

POLICY FOR
ESTATE MANAGEMENT AND MAINTENANCE
POLICY
SIDDHARTH UNIVERSITY, KAPILVASTU



APPROVED BY EXECUTIVE COUNCIL DATED:
16.10.2025

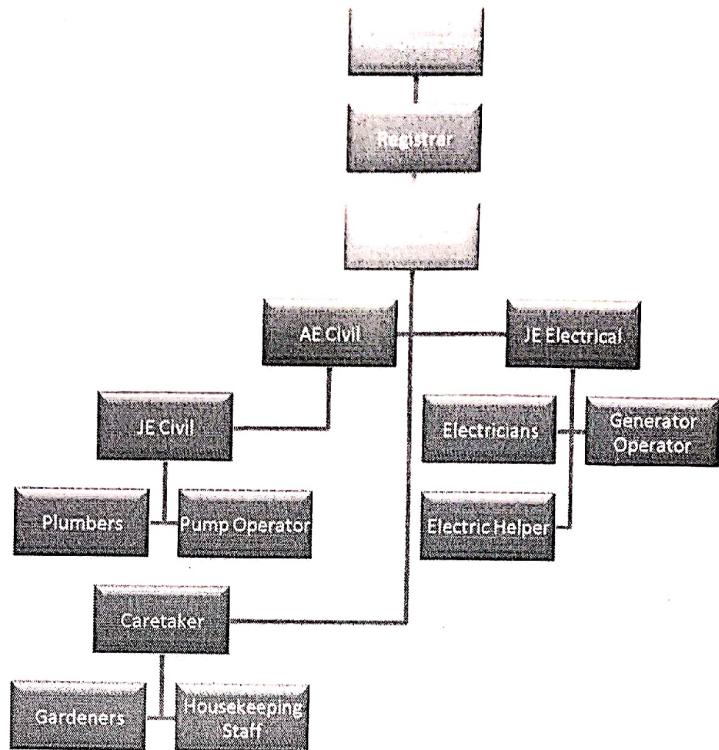
**SIDDHARTH UNIVERSITY, KAPILVASTU,
SIDDHARTHNAGAR, UTTAR PRADESH, 272202**

1. INTRODUCTION:

Siddharth University is a State University established in June 2015, located at Kapilvastu, Siddharth Nagar, Uttar Pradesh, India. The University has an extensive infrastructure to deliver its teaching, learning, and research programs and centralized administration offices that govern academic and research activities. The University acts with due diligence in addressing institutional priorities related to infrastructure and services. Maintenance of man, machine, and workforce is the backbone of the smooth functioning of any organization. University involves many stakeholders, be it the continuum of this system, students and teachers, or other critical stakeholders like administrative personnel, staff, security personnel, visitors, etc. Siddharth University, Kapilvastu, a fully residential university for teachers, staff, and students, requires keen insight and a deep thought process to draft its maintenance policy for its existing infrastructure. The Institute has an established system and procedures for the maintenance and utilization of infrastructure and other facilities on the campus. The University regularly maintains and periodically replenishes essential consumable and wearable facilities. The University has an effective mechanism for the upkeep of the infrastructure and other facilities to have optimum utilization of the facilities to have effective University functioning.

This Estate policy document provides a framework and outline for allocating responsibilities to ensure the effective use and maintenance of the University's existing infrastructure and other facilities.

The Estate office of the University shall be responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied and incidental activities. It will have civil and electrical wings and will operate under the supervision of Estate Officer who shall be nominated by the Vice Chancellor.



Organogram of Estate Office

2. IMPLICATION OF ESTATE MANAGEMENT & MAINTENANCE POLICY:

Our Estate Management & Maintenance Policy aims to achieve a high performance and service quality level rooted in proper communication, participation, and value for money spent on maintenance.

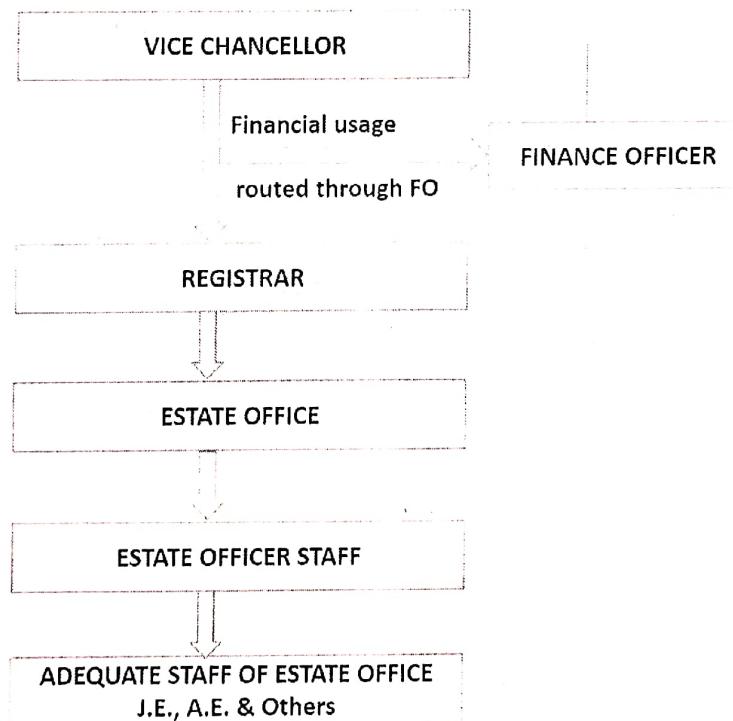
OBJECTIVES:

- To ensure that both the Estate Office and the University Campus meet relevant obligations about its management.
- To maintain high standards in maintaining physical facilities, academic infrastructure, library infrastructure, lab equipment, ICT facilities, sports and games facilities, medical center, residential facilities, guest house, water resources, power station, equipment replacement, electricals and electronics, common areas such as stairs, entrances, bin stores, gardens, and car parks, and ensure that Health and Safety obligations are met.
- Ensure that all the above areas are regularly inspected by staff, that visits are documented, and that any arising issues are dealt with effectively.

- Ensure that repairs to common areas reported are prioritized correctly and carried out within target and to a high standard.
- Ensure effective liaison with appropriate agencies, such as Local Authority Departments and municipalities, regarding environmental issues such as street lighting, garbage collection, abandoned vehicles, etc.
- The overall objective of the Estate Management and Maintenance Policy is to maintain a high level of satisfaction on the University Campus.

3. WORK ORDER SYSTEMS:

The Estate Office shall have a comprehensive work order system that includes all work request information, viz., source of work, description of work, priority, cost, and days to complete. This information shall be required for the University to plan for the delivery of maintenance services and evaluate performance.



4. ESTATE OFFICE:

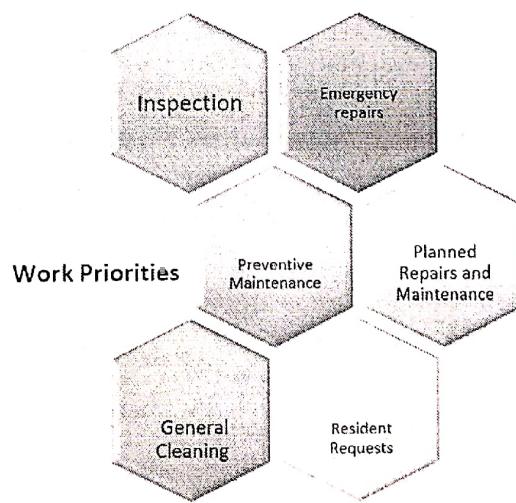
The office bearer of the Estate Office - the Estate Officer, is nominated by the Vice Chancellor for three years or until further orders. The Estate officer of the University shall be responsible for regular maintenance of all the infrastructural facilities, providing plans for campus

development and other allied and incidental activities. The Estate Office has civil and electrical wings, and it operates under its close supervision. The Estate office sets priorities for the work to be completed and implemented at the University. This priority system ensures that the essential maintenance work is done at the right time and is cost-effective.

5. Role and Responsibilities of Estate Officer:

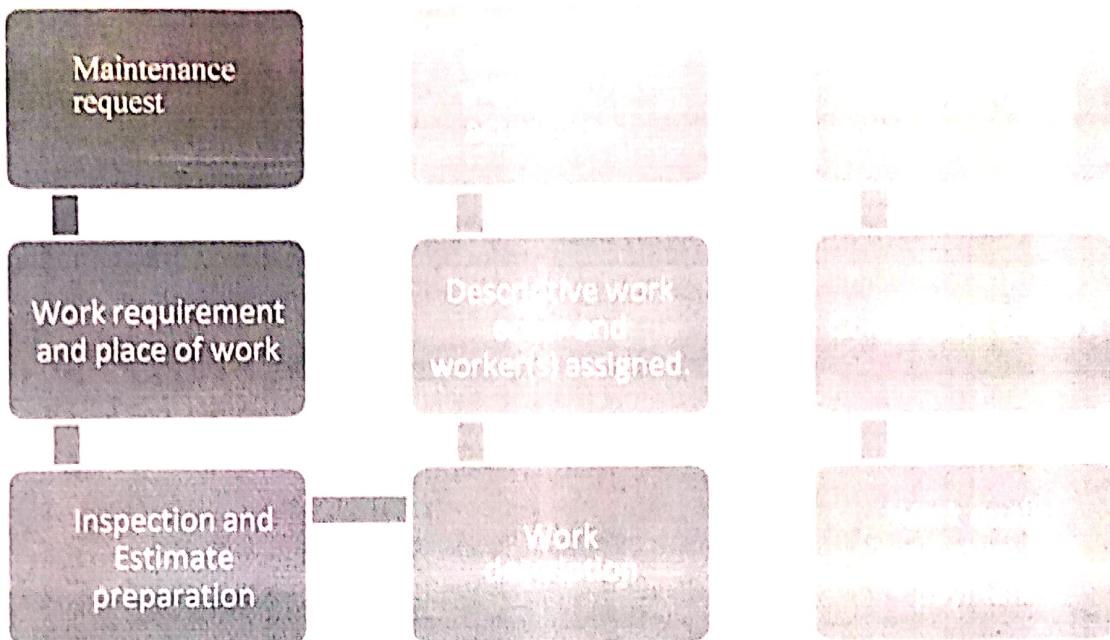
5.1. Building Committee: The building committee of the University meets at regular intervals to decide future goals for university infrastructure maintenance and new construction based on requests from different departments and future requirements. Developing a work plan helps the University anticipate its staff, equipment, and material needs. This also helps determine the need to contract particular services. The buildings are engineered to withstand earthquake jolts up to a higher extent.

The Estate office shall set priorities of the works which are to be completed and implemented in the University. This priority system shall ensure that the most important maintenance work is done at a time it can be performed efficiently and cost-effectively.



5.2 Work Order Systems

The Estate Office shall have a comprehensive work order system that includes all work request information, *viz.* source of work, description of work, priority, cost and days to complete.



5.3 Long Range Planning

The building committee of the University shall meet at regular intervals to decide future goals for university infrastructure maintenance and new construction on the basis of request from different departments and future requirements. The development of work plan shall help University to anticipate its staff, equipment and material needs.

5.4 MAINTENANCE OF PHYSICAL FACILITIES (ANNUAL AND DAY TO DAY):

The Estate office shall largely look into maintenance and supply of the following:

Buildings & Facilities	Details of Work
Academic infrastructure	White-washing and painting
Library infrastructure	
Lab equipment	
ICT facilities	
	Roof repairs during rain
	Repair of Floor, bricks and plaster works
	Repair and replacement of grills, windows, hinges, latches etc.
	Greasing and cleaning of doors and windows

	Installation and repairing of high mast, lights and fans Manning of fence
	Maintenance and repairing of water tank its installation and water supply
	Cleaning of drainage system and maintenance of STP
	Maintenance of office storage- Amirah, cupboards
	Maintenance of rainwater harvesting system
	Maintenance of guest House stadium helipad
	General beautification and enrichment of aesthetic components of the university
	Spray of pesticides and fumigation.

5.5 SECURITY & SURVEILLANCE:

The security of Siddharth University should be of prime importance. The security agency should be given the task. An adequate number of security personnel should be deployed in all critical areas of the university site.

CCTV cameras should be installed in all critical areas and ensured to function 24x7 to monitor the entire campus closely. Regular 24x7 maintenance of CCTV and all related electric and electronic facilities, checking the growth of wild animals within the campus, the appointment of security personnel at each entrance and exit point of the campus, electric wiring on walls surrounding the campus. maintenance of proper security in transport facilities for students shall be given priority as per compliance requirement and directives issued from U.P. Transport Department in this regard.

5.6 MAINTENANCE OF EQUIPMENT RELATED TO EMERGENCY AND EVENTUALITIES:

Life Safety Systems

The University shall have a comprehensive program for the maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Estate office shall develop

and implement a schedule that includes the equipment's inspection, servicing, and testing. The equipment to be included in the plan are the following:

- i. Fire alarms and fire alarm systems
- ii. Fire extinguishers
- iii. Fire hoses
- iv. Emergency generators
- v. Emergency lighting
- vi. Smoke detectors
- vii. Sprinkler systems

The plan will include testing and servicing as per the manufacturer's recommendations. It will also include determining the most reliable and cost-effective way to perform the work, including hiring a contractor.

Disaster Management Training should be imparted to everyone on the campus so that the equipment can be used promptly during emergencies.

6. ANNUAL STOCK CHECKING:

Annual stock checking of movable items such as furniture, stationery, laboratory equipment, ICT facilities, sports items, and other assets should be centralized by the University's Estate Office. The Estate Office shall be responsible for keeping a regularly updated stock register. The Dean of Faculties/ Head of the Departments needs to submit a consolidated demand for the required repairs or demand for consumable and non-consumable items to the Estate Office every three months. Every department shall maintain a stock register for the available equipment/assets. Proper inspection shall be done, and stock verification will take place at the end of every year. HODs shall raise the requisition for new equipment to the Registrar's office through the proper channel. Items locally repaired will also be recorded on a separate register kept in the lab.

7. PROGRESS REPORT OF ACTIVITIES OF ESTATE DEPARTMENT:

The Estate Officer shall submit annual report to the Registrar on various activities of the Estate Department. The report relating to a month will be submitted to the Registrar on the first working day of the subsequent month.

8. COMPLAINTS AND SUGGESTIONS:

The complaints should be filed through registrar office about all the maintenance works.

The estate office shall maintain a complaint register.

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