

# Policy for Campus Maintenance



**Internal Quality Assurance Cell**

**RAMA DEVI WOMEN'S UNIVERSITY**

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## **1. About Rama Devi Women's University Campus and its Ambience**

Rama Devi Women's University, Bhubaneswar, Odisha is the only Women's University in the state of Odisha. It was established on 30th May 2015 vide Higher Education Department, Government of Odisha Notification No. 11605/HE dated 30.05.2015 in exercise of powers conferred as per the Odisha University Act, 1989 read as the Odisha Universities First Statutes, 1990. It is located in the capital city of Bhubaneswar spreading over a sprawling 24.57-acre area adjacent to NH 16 at the heart of the city of Bhubaneswar close to NH-5 near Vani Vihar Square on one side and Rupali Square on the other side. This is the only Women's affiliating university in the state with 48 affiliated Women's Colleges covering nine districts of Odisha. This University caters to the needs of higher education to the girl students of Odisha and other States.

## **2. Facilities at Campus**

The Administrative building of Rama Devi Women's University is centrally located at the heartland of the campus, wherein the Office of the Vice Chancellor, Registrar, Comptroller of Finance, Controller of Examination along with University IQAC cell, IDP Cell, Board Room, Director of Sport's office, NSS Coordinator's office. Recently, the office of Maa Rama Devi Chair is instituted at the administrative building. In addition to the existing university gates, two newly built gates add to the beauty of the campus. The University is well equipped with three academic Buildings (I, II and III), catering to Literature and Basic Science, Humanities, Social Science & Management and Advanced Science Faculties. There are nine smart classrooms catering to digital education, a air-conditioned examination hall, Maa Rama Devi Museum along with staff and students' common room. Moreover, a central library named after the eminent poet Kuntala Kumari is catering to the needs of nearly 5000 students, scholars and faculties in the campus, which has special reading corners for visually-challenged students. For the borders, three regular hostels for women along with one hostel for visually-impaired students and dedicated hostel for research scholars is present within the campus. Along with an old auditorium in the academic building-I, a state-of-the-art "Maa Rama Devi" auditorium with 1000 seating capacity facilitates organizations of various academic and extracurricular events, seminars and University functions. A Students and staff canteen along with shopping complex (with provision of Dress materials, Xerox and printing and Stationery items) caters to the daily needs of stakeholders. Campus is beautified with lush green open ground and campus corridors. The whole campus is Wi-Fi enabled and under CCTV surveillance. A gymkhana, health center, wellness center and counselling & add on to the aesthetics of the campus. Most of the streetlights in the campus are solar panel-enabled.

### **3. Campus Maintenance- Building**

For repair and maintenance of academic and administrative buildings, Odisha State Police Housing and Welfare Corporation Limited (OPHWC) is empaneled by Higher Education Department, Government of Odisha. All the civil, electrical, PHED, and accessories works on day-to-day basis are carried out by engineers and workers assigned by OPHWC.

### **4. Surveillance Maintenance**

The campus is under 24hrs CCTV surveillance with 60 nos. of strategically positioned fixed angle bullet cameras in different buildings and corridors and 05 nos. of 360-degree PTZ camera, connected to a NVR with live display in Vice Chancellor's office and Establishment cell. Competent authorities have been provided with 24hr surveillance of the campus through mobile-access.

### **5. Security Arrangement**

Currently a total no. of 13 security guards have been engaged in the campus for providing 24-hour security within the campus on shift-basis at various buildings and gates. They have been engaged through a service provider, selected through open tender. Additionally, one night watchman and a cycle stand watchman assist in providing security to the campus. For enhanced security, there is proposal to upgrade the security in the campus by hiring a campus supervisor-cum-security officer along with additional numbers of security guards.

### **6. Maintenance of Electronic Appliances**

Repair and restructuring of Electrical and Electronic Appliances of the University establishment are usually done through OPHWC and in case of immediate issues through local vendor. An electrician-cum-mechanic has been outsourced through service provider for day-today maintenance of electrical appliances in the campus.

### **7. Maintenance of Computers and IT Assets**

The computers and IT assets of the University such as laptops, printers, xerox machines and other appliances are maintained through annual maintenance contract (AMC) with Sylvesa Infotech Pvt. Ltd., a higher Education Department of Odisha empaneled vendor with OCAC rate contract. The items that are with warranty are maintained by the provider itself. The damaged items are repaired through Sylvesa Infotech. Non-repairable and obsolete Computers and IT assets are disposed of as e-waste.

## 8. Campus Cleanliness

A massive 40 numbers of social workers and two supervisors are engaged through service provider, International Institute of Sulabh System for daily housekeeping and cleanliness of the offices, buildings, corridors, Laboratory and classroom, auditorium and parking lobbies. The workers maintain cleanliness of the campus in two shifts, including on Sundays and holidays as detailed below.

The building-wise distribution of manpower is as detailed below:

<b>Sl. No.</b>	<b>Name of the Building</b>	<b>No. of Social workers engaged</b>
<b>1</b>	<b>Administrative Building</b>	<b>06</b>
<b>2</b>	<b>Academic Block-I</b>	<b>08</b>
<b>3</b>	<b>Academic Block-II</b>	<b>08</b>
<b>4</b>	<b>Academic Block-III</b>	<b>06</b>
<b>5</b>	<b>Kuntala Kumari Library</b>	<b>06</b>
<b>6</b>	<b>New auditorium, Internal roads and Gate areas</b>	<b>06</b>
<b>Total</b>		<b>40</b>

## 9. Lift Maintenance

The University Buildings are equipped with lifts particularly in administrative building, Library, Academic Building I, II and III. They are maintained annually through an AMC by Companies such as Kone and Johnson and Johnson. Routine checking and maintenance of the lifts happens as and when required.

## 10. Electrification and Solar Panel

The University has roped in Government of Odisha empaneled agencies to install and maintain solar panel system to ensure energy management and proper use of solar energy technology. As of now, the street lights of the campus are solar-panel enabled.

## 11. Garden and Beautification

The gardening and beautification activities of the University with a motto of making “Green Campus” have been initiated with the contracted support and maintenance by Odisha Forest Development Corporation. A lush green lawn in front of administrative building and across the corridors of the campus, plantation of flowering plants, medicinal plants and other exotic plants in the garden has been maintained through

OFDC. Moreover, an in-house gardener maintains the flower pots, plants across the campus and offices.

## **12. Termite Treatment**

Termite treatment is being done for the furniture, doors and windows. Moreover, spraying of chemicals are being done occasionally in the stores.

## **13. Water Tank Cleaning and water supply, rainwater harvesting**

OFDC along with water PHED ensures cleanliness of the water tanks across campus (offices, buildings and hostels), the supply pipes every six months. Routine checking of water leakage and overflows are done through OPHWC. Besides, University has adopted the rain water harvest technology through constructing the buildings to comply the same. Kuntala Kumari Library, Rama Devi Auditorium and Administrative Building are well compliant with rain water harvesting Technology.

## **14. Waste Management (e-waste, Obsolete disposal, energy waste management), Biogas Plant**

Rama Devi Women's University has adopted various measures for waste management, obsolete disposal and energy waste management through installation of Biogas plant in the campus, rain water harvesting Technology, Solar Panel usage, Fire-extinguishers etc. A obsolete disposal and auction committee ensures necessary procedures adopted by OPHWC and other agencies for effective disposal of obsolete items including e-wastes.