

Standard Operating Procedure for Upkeep of Facilities of Amity University Madhya Pradesh, Gwalior

1 Introduction- Facilities operations and maintenance encompasses a broad spectrum of services, competencies, processes, and tools required to assure the built environment will perform the functions for which a facility was designed and constructed. Operations and maintenance typically include the day-to-day activities necessary for the building/built structures, its systems and equipment, and occupants/users to perform their intended function. Operations and maintenance are combined into the common term O&M because a facility cannot operate at peak efficiency without being maintained therefore the two are discussed as one.

University has major facilities for upkeep of the campus and provides essential services for maintaining the campus. In addition, it ensures beautiful ambience for the staff and the students including their needs so as to they can focus on their desired roles and aims for a bright professional opportunity ahead in future.

Campus Facility and Ambience-

2 Amity University is spread out in around 102 acres and is hilly in layout. The area construction has been done as per the layout of the ground which adds to the beauty of the campus and enhances the overall ambience and the environment of the campus. It also has wildlife and one can find beautiful birds for bird's watchers. It is a lush green campus despite being a young campus.

3 The following facilities are available for the students in campus-

- (a) Transport facility for the students covering the entire town.
- (b) Sufficient parking place for the students traveling on their own transport.
- (c) Messing facility airconditioned for Hostellers and day Scholars.
- (d) Clean drinking water with RO facility and dedicated soft water plant.
- (e) ATM from Axis Bank.
- (f) 24 hrs standby power.
- (g) Cafeteria in each of the three Academic blocks.


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Amity University Madhya Pradesh
Gwalior

- (h) Coffee Shop available till 10 PM.
- (i) Medical Aid 24 hrs with Ambulance and Nursing assistance.
- (j) Photocopy Shop including Stationery and essential grocery.
- (k) Amul Milk Parlour.

4 **Physical Resources.**

There are three Academic blocks A, B and C. The constructed area of these blocks' areas under-

- (a) Academic Block A - 55774 Sq ft.
- (b) Academic Block B - 1,15555 Sq ft.
- (c) Academic Block C - 1,35,677 Sq ft.

5 **Classrooms to Representing ICT Facility**

ICT facility are provided in all the Lecture Theaters and Classrooms on need basis. In addition, WIFI is provided to the entire Campus including Hostels.

6 **Sports Facility.**

In addition to above we have a beautiful, illuminated sports complex to include badminton courts. Tennis courts, Basketball courts, and cricket practice pitch.

The following **outdoor** facilities are provided -

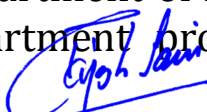
- (a) Football ground - 01
- (b) Volleyball Ground - 02
- (c) Basket Ground - 02
- (d) Tennis Courts - 08
- (e) Badminton Courts - 04

Indoor

- (a) Gym - 02
- (b) Table Tennis - 02

7 **Counselling Centre.**

Counselling Centre is maintained and run by the department of Amity Institute of Behavioral of Allied Science. The department provides counselling on need basis to the students.


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Amity University Madhya Pradesh
Gwalior

8 Common Rooms

Common rooms are available in each of the Academic blocks.

9 Day Care Centre for Young Children

This being run in Girls Hostels premises and is provided with all basic amenities to included AC, Fridge Utensil's etc with lady attendant to look after the kids.

10 Utilization of Academic Infrastructure

The allotment of classrooms/ Lecture theaters is done to the departments as per norms laid down by statutory bodies. This is done by a Board of Officer Headed by Pro VC. In addition, all labs are specifically designed as per the needs of various Schools and allotted to them. The IT labs are Centrally managed by IT department and allotted to various departments as per their load and needs.

11 Maintenance Policy - The Entire Campus and Infrastructure is maintained as given under-

(a) **General Maintenance** - This includes Electricity /its fitments, water supply, and furniture. To carry out we have a permanent staff of electricians, carpenters, and plumbers for which a quarterly maintenance budget is projected and allotted, and a very high standard of operational efficiency is maintained. A dedicated complaint Register is kept in the entire University at the various location under admin sup/ wardens and the note is made of same and task allotted to the maintenance team headed by Asst Dir Maintenance who overall ensures the timely repairs are carried out.

(b) **AMC- Annual Maintenance Contract**- The under given facilities are given under to professional firms on AMC as-

- (i) Chiller plants
- (ii) Duct able ACs
- (iii) STP's
- (iv) RO's
- (v) Water Softening Plant
- (vi) Pest Control
- (vii) Tank Cleaning


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Gwalior

- (c) **Outsource** - Certain works are outsourced to include as under-
- (i) House Keeping
 - (ii) Horticulture

12 Water Management.

The University is presently dependent on Borewells which are presently 10 in numbers.

The water is hard with average prevailing TDS 1800. However, soft water plant with capacity of 30 KL of ION EXCHANGE is installed in the Campus to improve the quality of water.

For drinking water 24 Nos 50 liter of ROs are fitted in the entire campus. They are regularly maintained under AMC.

In addition to above application for water supply has been forwarded to Nagar Nigam for supply of water with overall cost for laying dedicated pipelines amounting to Rs 67 lakh has been deposited by the University. The work is yet to be completed.

13 Water Quality

Water quality is enhanced by using soft water plant of ION Exchange of capacity 30 KL and ROs of 50 liter in 24 Nos are installed in the Campus to provide potable water.

14 RAINWATER HARVESTING IN THE CAMPUS

The requirement of water for the campus is being met by digging 10 Nos of Borewells as no water from Nagar Nigam is being supplied.

The borewells dug in the campus have not enough ground water to yield water continuously. Half numbers of the borewells dry up during continuous pumping. To recharge these existing borewells and to restrict the out-flow of rainwater, Amity University arranged to construct 10 Nos of Water Harvesting Pits of capacity 30,000 liters at various locations (Water Catchment Area) to conserve rainwater. These pits have been provided enough filter media to restrict the mud/silt during rains. This has also been applauded by Hon'ble High Court Gwalior MP. Local Newspaper cuttings are attached for ref.

The above has brought sea change in saving of rainwater and has thus improved the water level of our borewells which helps us in meeting our water requirement in peak summers.



Registrar

Amity University Madhya Pradesh
Gwalior

15 Waste Management

The waste management is well organized in the University. Two STPs have been installed with following capacity: -

- (a) STP No -1 – 2.10 KLPD
- (b) STP No-2 - 1.60 KLPD

These sewage Treatment Plants are being maintained by authorized agency M/S Green Wastetech located at Gurgoan (HR) under AMC.

16 SOLID WASTE MANAGEMENT

Amity University Madhya Pradesh was established in the year 2011 in 102 Acre of land. Presently it has three academic blocks, four hostels (one is under construction) and other ancillaries. The University has approximate strength of 3000 members (student, faculties, and other staff).

(a) Solid waste is generated by all the staff, students and visitors who visit the campus regularly. This waste is generated in the form of packing materials, unserviceable/retrieved maintenance items, stationeries paper, food items and dry leaves fallen from trees on the roads/ parking.

(b) The stationeries paper waste and other food items is collected in the waste bins (both degradable and non-degradable) installed in the academic blocks in sufficient numbers. The waste generated in the academic blocks is transported to the central waste rooms and further segregated into sellable and other unusable. And finally, both the sellable and unused waste are lifted by the local vendor for which he pays monthly charges.

(c) The waste retrieved from maintenance items are sold quarterly/half yearly to the local vendor by Board of Staff ordered by Dir Admin.


Registrar
Amity University Madhya Pradesh
Gwalior

(d) And dry leaves fallen on the roads/parking, is collected by housekeeping staff and transported to the compost pits available in the campus wherein it is dumped into the pits for making compost naturally.

17 LIQUID WASTE MANAGEMENT

Amity University Madhya Pradesh was established in the year 2011 in 102 Acre of land. Presently it has three academic blocks, four hostels (one is under construction) and other ancillaries. The University has approximate strength of 3000 members (Student, faculties and other staff).

(a) Liquid waste is generated by all the staff, students and visitors visiting the campus regularly. This waste is generated in the form of sewerage and wastewater from toilets and cafeterias. This liquid is channelized to manhole's installed outside the blocks and further transported to the collection chambers and further lifted/raised through sewage pumps to the STPs installed in the campus.

(b) 02 STPs of capacity 2.1 LLPD and 1.6 LLPD are installed for taking care of liquid waste generated in the campus. This waste is further treated with various process at STPs and finally treated water is used in toilets for flushing (in hostels) and for horticulture purposes.

18 Energy Management

The University has installed Solar Power Plant of capacity 307 KW so as to save energy. This likely to be enhanced further.

19 Clean and Green Campus Recognition

The University has participated in Inter University Swachh Bharat Abhiyan competition twice in year 2017 and in year 2018.

The effort was appreciated by the Inspecting Team for making clean and green environment in a such short duration.

21 Land Scape Environment.

The University has maintained the existing and added to the Land scape Environment of the Campus. The layout of the land has not been

disturbed and existing hill features have been used for layout of the entire Campus. This has made the campus layout beautiful and has been appreciated by all dignities and visitors visiting the campus.

22 Transportation

We are running regular fleet of buses on need basis to provide facility to the students to reach the campus with comfort and safety. In addition, the University has fleet of vehicle's for staff for official duties.

23 Conclusion -

Requirements will vary from a single facility, to a campus, to groups of campuses. As the number, variety, and complexity of facilities increase, the organization performing the O&M should adapt in size and complexity to ensure that mission performance is sustained. In all cases O&M requires a knowledgeable, skilled, and well-trained management and technical staff and a well-planned maintenance program. The philosophy behind the development of a maintenance program is often predicated on the O&M organization's capabilities. The goals of a comprehensive maintenance program include the following:

- Reduce capital repairs
- Reduce unscheduled shutdowns and repairs
- Extend equipment life, thereby extending facility life.
- Realize life-cycle cost savings
- Provide safe, functional systems and facilities that meet the design intent.

The University has well organized Maintenance department headed by Director with dedicated team of maintenance. The team takes pride in providing the best possible facilities to its staff and students. All feedback on these issues are attended on priority and feedback given to the students. A combination of dedicated staff outsources, and AMC's are done to maintain a state of art infrastructure.

A small care like provision of water to birds and wildlife including feed provided voluntarily by our staff. Motivation of staff and their welfare are the key component of maintain high standards.


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Gwalior