



Accredited by NAAC with 'A' Grade

Maintenance Policy

Established in 1983, Sri Padmavati Mahila University is spread over 130.12 acres of lush green campus. Though situated in a rather dry region of Rayalaseema in Andhra Pradesh, the University has been successfully preserving a thriving flora and fauna over the last several years. SPMVV has a well developed infrastructure including ICT enabled classrooms, seminar halls, common rooms, guest house, auditorium, conference halls, laboratories, audio-visual studio, animal house, gardens and green spaces, roads and pavements, parking lots and rain water harvesting mechanisms. The infrastructure of SPMVV and the green spaces provides excellent facilities for teaching-learning and research processes. The campus promotes physical and mental well being of all its inmates as also a healthy learning and work environment.

The University has a well-established system for maintenance and utilization of physical, academic and other facilities like library, laboratories, sports facility, computers, classrooms, hostels, guest house, auditorium, seminar halls, and parking areas. The facilities are subjected to physical verification of stocks by internal members. High-end equipment, computers, printers, photocopiers and air conditioners are maintained through Annual Maintenance Contracts system.

Scope of the Policy

A well maintained campus and its infrastructure promotes efficient learning and the Carbon neutral, plastic free spaces align to the objectives of the University. Resources are well maintained and efficiently utilized for optimal performance of all departments and sections.

Objectives of the Policy

1. To provide safe, secure, healthy, efficient and latest infrastructure and facilities to all staff and students in order to promote resourceful learning and research opportunities.
2. To maintain a healthy, green, plastic-free, Carbon neutral campus.
3. To achieve sustainable development goals with women's empowerment as a priority.



REGISTRAR
SRI PADMAVATI MAHILA VISVAIDYALAYA
(WOMEN'S UNIVERSITY)
TIRUPATI-517 502

Policy Statement

1. **Physical Facilities:** The Engineering section of the University shall monitor and address all issues relating to maintenance of buildings, roads, electrical system, rain water harvesting pits, pavements, landscaping and parking lots.
2. **Classrooms:** Cleaning and the maintenance of classrooms and laboratories is done as per cleaning schedule. Laboratory rules and regulations are displayed for users. Standard operating Procedures are followed for maintaining high-end equipment. Teaching aids like computers, LCD projectors, smart boards and black boards are maintained regularly.
3. **Laboratories:** The repair and maintenance of laboratory equipment, electronic devices and computers are managed through Central Instrumentation and Maintenance Facility (CIMF). The guidelines are developed for the waste disposal, Solvents, acids and hazardous chemicals used in the laboratories are stored and disposed off, according to the hazardous waste management guidelines. Biological and culture wastes are properly decanted and disposed off, as per the norms of bio-safety procedures. The gas pipelines in the laboratories are regularly monitored and periodically replaced. **Computers:**
4. Computers are maintained with the support of authorized service engineers and technical staff of the University. ICT facilities including campus Wi-Fi is supervised by the Computer Centre, Command Control Centre and supporting staff. Annual maintenance includes software and anti-virus up gradation.
5. Library databases are secured using antivirus and cyber security system. Back volumes, important books and journals are preserved in the form of bound volumes. Books and journals are properly maintained by protecting them from insects and rodents using rodent traps and insect repellents. Books are maintained in separate Page locations for each department in addition to the preservation of M.Phil., Ph.D. and D.Sc. theses. Accession numbers are assigned for the books purchased.
6. The running tracks of the Physical Education department are regularly cleaned and the surface is evenly maintained. The courts are marked regularly as per the standard guidelines stipulated by Sports Authority of India by well-trained markers and monitored by the Director of Physical Education. The court fencings and floorings are repaired as and when required. Basic appliances in gymnasium are cleaned twice a day. Treadmills and other weight training equipment are maintained with proper lubrication from time to time for friction-free motion.
7. **Utilisation Mechanism:** The physical, academic and other supporting facilities are



utilised effectively with proper schedule, prepared at the beginning of every semester based on the needs and requests. The utilisation of laboratory equipment is witnessed by maintaining individual log register while stock registers are maintained to ascertain periodical utilisation of chemicals and other consumables. Further, analytical equipment and laboratory facilities are extended to other academic institutions and industries for effective utilisation. Students are motivated to utilise the sports complex and library.

Implementation of the Policy

The University authorities and Engineering section, heads of departments, Deans and Directors are responsible for the implementation of the policy.

Responsibility

The staff and heads of the departments including Deans and Directors shall submit requirements for maintenance of infrastructure and equipment through proper channel to the administration. The administration in consultation with the Heads and Deans/Directors and Engineering section shall allocate funds and detail processes for maintenance of infrastructure and equipment. All common infrastructure on the campus shall be maintained by the Engineering section.

Approval and Review

The policy shall be reviewed once in three years by a committee constituted by the Vice Chancellor. The Registrar is custodian of the policy.




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