

# Policy for Maintenance and Utilization of Physical Resources



**University of Kashmir**

[www.kashmiruniversity.ac.in](http://www.kashmiruniversity.ac.in)

## **1.0 RATIONALE AND PURPOSE**

The University of Kashmir has a large, complex and diverse asset base; ranging across infrastructure, buildings and plant, playgrounds, gardens, information technology, special equipment, special collections, audio visual and a vehicle fleet spread over eight campuses across Kashmir and Ladakh divisions that are used to attain the institutional goals and purpose. The basic aim of this policy is to manage these assets properly from both a facility and fiscal perspectives. In fact the policy provides the administration of the University a framework to ensure the efficient and optimum use of the assets. The policy shall provide a systematic approach not only to ascertain and distribute the allocated based cost of these facilities accurately but also to ensure the functionality of the assets. A complete description of the roles and responsibilities of the concerned sections of the University in maintaining the assets is also reflected in the policy.

## **2.0 MAINTENANCE MISSION**

The University shall strive hard to maintain the physical infrastructure to its greatest benefit and to contain costs associated with maintenance of the physical resources.

## **3.0 OBJECTIVES**

The major objectives of the policy are summarized below:

- To ensure effective use of physical resources of the University;
- To keep the assets of the University functional during their service life;
- To help administration in devising effective mechanism for appropriate allocation of funds for maintenance of the assets; and
- To define the role and responsibility of the concerned sections/officers in maintaining the assets.

## **4.0 SCOPE AND RESPONSIBILITIES**

This policy applies to all campuses/department/centres/division/section using university facilities. The responsibility of maintenance of the University buildings shall lie jointly with the Estates Section and Engineering Section of the University while as the maintenance of equipments shall be the sole responsibility of the Head/Director of the concerned Department/Centre where such equipments are used. However, the University shall have a policy of setting up Service Level Agreements or Memorandum of Understandings with external agencies for proper maintenance of these equipments. The maintenance of play grounds shall be the responsibility of Directorate of Sports and Physical Education. The gardens of the University shall be looked after by Landscape Division.

## **5.0 POLICY**

### **5.1 Preamble**

The University of Kashmir is committed to provide operational and administrative processes that support the safety and security of University facilities and users. In order to safeguard the interests of faculty, staff, scholars and students, campus facilities and the physical assets of the University, this Policy and applicable procedures have been formulated to meet specific expectations and

standards. An amount equal to 2% of the estimated cost of infrastructure (building) shall be allocated annually under the budget head-'Maintenance and Repairs'(M & R) which shall be utilized to ensure that all physical facilities of the University remain functional so that maximum benefits are derived from the University buildings and associated infrastructures. All efforts shall be made to maintain University physical infrastructure to best possible standard even if sufficient financial resources are not available in order to meet statutory obligations and the operational needs of the University stakeholders. Proper and systematic mechanism shall be worked out to allocate funds, form priorities and choose between the many competing demands and needs. Such allocation, priorities and choice shall be governed by the following factors:

- statutory compliance;
- cost of the asset;
- Safety of workplace;
- Extent of damage/loss;
- risk management;
- asset life cycles;
- Significance of the facility in terms of teaching and research programmes; and
- public appearance.

## **6.0 Maintenance of Physical Infrastructure**

### **6.1 Integration of maintenance processes**

To achieve the objective of maintenance policy, an integrated maintenance approach shall be adopted by the University by focusing on the processes like breakdown maintenance, preventative maintenance, condition-based maintenance and macro-maintenance. All these process shall be covered under a single maintenance plan, ensuring that facilities and services infrastructure are maintained to an optimum level, preventing asset deterioration.

- *Breakdown maintenance*  
Such an approach to maintenance shall call for an action for maintenance on an "as and when required" basis so that occurring defects are rectified not only as a matter of urgency to prevent possible interruption in the use of a facility but also to prevent resultant further damage to infrastructure, as well as to address health, safety or security risks caused by a defect. Realizing the urgency of the matter such service shall have to be provided on a 24-hour basis in order to attend to after-hours emergencies.
- *Preventative maintenance*  
Under preventative maintenance programmes, the concerned section of the University shall have to provide services at regular intervals to obtain the maximum useful life from each physical asset before replacing it. The basic aim of this programme shall be to prevent unnecessary breakdowns and asset failures, as well as to prevent high maintenance costs related to deferred maintenance. The engineering section of the University shall be responsible to keep a complete record of the maintenance schedules.
- *Condition-based maintenance*  
For this purpose, the concerned officers/officials of estates section of the University shall make regular inspections and assessment of all physical facilities of the University to identify defects in the said facilities if any. Once any defect is identified in any physical facility, the

same shall have to be reported to engineering section to be rectified by it. In case any defect has not been rectified, the same shall have to be properly recorded by the engineering section so that it is covered under referred maintenance.

- *Deferred Maintenance Projects*

Such a maintenance programme shall cover maintenance of all such physical facilities that either were previously not addressed or the maintenance of work earlier done is not in accordance with required standard. The concerned section shall have to maintain the requisite independent control measures to monitor and report on the levels of deferred maintenance on all campuses and properties owned by the University.

### **7.0 Funding Responsibilities**

The budget section of the University shall be responsible for providing funds for maintenance and repairs of buildings that is due to natural wear and tear.

### **8.0 Facilities Assessment**

A facilities audit will be carried out by engineering section on University owned facilities each year. The assessment of physical facilities shall facilitate the concerned officers/officials to categorize the facilities in terms of the severity of the defects or failure, and the effects in terms of impact on continued operation. The following categories and criterion shall be used to rate the assets:

- ✓ *Category 1* shall include "Excellent" Assets that have no defects and their condition and appearance shall reflect as new.
- ✓ *Category 2* which shall consists of "Good" assets that exhibit superficial wear and tear, minor defects, minor signs of deterioration to surface finishes, therefore, they do not require major maintenance; no major defects exist.
- ✓ *Category 3* shall comprise of "Fair" assets is that possess average condition; deteriorated surfaces and therefore, require attention of the concerned officers. However, such facilities are functional but demand attention. Generally backlog maintenance work exists in case of such assets.
- ✓ *Category 4* shall cover "Poor" assets which have not only deteriorated badly but also serious structural problems. In fact, such assets have poor general appearance with eroded protective coatings; defective elements; frequent service failures and therefore, a significant number of major defects exist.
- ✓ *Category 5* shall deal with "Very poor" assets that are not operational and are unfit for occupancy or normal use.

The audit scope will encompass assessment of compliance with statutory requirements, condition of the facility, functionality and space utilisation. Building maintenance deficiencies will be identified and placed on appropriate works programmes (e.g. breakdown maintenance, preventative maintenance, condition-based maintenance and macro-maintenance etc.).

### **9.0 Landscape Management Responsibilities**

The University has created a separate division namely 'University Landscape Development' to look after the landscape of the entire University. The Division maintains 216 acres of main campus and satellite facilities (south and North campuses) in Anthanagh and Baramullah . The Landscape division of the University strives to enhance the University's learning environment through designing, installing and maintaining beautiful and inviting landscapes. The campus is divided into eight zones for landscape maintenance purposes. Work is concentrated in one zone per workday to maximize productivity. The goal is to do substantial maintenance in each area of campus so that the entire campus gets some attention every five to seven days. The zone map is only a guide, since holidays, inclement weather, and special projects may cause the zone schedule to be modified frequently.

#### **10.0 Vehicle Management**

10.01 The maintenance of vehicles is facilitated by Deputy Registrar (Transport) and transport section personnel. The transport shall have to monitor 22 vehicles that serve various stakeholders of the University. The maintenance of the vehicles is done internally and in exceptional cases it is contracted to local vendors. The section shall have to keep track of reservations and readiness for the trips of the vehicles reserved for use by various stakeholders of the University. The vehicle request policy may be found at <http://www.kashmiruniversity.ac.in/facilities/services/vehiclerequest>

#### **10.1 Vehicle Management Responsibilities**

The proper maintenance of the entire fleet of vehicles along with collection and record of all below mentioned relevant data related to the vehicle Management Programme shall be the responsibility of transport section.

- Coordinate Fuel, Maintenance, Repairs and Inspection
- Deploy the vehicles as per the requisition
- Record Odometer Reading and Update Monthly Mileage and Fuel Consumption
- Receive Titles, Registration and Plates for Vehicles
- Maintain Vehicle Records
- Fill Out Vehicle Request Form



Seal and Signature of Registrar

Registrar  
University of Kashmir