

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY

Bengaluru, India



Maintenance Policy

Rukmini Knowledge Park
Kattigenahalli, Yelahanka, Bengaluru - 560 064
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General Administration : Maintenance policy

1. Classrooms

- All the class rooms have good dimensions and ventilation facilities.
- Maximum class rooms is attached with LCD projectors.
- Each school have minimum number of digital class rooms.
- The University has a building committee for the maintenance and upkeep of infrastructure.
- At the School level, Directors submit their requirements to the Registrar regarding classroom furniture and others.
- The University development fund is utilized for the maintenance and minor repair of furniture and other electrical equipment.
- With the help of the two full time sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner.
- A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- University has its own workshop where furniture repair is done without any charges.
- There are technicians, masons, plumbers and carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

In charge : School Directors

2. Laboratories

- All the laboratories have good safety measures.
- Maintaining medical kit and fire extinguisher.
- Each lab has full time instructors and one faculty incharge monitored by the Director of the school.

- Every month check the stock register and login-logout register by Director of the school.
- Equipment maintenance also care by incharge instructor and the faculty.
- Accommodated minimum students in a batch with proper seating arrangements and software used all the labs are licensed.
- Each and every laboratory maintains good information charts.
- The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians and instructors also.
- The record of the maintenance account is maintained by lab technicians and supervised by Directors of the concerned Schools.

Other measures to maintain laboratories are as follows:

- The calibration, repair and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
- The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned schools and the record of maintenance is maintained by lab technicians and supervised by School Director.
- There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

In charge : School Directors

3. Research & Innovation Laboratories

Research facilities including laboratory equipment are very important for research and scientific advancements. Research equipment is asset of the University catering to the requirements of all researchers irrespective of the center they belong to. It is imperative that such instruments operate to the specifications of the manufacturers and that should be regularly maintained by professionals as per the manufacturer recommendations. Therefore, a policy to streamline the procurement, usage and sharing of equipment is required.

- Each school should have a committee to oversee the procurement process as defined by the university and also the maintenance of equipment. The committee

should submit the list of equipment to R&I council along with maintenance records as suggested by manufacturers.

- Every school should maintain an accurate inventory of its equipment.
- A central database of research equipment should be available with R&I council and also with the school's research co-ordinators to enable sharing of facilities and to avoid duplication of equipment.
- The school should organize training/ workshops on the handling of equipment from the manufacturer to ensure safe and proper handling of equipment.

In charge : Dean-R&I, School Directors

4. Central Library & Browsing Centre

REVA University Central Library located in the heart of the campus and housed in an independent building with a carpet area of 35,680 Sqft is fully air conditioned, with 220 system at browsing centre, AV Section, Newspaper Section, Reference section, and separate reading room. Adequate space is provided for browsing and relaxed reading, from 8.00am to 12.00 midnight providing a mix of learning environment to meet different student aspirations and teachers' needs.

- The requirement and list of books are taken from the concerned Schools and Directors are involved in the process. The finalized list of required books is duly approved and signed by the Registrar.
- Every year at the beginning of a session, students are motivated to register themselves in the library to use INFLIBNET. During 2017-18 session the number of INFLIBNET users was 943.
- The Library has special facility for visually challenged students by setting up two special computers for them.
- A suggestion box is installed inside the reading room to take user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- To ensure the return of books, 'no dues' from the library is mandatory for students before appearing the exam.



- The proper account of visitors (students and staff) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issues/ return of books etc are chalked out / resolved by the library committee.

In charge : Chief Librarian

5. Sports facility & Ground

- Ground level maintenance is done annually during the vacation in addition to the seasonal maintenance done once in every three months.
- Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the Sports equipment.
- Marking, watering, levelling is done as regularly and whenever any major events are in process.
- During practice session days marking is to be done with the help of grounds men.
- Similarly inspection of the sports items will be checked and necessary maintenance is initiated.
- Regarding the maintenance of indoor Badminton / Volly Ball courts / TT courts / Gym in the University sports in charge consult coaches.
- In their guidance accommodations are arranged. During the session 2017-18 University won the the cricket intercollegiate championship. University students also won the prizes in Chess, Boxing, Football, Basket Ball (W&M), Table Tennis, 400 mts Race, 100 mts Race in University level sports.

In charge : Physical Education Director

6. Gym

- Gym Facility: The Fitness Equipment, are supervised and Gym maintained by the full time Gym Trainer.
- Expensive equipment in the gym is maintained through Annual Maintenance Contract.

In charge : Physical Education Director



7. Media centre

- Studio Floor + Lights - First year's students with supervision by faculty, higher semesters without supervision.
- Full studio+ Control booth – Users must be under supervision by trained staff members at all times.
- Working hours 8.30am – 4.30pm (weekends require special arrangements with security, which means there MUST be a staff member present. This is for on – off special sessions only as a last resort due to the complexities of access arrangements).
- Externals users (chargeable) – Case by case basis – Staff members must be present at all times.

Briefing must cover the following :

Equipment

AMC

Maintenance & Check

In charge : School Director

8. IT Support

- ICT department at REVA University provides all required technical support, to manage IT infrastructure of the University.
- Critical services like Internet, Servers, Virtualisation, and Unified Communication system are under OEM AMC to provide support for any operational or technical issues.
- The AMC also covered to provide free upgrades and security updates.
- The ICT support team works on the ITIL framework to ensure SLA based support with minimal downtime of the critical resources.
- Centralized computer laboratory was established by UGC funds and more funds are used to maintain computers in the University.
- Computer maintenance through AMC is done regularly and non-repairable systems are disposed off.

In charge : IT Manager



9. Wi-Fi

- University Campus has more than 750 devices to provide wireless connectivity across all the buildings.
- The WAP is managed and maintained by the University ICT team.
- The Wireless services are monitored for smooth operations, the devices have been under OEM AMC and maintenance.

In charge : IT Manager

10. University Website

- The website has been hosted in the Cloud infrastructure, the Infrastructure has been maintained by the Agency hired as per the defined SOW.
- The new updates, design and development for the website pages and contents are managed by the Website development vendor under the defined SOW.

In charge : IT Manager/ Branding team

11. Auditorium & Seminar Halls

- The Auditorium and seminar halls are equipped with latest devices like Projectors, Interactive boards, Sound systems, Wireless access points.
- The devices have been purchased with OEM Default Maintenance and warranty.
- Post Warranty equipments are under AMC of respective supplier. In few cases when AMC has not been considered, the University ICT department maintains the facility.

In charge : Director (General Administration)

12. Nursery, Trees and Lawns

- REVA University has lush green campus comprising 60% green area.
- Students are asked to identify and label Vegetation including Silver Oak (*Gravelia robusta*), Mahogany, Indian Almond (*Terminalia catapa*), Tebubia, Jack fruit (*Artocarpus heterophyllous*), Mango trees, Champaka (*Michelia champaka*), Pagoda tree (*Plumeria alba* and *Plumeria Rubra*), Coconut (*Cocos nucifera*) etc as a part of bio-diversity activity.

- There are a total of 1455 trees on the campus.
- The lush green campus contributes to a large extent towards reducing the carbon foot print and creating an excellent ambience for students.

In charge : Director (General Administration)

13. STP & Biogas plant

- REVA campus has an effective solid waste management system that caters to the requirement of the entire campus. The system components comprise composting machines generating upto 500 kgs(approx.) of manure per day.
- Vermicomposting: A small unit of vermicomposting is also created on the campus. The vermicomposting unit is an outcome of academic activities being integrated with practical projects taken up by students.
- The STP in REVA campus is an excellent system of liquid waste management currently the unit is capable of processing 18 lakh liters per day. The treated water is utilized for watering plants and trees in campus.
- Biogas plant of 30 cubic meters is installed in the campus. It has a capacity of 500Kg per day and the waste is stored in a balloon type containers. The waste mainly consists of Kitchen and food waste converted into manure.

In charge : Director (General Administration)

14. Rain water harvesting

- REVA University with its visionary mission of holistic development promotes various green practices. Rainwater harvesting through roof top water catchments and storage tanks is an integral part of its state of art infrastructure. REVA University has a total of 200 recharging wells to store running rain water and recharge the ground water.
- The rain water harvesting pits not only help in collecting & storing water but also recharge ground water table.

In charge : Director (General Administration)

15. Solar panels, Street lights, Sign boards and Display Boards

- Rooftop Solar System : The Administrative block of University has a 55 kw solar power plant installed to provide power supply to loads at administrative block.
- Understanding the trend of sensor networks and with a specific objective of getting the campus future ready, University, has advanced sensor networks in street lights, lighting systems in administrative blocks, washroom taps etc wherein considerable savings of power and water can be obtained thus leading to substantial cost savings & energy conservation.
- Each hostel block has solar panels installed to provide hot water to students.
- Display boards and sign posts are displayed for easy movement and direction finding by visitors.

In charge : Director (General Administration)

16. Shops inside campus

- REVA University has a modern multi cuisine food court, and standalone tuck shops and vending machines in various areas of the campus to ensure food is available throughout the campus.
- REVA University has stationery, gift and brand store, barber shop and a beauty salon.

In charge : Director (General Administration)

17. Hostels & Staff Quarters

- There are four hostels for boys and three for girls with all types of amenities. Consisting of single/double/three/four beds for boys and girls.
- The rooms are spacious and the students are provided with Hot water, Wi fi and access to Gym and Games Arena.
- 80 premium hostel rooms with AC and Geyser facility are also provided as an option.



- The Hostel provides safety, security and comfort to the students.
- A clean Hygienic Mess provides three meals and Tea/Snacks to all students.
- Library facility, Food court and shopping outlets are provided for students welfare.
- 40 staff quarters with all basic amenities for staff who are staying in the campus. Single members are also provided with Hostel Facilities.

In charge : Director (General Administration)

18. Bank

Karnataka bank and ATM on the campus cater for total banking requirement of students and staff, we have also conducted 'melas' for ease of operating by staff and students.

In charge : Director (General Administration) & Bank Manager

19. Security

- The campus provides an extremely secure environment with all round security measures in place.
- The security team is headed by a security office assisted by Assistant security officer and 56 security personnel.
- They ensure 24hrs protection to students from external threat against students in the campus.
- Lady security is provided for girls Hostel.
- The security helps in maintaining harmony in the campus.

In charge : Director (General Administration)

20. Transportation Vehicles

- There are 28 buses with a seating capacity of 1389 that are provided to staff and students to commute from their respective homes to University.
- Education on wheels bus is operated for creating awareness of technological



development amongst the local schools.

- Electric buses are available for internal transportation within the campus.

In charge : Director (General Administration)

21. Hospital

- A four bedded Hospital with immediate treatment along with a diagnostic center provided all medical tests including 24/7 Ambulance service are being provided

In charge : Director (General Administration)

22. Bio-degradable chemical/chemical and e-waste

- University ensures that hazardous waste is never left unattended and follows all required procedures towards management of such waste.
- The process is undertaken professionally with all necessary precautions.
- The university has tied up with an external organization too for its expertise.
- The university has an agreement to collect and dispose of this hazardous waste.

In charge : Director (General Administration)

23. Supporting Staff (Technicians, Masons, Plumbers, Carpenters, Sweepers)

We have carpenters, electricians, masons, plumbers, housekeeping staff and construction team on board to ensure that all repairs, maintenance and construction activities are carried out on regular basis.

In charge : Director (General Administration)


Registrar

Registrar
REVA University
Bengaluru - 560 064

Policies and Procedures for maintaining and utilizing Physical, academic and support facilities.

Policy Details:

University has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. University has regular maintenance and periodic replenishment of essential facilities.

University policy is to have an effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective University functioning.

Systems for Maintenance and Utilization:

- Budget provisions are made for new as well as old facilities, repairs and maintenance. Departmental budget by office and library is made available every year.
- An establishment/repairs and maintenance committee is formed. Registrar is the chairperson
- University Development Committee is also formed for overall planning and development of the college.
- School requirements for new purchases and maintenance of old is collected every year and approved in the University Development Committee meeting.
- Stakeholders' suggestions are also considered.
- Office interprets and analyses the requirement based on necessity, urgency, available funds and budget is given to each School.
- Depending on the availability of funds, requirements are fulfilled by the establishment committee under guidance of Registrar.
- The Directors of the Schools of the University takes a periodical review of repairs and maintenance requirements of their respective Schools.
- The University has an annual maintenance contract (AMC) for physical facilities



REVA
UNIVERSITY

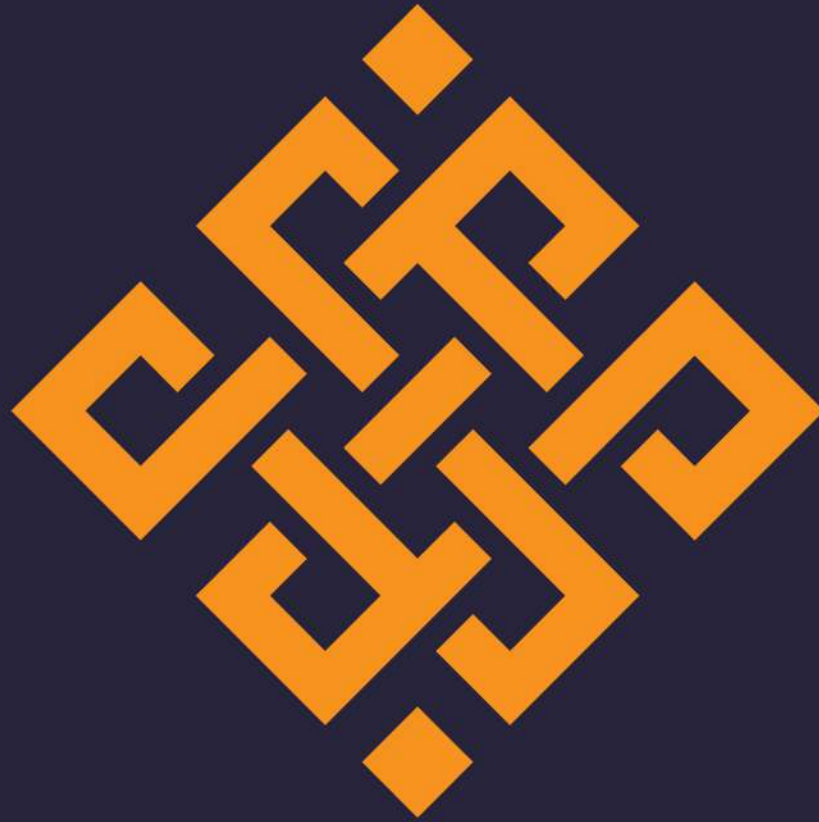
and equipment is maintained on regular basis.

- ISO 9001:2015 Certification auditors certify the proper maintenance and utilization of all the facilities in the University.

REVA University ensures optimal allocation and utilization of the available financial resources for the maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by University as per the requirements in the interest of students.

Registrar

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REVA University
Bengaluru - 560 064



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