



SARDAR PATEL UNIVERSITY

NAAC Accredited with Grade 'A' (CGPA 3.25) (23-1-2017 to 22-1-2022)

Vallabh Vidyanagar - 388 120 (Gujarat) India

Estate Section

Website : www.spuvvn.edu

Phone: (02692) 226816

Policy and Procedures for Maintaining Physical Facilities

Various physical facilities of the campus that include all the buildings that house departments, university office, library, service centers, university health centre etc are regularly maintained from the grants specially earmarked under the budgetary head, and by undertaking the following type of work:

- To plan execute and supervise the different types of work viz. civil, carpentry, plumbing, fabrication, glass-fitting, etc. under budget allocation "Repairs and maintenance of Building" by the state Government.
- Planning, supervision and execution of maintenance work for 386 Quarters, 6 Hostels, 3 Guesthouses. P. G. Departments, Vice-Chancellor Bungalow and other university properties viz (i) Health Centre, (ii) Bhaikaka Library, (iii) Computer Centre, (iv) Community Science Centre, (v) Student Center, (vi) Balwadi.
- To plan, execute and maintenance of drainage system for university campus and colony buildings.
- To execute and maintain water works for University campus and University colony.
- To plan and execute different types of renovation work under different UGC grants for various departments under SAP/COSIST/CAS programme.
- To plan, execute color work for University building, Hostels as per availability of the budgets.
- To prepare agenda, minutes of building committee and execute the recommendation of the committee.
- Preparation of tender with details specifications for certain work i.e. fabrication works, civil works.
- To plan, execute, supervise water proofing works for terrace and toilet blocks.
- To plan, execute, supervise, paste control treatment work for university properties.
- To plan, execute, supervise the glass fitting work for University building.
- To plan, execute, supervise LP Gas supply system for various University Department, Hostels.

The university estate section headed by an Engineer is assisted by following staff

University Engineer - 01, Junior Engineer - 01, Ad-hoc Engineer - 03,
Supporting Staff

The University engineer and his staff regularly visit the facilities themselves or upon receiving the complaint from the facility, to assess the type of repair and arrange the repair work either using the material and manpower available inhouse or by outsourcing.

The details of the repair and maintenance work and its completion is registered in records and the report of satisfactory completion is obtained by the head of the concern facility.

- The help and guidance of the architect is taken from time to time depending upon the nature and quantum of repair.
- The estate department estimates the cost of the repair and maintenance, with the help of architect (wherever and whenever is required) and submits the same with justification for the approval by the university authorities. The outsourcing is taken up after the inhouse estimation and calling open quotations/tenders. The tenders are opened by the approved committee and are scrutinized for technical compliance and also negotiations are made on price as well as on materials to be used.
- The final orders are placed by the university procedure after getting the Building Committee, Finance and Establishment Committee and Syndicate and if the cost of the order exceeds Rs. 5.0 Lakh. Otherwise, the orders are placed as per the delegation of powers approved by university syndicate.
- The repaired and maintenance work is continuously monitored during the guarantee period, as mentioned in the order.

The major maintenance and repair work and also other new projects are monitored, governed and approved by Building Committee, a statutory body with following composition and functions.

The Building Committee

1. The Building Committee consists of:-

- (1) The Vice-Chancellor: Chairperson
- (2) A representative of C.P.W.D. or P.W.D. undertaking, not below the rank of Executive Engineer.
- (3) A representative of the Planning Board.
- (4) The Registrar.
- (5) The Finance Officer.
- (6) A representative of the user Departments along with Two Teachers of the University not below the Rank of Professor nominated by the Vice-Chancellor.

Associate Members

- (7) The Head, Department of Civil Engineering (where it exists)

(8) The Head, Department of Electrical Engineering (where it exists)

or

The Principal of Engineering College in the University (where it exists)

(9) The University Engineer or the University Architect or a Govt. Architect.

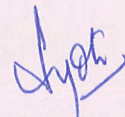
And its functions are as follows:

1. The Committee shall meet whenever necessary.
2. The Vice-Chancellor shall preside at the meetings of the Committee and in his absence the members present shall elect the Chairman for the particular meeting.
3. The committee shall be incharge of the University Building and shall recommend to the Syndicate any repairs, alterations or additions to the existing building, which it may deem necessary or urgent and shall advise the Syndicate in all matters relating to the University Buildings.
4. The Building Committee should be responsible for finalizing the plans and estimates of the various building projects proposed to the Commission and for ensuring the completion of the buildings in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission, the Government and from the University's own resources.



UNIVERSITY ENGINEER
SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR

25-June-2021



Incharge Registrar
Sardar Patel University
Vallabh Vidyanagar



UNIVERSITY PRESS

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar - 388 120, Dist. Anand

Phone : 91-2692-226879 Fax : 91-2692-230309, 237258

Utilization and Maintenance of University Press

The University Press is a central facility. The Printing of all types forms, vouchers, registers, letter pads, budget papers, journals, magazines, books and binding work done at University Press. The University Press has Press Manager, Offset Machine Operator (01), Compositor cum Data Entry Operator (01), Junior Compositor (01), Helper (01) and supporting Staff (06). The work is divided in two Units (1) Printing Press (2) Examination Unit. Offset Machine, Cutting Machine, Stitching Machine, Folding Machine, Punching Machine, Pressing Machine are used in the press. The repair and maintenance of the above machines is done by USIC or if required by out sourcing as per the norms of University. Photo copier and Copier Machines are used for Printing of Examination Question of Papers all UG and PG Courses in the University Press. These machines are maintained by AMC. Total 7 Computers / Desktops are used in Examination Unit of University Press. The maintenance is in-house and done by USIC & Software is maintained by Computer Centre of the Sardar Patel University. The Governance of the activities at University Press is done by University Press Committee consisting of Vice-Chancellor, Registrar, Syndicate Members, Experts of Other Press.

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**Incharge Registrar
Sardar Patel University
Vallabh Vidyanagar**

Suren Patel
**PRESS MANAGER
S.P. UNIVERSITY PRESS
VALLABH VIDYANAGAR**

25-6-2021



USIC
University Science Instrumentation Centre
Sardar Patel University, Vallabh Vidyanagar 388120
Dist: Anand Gujarat Phone:(02692)226851 / 226850

The utilization and Maintenance undertaken by USIC (University Science Instrumentation Center)

USIC activities is supported and managed with I/c Head (01), Electrical Overseer (01), Electrical Wireman / Hamal: (01), Technician: (03), Supporting Staff: (07), Administrative Staff (01), Peons / Sweeper (01)

USIC is a central facility Services. Services being offered by USIC are primarily categorized in Two Components:

1st Component: (Instrumentation Services)

1. Repairs and Maintenance of Analytical and Laboratory Instruments, Computers, Printers and UPS.
2. Facilitates AMC for RO systems, Lifts, Ductable AC Plant, CCTV Surveillance System.
3. Extending Facilities for Glass Blowing Systems (Repairs of broken Glassware, Ampoule Sealing for Research Students, fabrication of Glassware as required)
4. Full fledged Mechanical workshop to extend Repairs of Gadgets and need based Fabrication work.
5. Maintaining all Air Conditioners / Water Coolers / Refrigerators / Deep Freezers of entire University campus.
6. Fabrication of Water Chiller Plants for Hostels (02), P G Depts. (03)

Process Followed to extend the services:

Anyone from the dept or other university sections requiring the services will submit a service request specifying the details of required services. USIC staff will attend the said instrument / equipment / PC / UPS / Printer / AC etc and manage to rectify the same at site location itself. If the reported fault is found not repairable at site USIC Staff would request to transfer the said device to USIC facilities.

Faulty component as required will be managed and purchased following due University purchase guidelines and procedures by inviting Quotations and subsequent administrative approval. On receipt of the same USIC Staff will rectify and set right the said equipment and deliver to the concerned dept/section.

However, USIC may facilitate to set right the said equipment by utilizing the services of Skilled manpower (out sourcing) in case the same is found not repairable by USIS Staff.

In any case if the equipment's / devices are found non repairable / not advisable to repair USIC will facilitate the Write Off procedure as per set guidelines by the University.

USIC charges for extending this services based on the cost of Raw Material + Man Hours Consumed.

All purchases are appropriately accounted and a record of the same is maintained using Dead Stock and Stock Register.

USIC utilized the budget allotted to it on annual basis under the heads Consumables and Contingencies, Repairs and Maintenance of Equipments, Consumable Articles

Utilization:

On an average USIC attends about 750 to 800 Job Cards.

2nd Component: (Electrical)

All Electrical apparatus like Lights and Luminaries, Ceiling / Exhaust / Pedestal / Wall Mounted Fans, Electrical Geysers, Electrical Wiring including Switches, Fan Regulators, MCCBs and MCBs, Electrical Panels are totally repaired and maintained by USIC Staff. We maintain enough inventory of this regular used items like TubeRods, Switches and Sockets, LED Fixtures, MCBs, wires and cables and miscellaneous hardware. All this items are purchased by inviting quotations and following the set procedures of University along with maintaining the Material Issue Slip and Stock Register.

Any apparatus reported not working are first attended by our staff for repairs and if found non repairable it will be replaced from the maintained inventory at USIC. Any type of Fans which requires Re-Winding / Bearing Replacement will be managed as an out sourced activity.

Any new requirements / updation / renovation required to be provided will be first inspected for validating the requirements followed by preparing the estimate on our own, seeking the administrative approval and post receipt of approval this will be managed either by inviting Quotations from local service providers / publishing the open bid on N-Procure depending on the estimated cost.

The received bids / quotations will subsequently be processed through Building Committee and Syndicate approval.

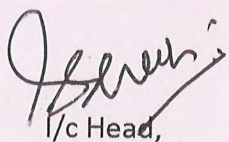
USIC Electrical Staff also manages the following:

1. Attending basic repairs of DG/Gas based Generators Sets and managing regular servicing and maintenance as and when required through Authorized Service Providers.
2. Attending basic repairs of Water Pumps with associated Starters and maintain this to provide 24 hour water supply to University Campus, Satellite Depts and University Staff colony.
3. Regular maintenance and overhauling of HT Transformers – 03 nos.
4. Supervision and putting in place the measurement sheet for all new projects being undertaken by University from time to time.
5. Estimation and Tender preparation for Re-Electrification work for Univ Staff Quarters, Hostel Buildings, P G Depts etc. This includes publishing the Bid on N-Procure, Opening and evaluating Technical Bid followed by Price Bid through Tender Open Committee Members as nominated by Hon'ble Vice Chancellor, approving it from Building committee and Syndicate and finally getting the work executed from the selected bidder as per tender specs.
6. All Electricity bills of vacant staff quarters, Water Works, HT Connection, few P G Depts are checked and validated by USIC Staff.

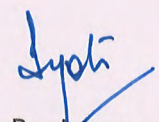
USIC utilized the budget allotted to it on annual basis under the heads Repairs and Maintenance to Building – Electrical, Repairs and Spares of Electrical Motors and Pumps, Addition and Alternation to Bore

Utilization:

On an average USIC(Electrical) attends about 950-1000 Service Requests..


I/c Head,
USIC

**HEAD
DEPARTMENT OF USIC**


I/c Registrar
Sardar Patel University

**Incharge Registrar
Sardar Patel University
Vallabh Vidyanagar**



Maintenance and Utilization of Bhaikaka University Library:

1.

Library building is maintained by University Estate section. Electrification is maintained by USIC (University Scientific and Instrumentation Centre). Library has Solar panel which is regularly cleaned by library supporting staff and technical part is maintained by USIC. Air conditioners are also maintained by USIC. Library furniture, plumbing, civil, water supply and drainage is take care of by University Estate section. CCTV surveillance system is maintained through outsourcing agency. Telephone and Intercom facility have been maintained by USIC. Fire safety is taken care of by fire extinguishers and refilled regularly and maintained by University Estate Section.

2.

Books purchased are accessioned at Accession Register and data entry made at SOUL software. Accounts of purchased books are maintained by following proper procedures laid by University Account section. Preservation of books is done with the help of Naphthalene Balls and Horse power bags at each stack areas. Cleaning and dusting work is conducted through vacuum cleaner machines. Cleaning operation is done on daily basis by persons hired on contract. Fumigation treatment is done every ten years. Books are purchased and weeding out through Library Committee only. Library Committee is established through University Statues. There are 12 members in the Library Committee and making policy and framing the rules for the University Library as well as departmental libraries.

If book is lost by the users it has been replaced with same. Stacking is done for every ten years. Missing, damaged and withdrawal of books are treated through Library Management Software SOUL 2.0. Research Journals are regularly bound and stacked. Books and Library membership ID are bar coded to run the in house operation of library. The library has a total 05 library & technical staff and 16 supporting staff.

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3.

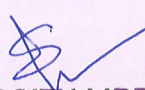
Old theses have been digitized by outsourcing agency called ProQuest. Digitized theses are uploaded to Shadhganga website and Institutional Repository (IR) also. IR is maintained by library staff. Research project reports are uploaded by library technical personnel at DSpace (IR). SOUL software is maintained with the help of INFLIBNET Centre and library staff. SOUL data backup files are prepared daily and preserved at separate hard disc by library personnel. Web portal updates regularly and Cyber Cafe is also maintained by the University Computer Centre. It is used as Help Centre for new admissions, exams forms and for convocation forms. Library Software and other required software are purchased with the help of University Computer Centre. Networking, Internet, Wi-Fi, antivirus tools and firewall are provided and maintained by University Computer Centre. Hardware maintenance is done by University USIC.

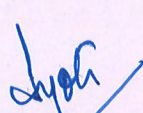
4.

Reprographic service is maintained by outsourcing which covers repairing and refilling ink and replacement of parts.

5.

Usage: On an average 750 users get books issued per month and 6000 users avail the facility of reading hall, cyber cafe and audio visual room. The University library premise is Wi-Fi connected. There are 20 departmental libraries under the umbrella of university library.


**I/C. UNIVERSITY LIBRARIAN
BHAIKAKA LIBRARY
SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR**


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Physical Education

Website : www.spuvvn.edu

Utilization and Maintenance of University Sports Complex (YUVI Sports Complex)

The university Indoor Sports Complex has facilities of two Synthetic Badminton courts, Table Tennis hall and one wooden multipurpose court in which we have Provision to play Basketball, Volleyball, Handball, Kabaddi, Kho-Kho and it can be used as Shooting range also at a time.

This sports complex is headed by Director Physical Education. The section is assisted by two physical instructors and administrative staff. Physical Education section handles the work as per guidelines of Board of Sports. The Board of Sports is constituted as per university act provision and consist of:

This Boards guides and approves the proposals from time to time. While purchasing of any equipments for the complex we have following procedure to be adopted. A tender is sent to the suppliers of sports equipments, thereafter tenders are opened by purchase committee, constituted by university, A comparative statement is made and placed before equipment purchase committee constituted by Board of Sports. Every thing is finalized by committee, some times committee negotiate with suppliers also if required The supplier who quotes lower rate is selected for placing the purchase order.

Thereafter the minutes of the equipments purchase committee is placed before next Board of Sports, for approval

- I. Chairman, appointed by the syndicate.
- II. Director, Physical Education, Sardar Patel University.
- III. Four members from amongst the Principals of the affiliated colleges.
- IV. Four physical instructors to be selected as far as possible from colleges which have no principal representative.
- V. Two In-charge Physical Instructors, where there is no Physical Instructor, to be selected amongst teachers from colleges which have no principal representation.
- VI. One Head from all the P. G. Department and one faculty member from all the P. G. Department who is interested in games and sports and youth welfare activities.
- VII. Three persons nominated by the syndicate from amongst the members of the syndicate who are interested in games sports.
- VIII. One outside/ internal expert in games and sports, who is not connected with P. G. Department and affiliated colleges.
- IX. Senior most NCC officer.
- X. One student representative amongst the sports persons to be nominated by the chairman, Board of Sports Welfare.



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Maintenance

The sports Complex is maintained by In-house staff. If any playing court is damaged, services of supplier is taken if it is in warranty period. Sports kit is provided (nonreturnable basis) to the students who represent university at the regional and all India level. Tournaments and stock register of equipments purchased, utilized and disposed off is maintained year wise. The maintenance regarding infrastructure (Civil and electrical) is done by the Estate and USIC sections of the university.

Code of utility of Sports Complex

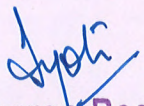
A policy to utilize sports complex is prepared and approved by Board of Sports. There is prescribed fee for students of affiliated colleges. Similar rules are also framed for others from private organization

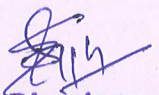
The facilities within sports complex are also given on rent basis activity for sports activity.

There is a university prescribed procedure to seek the permission for facilities of Sports Complex.

Policy for Utilization of Sports Complex

- ❖ Sports complex is used for sports training practice and hosting competition purpose only.
- ❖ Students must have Identity Card of current year.
- ❖ No eatables and soft drinks are permissible in the sports complex.
- ❖ Timing of the complex is 06.00 a.m. to 09.00 a.m. and 05.00 p.m. to 08.00 p.m.
- ❖ Students are permitted to play in sports kit.
- ❖ University has right to terminated membership of any student for not following rules.
- ❖ To solve any problem complex in-charge can be contacted.
- On an average, the indoor sports complex is utilized by 40-50 sports persons in the shifts.


Incharge Registrar
Sardar Patel University
Vallabh Vidyanagar


Director
Physical Education
Sardar Patel University
Vallabh Vidyanagar.

VALLABH VIDHYANAGAR

VALLABH VIDHYANAGAR

Sr. No.	Nature of power	Existing Power Delegated	Revised	Remarks
1	Sanctioning purchase of items or execution of work, after inviting quotations or open quotation	i. Vice-chancellor (Up to Rs. 1,00,000/-) ii. Registrar (Up to Rs.50,000/-) iii. Head of the Department (Up to Rs.30,000/-) <u>Only for recurring expenditure</u> iv. Deputy Registrar / Chief Accounts Officer / Engineer / Development Officer / Controller of Examination (Up to Rs.5,000/-)	Rs.2,00,000/- Rs.50,000/- Rs.50,000/- Rs.10,000/-	Subject to budget provision and laid down procedure " " "
2	Sanctioning purchase of items or execution of work, without inviting quotations or open quotation	i. Vice-chancellor (Up to Rs. 20,000/-) ii. Registrar & Head of the Department (Up to Rs.10,000/-)	Rs.50,000/- Rs.25,000/-	Subject to budget provision and noting of reason for doing so in the sanction letter "
3	Sanctioning purchase of items of fixed specification from manufacturers or authorised agents at fixed catalogue prices and terms	i. Vice-chancellor (Up to Rs. 1,00,000/-) ii. Registrar (Up to Rs.20,000/-) iii. Head of the Department (Up to Rs.20,000/-)	Rs.2,00,000/- Rs.50,000/- Rs.50,000/-	After inviting quotation from manufacturer / dealers etc. " "
4	(A) Sanctioning contracts for execution of work or supply of articles after inviting rates. (B) Inviting tenders by advertisement in news paper.	i. Vice-chancellor (Up to Rs. 50,000/-) Above Rs. 5,00,000/-	Rs.2,00,000/- Rs.10,00,000/-	After obtaining approval of registrar regarding the budget head under which the expenditure is to be debited Subject to budget provision and laid down procedure.

Incharge Registrar
Sardar Patel University
Vallabh Vidyanagar