

Policy for maintenance and utilization of physical, academic and support facilities

Preamble:

The policy for maintenance and utilization of infrastructure aims to establish a well-structured and collaborative approach to infrastructure management at Somaiya Vidyavihar University (SVU) by promoting sustainability, innovation and stakeholder involvement to meet evolving needs of its community. The policy is formulated to set standard procedures and practices for periodic maintenance and effective utilization of physical, academic and support facilities across the SVU campus.

Scope:

The policy is applicable to physical infrastructure spread over 60 acres of campus at Vidyavihar and its constituent colleges/centers, academic infrastructure like classrooms, laboratories, library services etc., routine maintenance work such as civil, electrical, carpentry etc., and support systems like IT infrastructure, sports facilities and campus security. The policy permeates to all members of SVU covering academic, administrative and support services in connection to infrastructure and its maintenance as well as effective utilization.

1. Infrastructure Committee of SVU:

Infrastructure committee is constituted for monitoring effective implementation of the policy. The committee is composed of Dy. Chief Engineer, Principal Architect, Infrastructure & Maintenance I/c, Purchase Director, Accounts & Finance Manager, IT Cell Manager and one senior member from each of the constituent colleges/centers. The Registrar and IQAC I/c are permanent invitees. Roles/Responsibilities of the infrastructure committee are given in Annexure 1.

2. Overview of infrastructure:

- Academic facilities such as classrooms, tutorial rooms and seminar halls are equipped with LCD projectors and LAN points/Wi-Fi connectivity. Seminar halls have audio systems in place. Lecture capturing facility is created in some of the classrooms and a few classrooms are developed into smart classrooms.
- Laboratories are equipped with sufficient experimental set-ups, tools, computers and licensed softwares. Specialized laboratories such as automation lab, AR-VR lab, Apple lab etc. are developed with sophisticated instruments and high-performance computing facilities.
- Somaiya-Shimadzu centre for measurement and analytical sciences is being developed for promoting research in pure and applied sciences.
- SVU has a number of indoor and outdoor sports facilities including 8 x 400 meters international standard IAAF certified athletics track, a well-maintained 65 m x 105 m natural grass football field, tennis court, squash court, badminton court, volleyball court, basketball court and indoor games facilitates like table tennis, chess and carom. Eklavya sports complex with 50 m x 25 m international standard size swimming pool is the latest addition in the sports facilities on SVU campus.
- SVU IT cell maintains the ICT infrastructure, including the 10G OFC network backbone on campus, hosted servers, a CCTV surveillance system, 2 Gbps internet connectivity from Airtel and TCL, website maintenance, and backups with DR facility.
- A lush green campus with well-designated gardens, playgrounds and open spaces is maintained with a focus to environmental sustainability.

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3. Maintenance of physical infrastructure:

Policies:

- A central establishment called the project office takes care of services like civil, electrical, water supply and plumbing, carpentry, gas pipelines, maintenance of ACs, washing machines, water coolers, telephones, CCTVs, fire hydrants and fire extinguishers etc.
- The project office also looks into campus security, cleaning and general up-keeping of the campus.
- SVU promotes environmentally sustainable practices.
- A green campus committee is constituted to focus on development of landscape, water management and pollution-free transportation.
- An IT assets scrap/written off policy is prepared for E-waste management.

Procedures:

- Routine repairs services are handled through the portal <https://maintenance.somaiya.edu/>. In-house technical team attend the calls and the complainant gets a notification on completion of calls.
- Maintenance of ACs, elevators, fire safety systems, water purifiers, and pest control are covered through AMCs.
- Campus security, daily housekeeping and outdoor maintenance are outsourced and agreements have been prepared with respective agencies.
- Maintenance and cleanliness of the SVU campus and its utilities is outsourced.
- Landscape development is done with horticultural activities, biodiversity and plastic-free campus. Green audit is conducted. Vehicular entry norms are prepared for pollution-free campus.
- Sustainability practices are implemented through vermicompost project for proper disposal of garbage and recycling of waste. Garbage burning is stopped. SVU has established rain water harvesting system which is used in addition to municipal water supply and bore wells.
- A process of assessment of E-waste such as aged/obsolete/damaged desktops, laptops, printers, data cables, switches etc. is done at different levels. This is followed by transfer, recycle (if possible), segregation and disposal. Agreements are made for recycling and disposal of E-waste.
- Policy for general repairs and maintenance is given in Annexure 2.
- Policies for disposal & recycle, e-waste, agreement copies of landscape maintenance, cleaning, e-waste, security, reports on water harvesting and water parameters etc. are given in Annexures 3.
- AMCs/POs of all routine maintenance services are given in Annexures 4

4. Maintenance of academic infrastructure:

Policies:

- Provide adequate academic infrastructure such as classrooms, tutorial rooms, seminar halls, laboratories, research facilities, computing centers, library and reading hall.
- Optimum sharing of academic infrastructure.
- Up-keeping and upgrading the academic infrastructure, maintaining cleanliness, set standard practices for budget and purchase.

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Procedures:

- All classrooms and tutorial rooms are provided with adequate number of benches and electrical appliances. Seminar halls are provided with chairs. Repairing of benches, desk, computer and laboratory tables/chair is done by the carpentry team while repairing of electrical appliances is done by electrical team of the project office.
- Each laboratory is assigned a laboratory in-charge who is assisted with laboratory assistant for lab conduction, maintenance and documentation. A budget is prepared for each laboratory and standard purchase procedures are in place.
- Maintenance/troubleshooting of electronic/electrical equipments, projectors, desktops, laptops and printers is done through suppliers/third parties. Repairs & maintenance of laboratory setups is done through in-house technical personnel or through AMCs.
- SVU IT cell maintains the IT infrastructure facilities in classrooms, seminar halls and laboratories. A technical team in every institute in support with the central IT team addresses network related hardware/software issues.
- Cleaning is done by housekeeping staff and laboratory attendants and monitored by administrative staff.
- A Library Advisory Committee (LAC) is constituted to properly manage the libraries at SVU. Accession register for books and bound volumes are maintained. Internal stock verification is carried out on regular basis as per UGC guidelines.
- Access to the library is given to all bonafide students through their RFID. Students and faculty need to log in through their SVV net ID for Wi-Fi and to access the e-resources.
- SVU libraries have an open access system for borrowing, reserving and renewing books through in-house BOOKWORM Software. End users can access books and reference materials through BOOKWORM and also web OPAC.
- Library budget is prepared for new purchases and old books/magazines are written off after approval procedures. SVU subscribes E-resources/databases as per requirement. E-Shodhsindhu and INFLIBNET guidelines are followed for subscriptions. Print resources are purchased on receiving the requisition.
- Policy for maintenance and utilization of library facility is given in Annexure 5

5. **Support facilities:** In addition to physical and academic facilities, SVU has support facilities such as auditorium, sports and IT infrastructure.

A) IT infrastructure:

- In the contemporary educational landscape, Information Technology (IT) plays a pivotal role in shaping the quality of educational services offered by the University. Somaiya Vidyavihar University (SVU) recognizes the significance of IT services in enhancing educational quality. IT services encompass a wide range of technologies and tools that facilitate the management, delivery, and enhancement of educational processes. These services include but are not limited to hardware infrastructure, software solutions, networking, cybersecurity measures, and IT support services. The IT cell forms the backbone of any academic institution. At SVU, well-defined IT infrastructure establishment, utilization, and maintenance policies are in place.
- The SVU IT cell takes care of administrative efficiency, academic delivery, student/faculty/staff services, data security and privacy.
- IT maintains the ICT infrastructure, including the 10G OFC network backbone on campus, hosted servers, a CCTV surveillance system, 2 Gbps internet connectivity from Airtel and TCL, website maintenance, and backups with DR facility.

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- Ticketing system is in place and used by staff to raise the tickets related to IT services. The tickets are handled by dedicated team to assign to respective teams/members and tracked till gets resolved (<https://ithelpdesk.somaiya.edu/>).
- IT cell manages human resource management system for employee data management, payroll and leave management.
- The ID card management system keeps data and issues RFID cards to students, faculty and staff for internet, library and software access.
- The learning management system is developed for academic course delivery, assessment, content management and communication between students and faculty.
- Online student services are set for admissions, fee payment, financial services and transcripts that are tightly integrated with Oracle NetSuite accounting software.
- Online admissions are accepted through in-house developed & customized admission portal/software.
- Fees management is also available in the Post admission module which is part of the customized developed ERP, student can pay their fees online and part of myaccount ERP as well linked with Oracle Financial ERP for financial transactions.
- QR/Roll call based attendance management system is in place to facilitate students to mark their attendance. The attendance is marked for individual lecture and linked with myaccount ERP developed in-house.
- Faculty feedback capturing module is also available in online mode for students.
- Exam result generation module is developed & implemented in-house by IT team and tightly integrated with myaccount ERP portal.
- ID-card module is available online through which student can raise a request for new ID card generation & this request further gets processed online and part of myaccount ERP portal.
- Vehicle booking & tracking system is available online and part of myaccount ERP portal.
- Hostel management system is available online and part of myaccount ERP portal.
- Students' pre-post admission module developed and integrated with myaccount ERP.
- Data centre of SVU conducts regular training programs in hardware maintenance and software updates for faculty and staff.
- Policies related to IT infrastructure are given in Annexures 6

B) Sports facilities:

- World-Class Sports Infrastructure in 20 Sports which includes a First-Class Cricket Ground, International Standard 50 meters Swimming Pool with Steam and Sauna ancillary facilities, IAAF approved Sandwich PU 400 meters Athletics Track, Two Natural Grass International Standard 11-a-side Football Fields, 3 BWF approved Badminton Courts, 5 WSF Standard Squash Courts, 200 Meters Speed Skating Facility, 14 Natural Pitch Practice Nets for Cricket, Multi Sports Hall to include Judo arena, Taekwondo arena, Wall Climbing with Perfect Descent Auto belays, Aerial Silk, Rope & Pole Mallakhamb, Zumba, 3 Ultimate Waterproof Table Tennis boards, Multi Sports Court for Futsal and Basketball, Synthetic FIBA standard Basketball Court, Two 5-a-side Football Turf, 3 Mud Based Volleyball Courts, 1 Synthetic Tennis Court, 3 Artificial Cricket nets with Bowling Machine, Life Size Chess Board, Kho-Kho and Kabaddi Field.
- Physical education experts are appointed for smoothly functioning of all the said activities. Through experts' guidance and training in various sports and games activities is provided. These facilities can be utilized as and when required with prior permission.
- All Somaiya Vidyavihar campus staff, faculty and students are welcome to utilize the sports facilities.

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- Slot booking system is used for booking any sports facility
- Maintenance schedule is prepared for maintenance of all sports facilities
- Policy for maintenance and utilization of sports facilities is given in Annexure 7

C) Auditorium:

- SVU has one auditorium with 450 seating capacity for conducting public lectures, conferences, symposia, workshops, annual functions etc.
- Maintenance of the stage, lights and sound systems, chairs etc. is taken care by the project office. Routine maintenance is carried at regular intervals. Contracts are given to external agencies for infrastructural arrangements such as pandals etc. for large-scale events.

D) Other support facilities:

- Canteen facility.
- Hostels and Mess.
- Internal transport (E-vehicles).
- Health centre/Medical facility, psychological counselling
- Provision of first aid boxes at appropriate places.

6. Purchase policy and procedure:

- The purpose of the purchase policy is to ensure transparency and a quick response time while ensuring the competitiveness and effectiveness of the purchases.
- All the purchases in Somaiya Vidyavihar operate on a common ERP platform namely Oracle NetSuite and all the information and the data related to Purchase is available to all the stakeholders.
- The purchase policy defines steps in purchase consisting of registration of suppliers, approval matrix, clauses, compensation and purchase contract.
- Procedures are set for implementing the purchase policy using predefined evaluation parameters.
- The detailed purchase policy and procedures is given in Annexure 8

7. Utilization of infrastructure:

- Allocation of classrooms is done by timetable committee of respective colleges using SWTT (slot-wise timetable) for optimum utilization of academic infrastructure.
- Sports facilities in the campus are available for all bonafide students. Sports coaches/trainers are available on campus for providing training in various indoor and outdoor sports. Time slot for utilizing sports facilities by any individual across the campus is decided centrally by the sports department.
- Utilization of auditorium and open spaces is managed by centralized booking system.
- Campus In-charge assigns Hostel based on priority criteria.

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