



INFRASTRUCTURE MAINTENANCE **POLICIES AND PROCEDURES**

Engineering Department
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh

धर्मशाला, जिला काँगड़ा (हि.प्र.)-176215
Dharamshala, Distt. Kangra (H.P.)-176215

1. INTRODUCTION

The Central University of Himachal Pradesh has an extensive infrastructure to deliver its teaching, learning and research programs. Currently, the University is functioning from its temporary campuses and offices located at Dharamshala, Dehra and Shahpur.

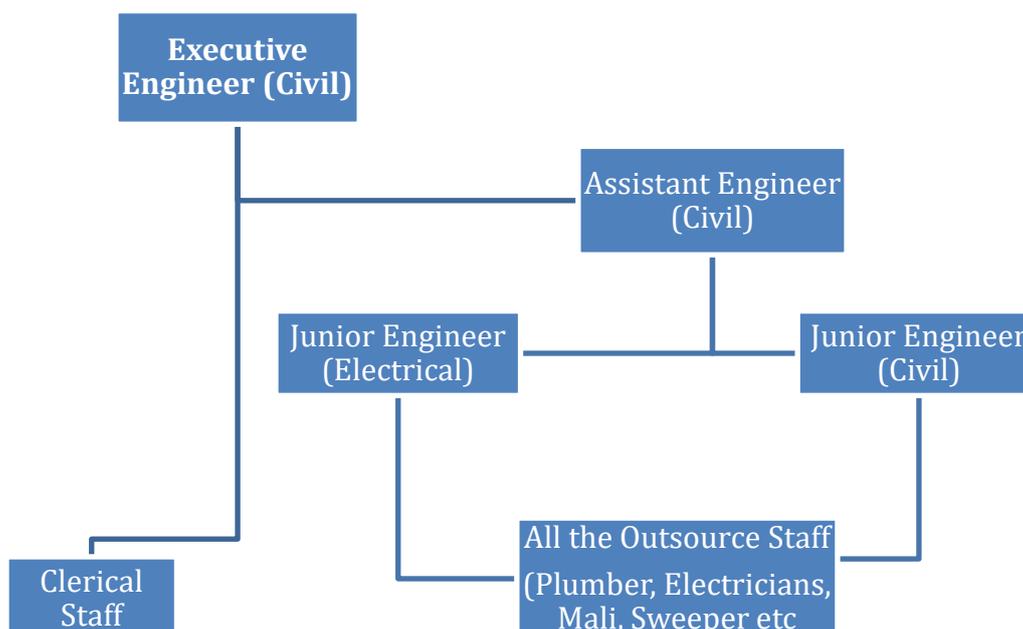
The Engineering Department of the University is responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied and incidental activities. It has Civil and Electrical Wings and operates under the supervision of Executive Engineer. This document provides a framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

The University ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the University.

2. MAINTENANCE OF PHYSICAL INFRASTRUCTURE AND SUPPORT FACILITIES

The physical facilities in various campuses of the university are maintained by the Engineering Department comprising of competent civil and electrical engineers. The services of plumbers, electricians, Gardeners, etc. are available round the clock in the campus. Junior Engineer (Electrical) is responsible for the maintenance of electrical equipment like generator sets, general lighting, internal power distribution system etc. Maintenance of water plumbing plants, sewage, drainage and other Infrastructure related complaints are undertaken/addressed by the Civil Wing and its support staff under the supervision Executive Engineer. The Executive Engineer with a team of members monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, students, amenity areas and hostel buildings as well as ensuring adequate fire-fighting arrangement in all the campuses

The Engineering Department functions as per the following hierarchy:



In addition, following Committees have also been constituted to facilitate the construction and maintenance works efficiently,

- University Building Works Committee
- Campus Infrastructure Development Committee.
- Standing Local Works Committee.
- Technical Bid Opening Committee.
- Financial Bid Opening Committee.
- Physical and Financial Work Progress Committee.

In conjunction with various University Authorities and Committees, the Engineering Department has the following roles and responsibilities:

- Regular Monitoring of the work of construction of permanent campuses of CUHP at Dharamshala and Dehra.
- Coordinating the Planning and Construction activities of New Campus with CPWD
- Carrying out maintenance works in the University Campus by inviting E-tendering & quotations and correspondence with Construction agency of Central Govt. and State Govt. for execution of Building projects, roads etc.
- Preparing the budgetary proposals to take grants from U.G.C./Ministry of Education and other ministries of Govt. of India.
- Minor Civil and Electrical related maintenance works are undertaken through Department labour (Engineering Section) from time to time depending upon the requirement and type of work.
- Convene various meetings of committees and prepares the Agendas and Minutes the statutory committees i.e. Building Committee and others of the University.
- To prepare estimates of maintenance, repair, renovation or new projects as per approved schedule of rates prescribed by the Central Public Works Department, seek administrative approvals, carry out due process of inviting quotation, tenders, Expressions of Interest etc. as applicable as per prescribed respective limits for quotations, tenders etc., assign work to successful bidder after ensuring signing of Agreement.
- To monitor approved works for timely completion and adherence of quality, verify and process bills for payment after due entry in measurement books, stock register etc.
- To maintain records of all executed works and assist in provision of requisite information as needed to authorities.
- Apart from the aforesaid works various housekeeping and horticulture related works are also being looked after by the Engineering Department only.

3. NOTIFIED COMMITTEES : All the notified committees related to Engineering Department have been attached below:

NOTIFICATION

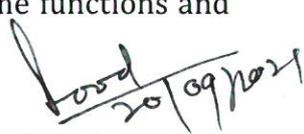
In supersession to this Office Order No. 3-5/CUHP/GA/2010/Vol-II/3074-75 dated 23rd June, 2021, the Vice-Chancellor is pleased to constitute a **University Building Committee** in accordance with the Ordinance 19 consisting of the following members:

1.	The Vice-Chancellor	Chairman
2.	A representative of the Planning Board of the University	Prof. Pardeep Nair, Director (Research)
3.	A representative of the user Department	Prof. Suman Sharma, Director Public Relation
4.	Two Professors/Associate Professors of the University nominated by the Vice-Chancellor	i. Prof. Pradeep Kumar, Dean Student Welfare ii. Dr. Sunil Kumar, Head, Department of Animal Sciences
5.	Finance officer of the University	Finance Officer, CUHP
6.	OSD/DR/AR in charge of the Development	Assistant Registrar(G.A), CUHP
7.	Principal of the Engineering College of the University or Head of Civil Engineering Department (where it exists), otherwise a person of equal status from a neighbouring University/College	Prof. Deepak Kumar, Professor & Head, Civil Engineering Department, Rajiv Gandhi Government Engineering College Nagrota Bagwan (H.P)
8.	Chief Engineer(Civil) State PWD or his representative not below the rank of Superintending Engineer	Chief Engineer(Civil), HP PWD, Dharamshala, District Kangra, H.P.
9.	A retired Chief Engineer/Superintending Engineer(Civil) of CPWD/State PWD/Public Sector Undertaking	Er. K.S. Dogra, Civil Engineer, Retd. Additional GM (Civil) equivalent to Civil Engineer NTPC Kol Dam Email : ksd4300@gmail.com Phone No. 94180-21611, 9418254321
10.	Superintending/Executive Engineer (Public Health) or CPWD or State PWD	Shri. Dinesh Dhiman, Executive Engineer, HP PWD, Dehra Division, H.P.
11.	University Engineer	University Engineer
12.	Senior most Architect of the University(where it exists), otherwise a Chief Architect or person of equal status from a neighbouring University/ College	Mrs. Suman Sharma, Sr. Architect, CSKHPKV, Palampur
13.	Chief Architect/Deputy Chief Architect or a person of equivalent status from a Central or State Department	Er. Surendra Vashisht, S.E. HIMUDA, Dharamshala Email: skv00009@gmail.com
14.	Senior most Landscaping Expert of the University (where it exists), otherwise from some neighbouring Institution/ Government Department/Public Sector Undertaking or to be hired as a Consultant by the University for a limited period.	Dr. Des Raj, Department of Veg. & Floriculture, CSKHPKV, Palampur, District Kangra, H.P. Email: deshflori@gmail.com
15.	Registrar of the University	Member Secretary

Handwritten signature/initials

Terms & Reference

1. The Building Committee shall be responsible for finalizing the Plans and Estimates of the various Building Project proposals and for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds.
2. The Building Committee should also ensure the following:
 - a. Value Architecture and Value Engineering: that the Architects involved suggest value architecture with a view to economize the project by avoiding unnecessary high cost options, without compromising on quality. The Value Engineering also aims to achieve the same goal.
 - b. That the Master Plan not only takes care of the immediate requirements but also takes into account future expansion scopes for varied and unforeseeable needs.
 - c. That the implementation of the project if properly prioritized so as to take up only essential works in the first/earlier phases e.g. teaching – learning infrastructure like class-rooms, hostels, faculty residences etc. It may also consider certain modular designs, which can be expanded gradually in future as per requirements.
 - d. That the Faculty residence should only be as per immediate needs.
 - e. That the Guest House should not be too big which remains underutilised.
 - f. That a 'Plantation Master Plan' for the whole campus, involving experts in landscaping, horticulture, forestry etc., is prepared to plant maximum number of trees and plants, wherever possible e.g. along boundary walls/roads/tracks, in empty spaces which are not to be used for any other purpose.
 - g. That the green building concept is adopted so that the proposed buildings are less power consuming. Use of solar energy should be promoted.
 - h. The Planning should include rain water harvesting and waste water recycling.
 - i. That no wasteful expenditure is incurred on any component.
 - j. Be responsible for the maintenance and upkeep of the University Buildings;
 - k. Assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Executive Council.
 - l. Exercise all such powers, as delegated to it by the Executive Council from time to time and;
 - m. Constitute one or more Sub Committees to look after any of the functions and responsibilities assigned to it.

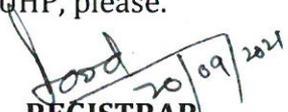

(Prof. Vishal Sood)
Registrar

Endst. No. Even.

Dated: 20 September, 2021

A copy of above is forwarded to the following for information and necessary action: -

1. All members of the Building Committee, Central University of Himachal Pradesh.
2. Assistant Registrar – for the kind information of Hon'ble Vice-Chancellor, CUHP, please.


REGISTRAR



फाइल सं: 2-5/हि.प्र.के.वि./सा.प्र./2010/खंड-II/646-49/5
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh
(सामान्य प्रशासन / General Administration)

आज़ादी का
अमृत महोत्सव

धर्मशाला - 176215

दिनांक: 03 फरवरी, 2022

अधिसूचना

माननीय कुलपति महोदय के अनुमोदन के अनुसार अधिसूचना संख्या 2-5/हि.प्र.के.वि./सा.प्र./2010/खंड-II/5348-52 दिनांक 24.08.2021 एवं संख्या 2-5/हि.प्र.के.वि./सा.प्र./2010/खंड-II/5406-10 दिनांक 25.08.2021 को निरस्त करते हुए विश्वविद्यालय स्तरीय Campus Infrastrucure Development समिति का गठन किया जाता है जिसके सदस्य निम्न प्रकार से हैं :-

i.	प्रो. अम्बरीश कुमार महाजन, कुलपति के सचिव	-	अध्यक्ष
ii.	प्रो. प्रदीप कुमार, अधिष्ठाता छात्र कल्याण	-	सदस्य
iii.	डॉ सुमन शर्मा, परीक्षा नियंत्रक	-	सदस्य
iv.	डॉ सुनील कुमार, विभागाध्यक्ष, जंतु विज्ञान विभाग	-	सदस्य
v.	श्री ऋशव शर्मा, सहायक अभियंता (सिविल)	-	सदस्य
vi.	श्री उमेश नाथ धीमान, अधिवक्ता	-	सदस्य
vii.	कुलसचिव, हि.प्र.के.वि.	-	सदस्य
viii.	वित्त अधिकारी, हि.प्र.के.वि.	-	सदस्य
ix.	सहायक कुलसचिव, सामान्य प्रशासन	-	सदस्य सचिव

उपयुक्त समिति विश्वविद्यालय के हित को ध्यान में रखते हुए अपनी संस्तुतियां समय-समय पर इस कार्यालय में प्रस्तुत करेगी।

[Handwritten Signature]
03/02/2022

(प्रो. विशाल सूद)
कुलसचिव (अतिरिक्त प्रभार)
दिनांक: 03 फरवरी, 2022

पृष्ठांकन: समसंख्या

प्रतिलिपि - निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाई हेतु:

1. वित्त अधिकारी, हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय।
2. उपयुक्त समिति के सदस्यगण।
3. सहायक कुलसचिव, कुलपति सचिवालय - कृपया माननीय कुलपति महोदय के सूचनार्थ।
4. गार्ड फाइल।

[Handwritten Signature]
03/02/2022

कुलसचिव (अतिरिक्त प्रभार)

Dharamshala: 176215 Dated: 27 July, 2022

NOTIFICATION

A Standing Local Works/Purchase Committee consisting of the following members is hereby constituted for evaluation of quotations of various Repair, Maintenance & Construction Works and Purchase of different Consumable items to execute the above stated works by the Engineering Department of CUHP:-

- | | |
|--|--------------------------------------|
| 1) Executive Engineer (Civil) | - Chairman |
| 2) Dr. Vishavdeep, Deputy Registrar | - Member (Registrar's Nominee) |
| 3) Assistant Engineer (Civil) | - Member |
| 4) Sh. Virender Singh, Assistant Finance | - Member (Finance Officer's Nominee) |
| 5) Junior Engineer (Electrical) | - Member Secretary |

The above Committee will ensure awarding of various repair, maintenance & construction works and purchase of different consumable items in confirmation of GFR rule 155 and CPWD works Manual 2019 clause 1.5(2) by inviting quotations upto Rs 2,50,000/- for normal works and Rs. 5,00,000/- for urgent works on University Website and Notice Board.

Quorum of the committee shall include Chairman plus two members.

This issues with the prior approval of competent authority.



Registrar
Central University of Himachal Pradesh

Copy to:

1. All the committee members.
2. Finance Officer, CUHP-for kind information please.
3. Assistant Registrar, VC Secretariat, CUHP- for kind information of Hon'ble Vice-Chancellor, please.



Registrar

Dharamshala – 176215, Dated: 29 September, 2021

Notification

For every kind of nature of work/articles/services and for all purposes in future the Hon'ble Vice Chancellor has constituted following Standing Committees for opening Technical Bids and Financial Bids respectively:

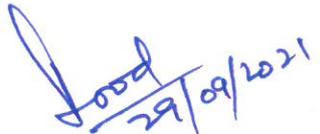
1. Technical Bids Opening Committee :

- | | | |
|---|---|----------|
| (i) Prof. Pradeep Kumar- Dean Student Welfare | - | Chairman |
| (ii) Prof. Pradeep Kumar- Director Computer Centre | - | Member |
| (iii) Dr. Ashish Nag, Associate Professor, Department of Tourism & Travel Management | - | Member |
| (iv) Dr. Mahesh Kulharia, Associate Professor & Director, Centre for Computational Biology & Bioinformatics | - | Member |
| (v) One Expert from CUHP (as per nature of Articles/services/Work to be awarded through tender- to be appointed/nominated by Registrar) | - | Member |
| (vi) Nominee of Finance Officer | - | Member |
| (vii) Nominee of Registrar | - | Member |

2. Financial Bids Opening Committee :

- | | | |
|--|---|----------|
| (i) Prof. Rakesh Kumar, Professor & Dean, School of Mathematics, Computer & Information Sciences | - | Chairman |
| (ii) Dr. Sunil Thakur, Associate Professor & Head, Department of Animal Sciences | - | Member |
| (iii) Dr. Suman Sharma, Dean, School of Tourism, Travel & Hospitality Management | - | Member |
| (iv) Nominee of Finance Officer | - | Member |
| (v) Nominee of Registrar | - | Member |

In case of single bid opening, the Technical Bids Opening Committee shall perform all functions related to opening of bids and these committees will also recommend the bidder of lowest quoted rates among all the received bids.


29/09/2021

(Prof. Vishal Sood)

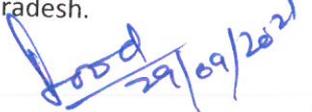
Registrar (Addl. Charge)

Dated: 29 September, 2021

Endst. No. Even.

Copy to the following members of the Committee for information and further necessary action:

1. All Coordinators/Deans/HoDs, Shahpur Parisar, Shahpur/Dhauladhar Parisar-I &II, Dharamshala/Sapt Sindhu Parisar, Dehra, Distt Kangra.
2. Finance Officer- Administrative block, Central University of Himachal Pradesh, Dharamshala.
3. Controller of Examinations-Administrative Block, Central University of Himachal Pradesh, Dharamshala.
4. Deputy Librarian- Shahpur Parisar, Shahpur, District Kangra, CUHP.
5. Concerned member- Central University of Himachal Pradesh.
6. Assistant Registrar, VC Secretariat -for the kind information of Hon'ble Vice-Chancellor, please.
7. Secretary- Vice Chancellor's Secretariat, Dharamshala.
8. System Analyst- With a request to kindly upload the above information on the website of the University.
9. Public Relations Officer- Vice Chancellor's Secretariat, Central University of Himachal Pradesh.


29/09/2021
Registrar (Addl. Charge)

Dharamshala: 176215

Dated: 21 September, 2022

NOTIFICATION

Consequent upon the approval accorded by the Hon'ble Vice-Chancellor, a Committee comprising of the following members is hereby constituted to monitor the Physical and Financial Progress of the "Construction Work of Permanent Campuses Central University of Himachal Pradesh at Dehra and Dharamshala"

S.No.	Designation	Remarks
1.	Registrar, CUHP	Chairman
2.	Dean (Academics), CUHP	Member
3.	Controller of Examination, CUHP	Member
4.	Dean (Student Welfare), CUHP	Member
5.	Finance Officer, CUHP	Member
6.	Executive Engineer (Civil), CUHP	Member
7.	Assistant Engineer (Civil), CUHP	Member-Secretary

The aforesaid Committee will monitor all aspects related to the Physical and Financial Progress of the construction work at both Dharamshala and Dehra campuses and submit its report on a monthly/quarterly basis.


21/09/22

(Prof. Vishal Sood)
Registrar (Additional Charge)
Central University of Himachal Pradesh,

Copy to: -

1. All the concerned Committee members-for kind information.
2. Finance Officer, Central University of Himachal Pradesh, Administrative Block, Dharamshala - for kind information.
3. Assistant Registrar, VC Secretariat, CUHP Dharamshala-for kind information of Hon'ble Vice Chancellor.


21/09/22
Registrar (Additional Charge)