
Painter	Painting works at Hospital, College, University, Hostels etc.
Painter Assistant	Assist the painter in his task/duties.
Central Workshop Staff	Fitter/Mechanic Maintenance Repairs of Hospital, SDUAHER, Campus works, Quarters, College, Hostels ,laundry, auditorium and other works.
ETP/STP Operators	Operating and Maintenance of ETP & FTP