

Charotar University of Science and Technology

Infrastructure Development and Maintenance Section (IDMS)

➤ Objectives

Infrastructure Development and Maintenance Section (IDMS) plays an instrumental role in the management of assets of the Charusat University. IDMS is responsible for developing, managing and maintaining the infrastructure of the Charusat University campus. The principal aims of the IDMS are to maintain existing and provide additional physical resources and services, all at optimum standard and cost effectiveness, while providing compliance with statutory and general good practice requirements.

➤ Activities

A	New Development
I	Buildings
	Obtaining requirements from Departments / Institutes
	Governing Body directives
	Comprehensive Architectural design including Buildings, Electrification, Air Conditioning, Water supply, Waste water etc.
	Deciding executing agencies including Construction, Electrical and other agencies.
	Execution and its Monitoring.
	Handling Over.
II	Furniture and Interiors
	Obtaining requirements from Departments / Institutes
	Comprehensive Interior designing.
	Deciding executing agencies including Ready Purchase items, Labor, Material and other agencies.
	Execution and its Monitoring.
	Handling Over.
III	Complementary Infrastructure
	Campus lighting / Electrical Control Room
	Roads and Landscapes
	Water supply – Tanks / Borewells etc.
B	Comprehensive Maintenance and Support
I	Maintenance of Buildings
	Preventive – Electricity, Civil works, Plumbing, Furniture etc.
	Breakdown – Electricity, Civil works, Plumbing, Furniture etc.
II	Maintenance of Complementary services

	Landscapes, Nursery.
	Roads
III	Campus Security
	Security Personnel
	CCTV cameras
	Fire Fighting
	Fire Alarm System
IV	Transportation
	New Buses, Cars etc.
	Maintenance
V	Food Services
VI	Housekeeping
VII	Land Acquisition
VIII	Pest Control
X	Residential Accommodation
XI	Rental Space Management
XII	Event Management inputs (Shamiana, Sitting, Stall erection)

New Development Planning and Availability of Physical Infrastructure

- The University has a policy for creation and enhancement of infrastructure depending on the requirements of any change in the curriculum, student admission, introduction of any additional courses and facilities to students and employees. The budget for this requirement is prepared in consultation with HOD, Principal and Management and subsequently submitted to the Board of Management (BOM) for approval. Once it is approved, the same is implemented with the help of professionals in the concerned area.
- Intensive study of various reputed establishments / Universities is carried before proceeding towards the step of the development to take care of its optimal utilization. Services of external agencies are hired to ensure the implementation and timely execution of the projects. These services include consultants for designing, plumbing, electrification as well as Architects. Norms of bodies like AICTE, UGC, INC, PCI, and other Government authorities are considered for the development of the infrastructure.
- Board of Management/Governing body regularly takes decisions about infrastructure on Principal's requests. Purchase committee for Equipment and Purchase committee for Furniture are involved in the timely, efficient and economical procurement of infrastructure at regular intervals. Annual Contracts are fixed with reputed agencies for purchase of a variety of materials and purchase of standard furniture items for timely purchase.
- The various committees involved in the planning and developmental activities for infrastructure at CHARUSAT include Board of Management (as approving body), Building Committee, Finance Committee, Furniture Purchase Committee and Equipment Purchase Committee (as executing committees).
- Budget presentations are undertaken which approves the requirement of the whole year. Group of Deans/Provost make budget and discuss it thoroughly. Accordingly Accounts department

communicates budget to Principals. Thereafter it is presented to Finance Committee and Board of Management and subsequently to Governing Body for approval.

- Autonomy is given to Principals for purchase through a two tier system. Tier one represents Institute level purchase and tier two represents University level purchase. At the University level, the procedures are initiated upon the receipt of Principals' request.

Comprehensive Maintenance of Physical Infrastructure and Support

- CHARUSAT has Infrastructure Development and Maintenance Section (IDMS) office comprising technical and administrative staff for overseeing the maintenance of
- buildings, class-rooms, laboratories and other Infrastructure facilities. A workshop headed by Workshop Superintendent looks after maintenance and preventive maintenance work related with Carpentry, fabrication etc.
- Infrastructure Development and Maintenance Committees (IDMC) have been constituted in each department and institute involving one teaching and one non-teaching staff member. The committee is responsible for the smooth execution of maintenance and similar activities in a coordinated manner between Departments and IDMS office This committee looks after the furniture procurement as well as preventive maintenance of basic amenities like fixtures, intercoms, telephones, etc
- The maintenance of buildings, class rooms and laboratories are managed by the IDMS office of the University. Minor maintenance work related with Carpentry, fabrication etc. and preventive maintenance is carried by workshop throughout the year. There are Stores of electrical and plumbing materials to have ready availability of materials for maintenance. External agencies are also employed for maintenance work related with Civil, Aluminium section etc. There are annual Maintenance contracts for Water purifiers (RO systems), Air Conditioners, Water Coolers, Gardens, Pest Control, Fire extinguishers, Generators etc. The housekeeping and campus security have been outsourced with required contractual obligations. The campus is covered under electronic surveillance system.
- Up to date records of Preventive maintenance, breakdown maintenance, and log book of machines / equipment are maintained by the Institutes. Interdepartmental verification of stock is carried at the end of every year and the missing or damaged items are noted / written-off. Sophisticated equipment is covered under annual maintenance contract.
- Budgeted provision of 10-15% of Capital Related Expenditure is made each year for Maintenance expense.

Photographs (3 good quality / medium to high resolution photographs as .jpeg file)



