

Interactive Research School for Health Affairs		
Bharati Vidyapeeth (Deemed to be University), Pune		
MP-v1	Maintenance (Physical and Academic Support) Policy	Version No: 01

Maintenance (Physical and Academic Support) Policy

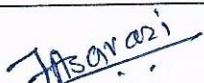
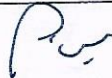



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1. Scope

Interactive Research School for Health Affairs (IRSHA) is a research institute. It is committed to provide conducive facility to the staff members and PhD students. Therefore, IRSHA commits to the usage of infrastructure in an optimal manner with appropriate repairs and maintenance, transparency in the maintenance procedures and provide the equipment/ instruments in the reliable state. IRSHA also commits to provide IT support to its faculty and students. Thus, policy defines roles and procedural guidelines for proper usage and maintenance of infrastructure and IT facility.

IRSHA is obligated to


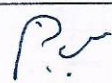

- Maintain infrastructure facility optimally
- Provide academic support to the staff and PhD students

2. Maintenance of seminar halls and auditorium

- Seminar halls and auditorium are multipurpose facilities. They are and will be used for conducting seminars, scientific presentations and discussions, online/ offline PhD viva, interactive sessions, meetings by various committees and competitions. Additionally, auditorium is and will be used for cultural activities/ events.
- Maintenance of the sitting arrangement, electric wiring, air conditioners, podium, desks and chairs is the responsibility of Maintenance committee (maintenance engineer and electrician). They will keep surveillance for the facility. Necessary repair work will be completed with the help of University/centralized engineering team for architectural, structural and electrical work.
- IT resources (computer, network, sound system) will be maintained by IT committee and if required repaired with the help of University/ centralized IT committee. IT committee will refer to the IT policy.
- Financial approvals will be obtained before initiating the work. (Refer 'Standard operating procedure for obtaining financial approval from finance officer' for the procedure to obtain financial approvals).

3. Maintenance of laboratories

- Laboratory in-charge person will routinely examine laboratory facilities. It includes condition of work benches, consumable/ reagent/ specimen/ sample storage units, electrical wiring and instrument functioning. As per the requirement, in-charge person will inform Maintenance committee and or IT committee. IT committee will refer to the IT policy.

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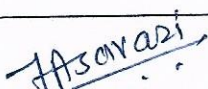
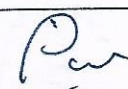

- Key instruments will be under annual maintenance contract (AMC). It is the responsibility of the head of department to maintain the AMC, get the calibrations done if necessary. In case of instrument breakdown AMC provider will be informed and necessary action will be taken after consulting with the service engineer for that instrument.
- Purchase committee for IRSHA will be involved for the up-gradation of existing instrument/ system or purchase of new instruments.
- Financial approvals will be obtained as referred in the Section 8: Procedure for obtaining financial approval.

4. Maintenance of library

- Library committee will be responsible for library maintenance.
- Infrastructure and IT resources will be maintained and repaired in the same manner as mentioned in 'Maintenance of seminar halls and auditorium'.
- List of books, magazines and annual reports will be updated regularly.
- Subscription (at institutional level or university level) for journals and databases will be maintained.
- Register will be maintained for usage of library.
- Necessary procedures will be followed for the automation of library.
- Financial approvals wherever necessary will be obtained as referred in the Section 8: Procedure for obtaining financial approval.

5. Maintenance of ITC facility

- ITC facility includes computing, networking, communications, application, infrastructure, hardware, software, data, databases, procedures, and any related materials and services.
- Procurement of computers and hardware will be done as per requirement or specification given
- Procurement of software/ databases will be done as per requirement at institutional or university level.
- Anti-virus systems will be installed and updated on all the computers through institutional or centralized licensing.
- Networking facility (LAN/ Wi-Fi) will be maintained at institutional or university level
- ITC facility will be maintained by both Maintenance committee and IT committee.
- If required help of University/ centralized IT committee will be taken.

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- Financial approvals wherever necessary will be obtained as referred in the Section 8: Procedure for obtaining financial approval

6. Maintenance of common facility

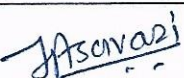
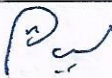

- Common facility includes lifts, power generator, water purifier, fire control systems, lighting, power generator, air conditioners and effluent treatment system.
- These units will be under constant monitoring by maintenance engineer and electrician at IRSHA.
- In case of breakdown/ repair work, AMC or service provider will be informed and necessary action will be taken.
- Financial approvals wherever necessary will be obtained as referred in the Section 8: Procedure for obtaining financial approval.

7. Academic support

- Academic support will be provided to the staff members and PhD students.
- There will be free access to the library.
- Internet facility, anti-virus software will be provided to all staff and student computers.
- All the staff members and students will be provided with e-mail address (with university domain name) for ease of communication.
- Seminar halls will be used for presentations, software demonstration and scientific discussions.
- Clinical room will be used for live demonstration for assessment of certain parameters of the participants of a clinical study.

8. Procedure for obtaining financial approval

- Purchase requisition form for consumables, reagents, chemicals, equipment, AMC, and repair work with specifications filled by the user will be submitted to the purchase department.
- Purchase in-charge person will obtain quotations from three registered vendors/ suppliers. If the cost exceeds Rs. 25,00,000 /-, an advertisement should be considered in the leading newspapers for the invitation of the tenders for the specified requirement/ work. Tenders (technical and financial) will be evaluated for the technical specifications and budget.
- Comparative statement will be prepared for the obtained quotations or tenders. Based on the specification requirement and pricing, most advantageous vendor/ supplier should be indicated.

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- Purchase in-charge will send the set of all these documents to the finance department (Bharati Vidyapeeth Bhavan) for assessment and approval by member of Bhavan purchase committee, finance officer, registrar and vice-chancellor.
- Once the approval, purchase order will be prepared and sent to the vendor/ supplier
- After receiving the material or completion of the work, payment will be made.

*****End of Section*****

Dr. A. C. Mishra
Director, IRSHA



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