



Criterion 4- Infrastructure and Learning Resources

4.5.2 There are established systems and processes for maintaining physical and academic support facilities: (laboratory, library, sports facilities , computers, classrooms, etc.)



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)

Established by the Act. of Government of Jharkhand Act. 15, 2017

Gazette Notification No. 505, Dated 17 July 2017

As per Section 2(f) of UGC Act. 1956



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)

Established by the Act. of Government of Jharkhand Act. 15, 2017

Gazzate Notification No. 505, Dated 17 July 2017

As per Section 2(f) of UGC Act. 1956

4.5.2 There are established systems and processes for maintaining physical and academic support facilities: (laboratory, library, sports facilities, computers, classrooms, etc.)

Response:

Y.B.N. University, Ranchi, demonstrates a strong commitment to maintaining its physical and academic support facilities, aligning with NAAC Criterion 4.5.2. The university has implemented effective systems for the upkeep of laboratories, libraries, sports facilities, classrooms, and other infrastructure, ensuring a seamless academic environment conducive to quality education and research.

The Maintenance Department plays a crucial role in keeping the campus facilities functioning efficiently. The department is staffed with experts in biomedical, electrical, civil engineering, carpentry, and plumbing, enabling it to address repair and maintenance needs promptly. This team ensures all facilities remain operational and in optimal condition.

1. Biomedical, Electrical, Civil, Carpentry, and Plumbing Sections: These specialized sections handle various tasks, from repairing laboratory equipment to ensuring an uninterrupted power supply, maintaining water lines, and addressing civil construction and carpentry needs.

2. Cleanliness and Hygiene: The department maintains cleanliness across the campus through routine cleaning schedules and pest control measures in collaboration with the National Pest Management Service, ensuring a hygienic environment for learning and research.

The university adopts a proactive approach to equipment and infrastructure maintenance through annual maintenance contracts (AMCs) and warranties.

Annual Maintenance Contracts (AMC): These contracts ensure the proper functioning of critical infrastructure, including:

- Generator Maintenance: Ensuring an uninterrupted power supply during outages.
- Hospital Equipment: Maintaining biomedical instruments in medical facilities.
- CCTV Cameras: Ensuring the surveillance system is operational.
- Water Purifiers: Regular servicing to ensure clean drinking water.
- Lift Maintenance.

1. **Under-Warranty Equipment:** Equipment under warranty is serviced by residential engineers provided by vendors, ensuring swift resolution of technical issues.

2. **Computers and IT Facilities:** The IT Department handles technical issues related to computers and ensures regular updates and smooth operation of IT systems.

The university also focuses on maintaining its academic and support facilities:

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010(Jharkhand)

Ph : 9431104112 , 9709500400

Email:ybnuniversity2017@gmail.com|Website : www.ybnu.ac.in



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)

Established by the Act. of Government of Jharkhand Act. 15, 2017

Gazette Notification No. 505, Dated 17 July 2017

As per Section 2(f) of UGC Act. 1956

1. **Library:** Managed by a dedicated librarian, the library's maintenance includes book preservation, pest control, and civil works related to the library.
2. **Classrooms, Seminar Halls, Demo Rooms, Museums, and Laboratories:** These spaces are maintained under the supervision of Deans and Principals, with standard operating procedures in place to ensure their functionality.
3. **Sports Facilities:** Managed by a Physical Training Instructor (PTI), maintenance includes regular inspections of sports grounds and equipment, as well as timely repairs and replacements of sports items.
4. **Vehicles:** The transport system, including buses, ambulances, and cars, is managed by a Transport Incharge, ensuring the proper functioning of vehicles through routine servicing, repairs, and inspections.
5. **Safety Committee:** The committee oversees the maintenance of surveillance systems, including CCTV cameras, to ensure a secure environment for all campus members.

Y.B.N. University adopts strategic planning and collaboration for infrastructure maintenance:

1. **Maintenance Committee:** The committee works with the Head of the Institute and the IQAC (Internal Quality Assurance Cell) to develop and implement maintenance plans.
2. **Proactive Planning System:** The university proactively identifies and resolves infrastructure related issues before they escalate through regular audits and feedback mechanisms.
3. **Periodic Reviews and Updates:** Periodic reviews help identify areas for improvement, ensuring that the university stays updated with advancements in infrastructure and technology.



YBN UNIVERSITY

RAJAULU, TAMKUM, RANCHI (Jharkhand)
Established by the Act. of Government of Jharkhand Act. 15, 2017
Gazette Notification No. 505, Dated 17 July 2017
As per Section 2(f) of UGC Act. 1956



YBN UNIVERSITY

Maintenance Policy



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)
Established by the Act. of Government of Jharkhand Act. 15, 2017
Gazette Notification No. 505, Dated 17 July 2017
As per Section 2(f) of UGC Act. 1956

1. Preamble

The Institute will provide adequate resources for the overall development of students expand and maintain infrastructure according to the growing need of students and strive to maximize its technical support to create a positive educational environment.

2. Scope the Policy

The infrastructure and maintenance policy apply to all members of the YBN University and covers all educational, administrative and support services.

3. Infrastructure and maintenance committee

A Committee will be established to analyse and monitor infrastructure and maintenance. The composition of the committee will be as follows: Registrar, Deputy Registrar, and Dean of Schools, Civil Engineer, System Administrator, Estate officer and Maintenance in charge. (Supervisor)

4. Role and Responsibilities of infrastructure and maintenance committee

Adequate accessible and conducive physical infrastructure is vital for holistic development of the students. The Committee bears the responsibility to establish, augment and maintain the infrastructure of the institutions.

- 4.1 The Committee will assess the infrastructure needs of institution.
- 4.2 The Committee will develop and implement a plan for infrastructure development and expansion.
- 4.3 The Committee will set guidelines and monitor maintenance of infrastructure.
- 4.4 The Committee will establish IT infrastructure to integrate ICT into the learning program.
- 4.5 Improvements in laboratories will be made to meet the needs of research and industry.
- 4.6 The Committee will provide libraries, support and transportation.
- 4.7 The Committee will ensure compliance with national standards for environmental protection and safety.

5. Infrastructure for teaching- Learning and Research

- 5.1 The institution shall strive for academic excellence by providing an ambience suitable for effective teaching-learning process through well – equipped and spacious classrooms with ergonomic furniture.
- 5.2 State of the art laboratories shall be established for engineering and Technology, Biosciences, Physical Sciences, Agriculture Sciences, Arts, Language Learning, education, Psychology and yoga for teaching- learning and research.



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)
Established by the Act. of Government of Jharkhand Act. 16, 2017
Gazette Notification No. 505, Dated 17 July 2017
As per Section 2(f) of UGC Act. 1956

6. Support Facilities and inclusive campus

- 6.1 The Institutions shall create, maintain and augment University, Auditoriums, conference halls and facilities for academic, cultural and co-curricular activities.
- 6.2 The Centre will support full growth by building infrastructure for music training, dance, theatre, writing, events and fine arts.
- 6.3 The institutions shall foster physical and emotional well-being through the provision of infrastructural facilities for sports, yoga, health centre, counselling, meditation, physical fitness and recreation.
- 6.4 The center will build facilities for quality assurance, incubation, placement, corporate, relations and international relations.
- 6.5 The center will upgrade its hostels and guest house as the number of students increases with time.
- 6.6 The institutions shall create accessible facilities and a supportive learning environment for Divyangjan students.
- 6.7 The institutions shall strictly comply with fire safety rules and install fire safety equipment's wherever deemed necessary.

7. Green Campus Facilities

- 7.1 The institutions shall establish and maintain infrastructure for harnessing rainwater and solar energy.
- 7.2 Water tanks, bore, well, sewage treatment shall be constructed for the conservation of natural resources.
- 7.3 The institutions shall maintain a system and process for collection and segregation of dry waste.
- 7.4 The institutions shall establish facilities such as herbal garden, vegetable land, floral diversity and plant tissue culture for the conservation of campus biodiversity.
- 7.5 Environment – friendly transport shall be initiated in the campus.

8. Maintenance Policy

Institutions will be responsible for expansions of the infrastructure and maintenance activities will be carried out by the infrastructure planning committee, the procurement committee, the building maintenance committee and the IT maintenance committee will be the administrative components of the executive committee.

8.1 Classroom maintenance:

The supervisors shall survey the classroom to assess the condition of the furniture and ICT needs and suggest improvements. If needed. Maintenance requirements shall be made known through offline and online channels.



8.2 Maintenance of infrastructural facilities: -

verification of the auditorium and conference hall furniture, functionality of audio visual, ICT and other facilities shall be done periodically by technical staff. Any immediate requirement of maintenance shall be met prior to any common programme. A repair register shall be kept in the office to record maintenance requirements of various infrastructural facilities and equipment. All maintenance issues shall be addressed at the earliest.

8.3 Laboratory Maintenance:

Maintenance of Laboratories, equipment and other facilities of lab shall be taken care of by the respective departments, lab technicians and support staff. Their procurement details shall be provided by the respective departments and the needs shall be met on time. Periodic stock verification shall be carried out on a regular basis. Repair and maintenance work shall be carried out and recorded in a relevant register.

8.4 Green campus maintenance:

A team of gardeners shall attend to the green parks of the university under and estate supervisor. The department of Agriculture and bioscience shall be in- charge of floral and faunal species mapping. All types of waste shall be segregated and recycled according to the institutional policy. Any defect in the equipment shall be got rectified immediately by the service provider.

8.5 Maintenance of Solar panels:

A Campus Supervisor/Technician shall inspect the solar panels every day to verify if the plant is functioning optimally.

8.6 Maintenance of electrical and electronic appliances:

Technicians qualified in electrical/ electronic engineering shall be employed full time to install and maintain various electrical, electronic and public address systems. Based on the requests made by departments and various centres, new systems shall be installed or existing ones shall be repaired to increase efficiency.

8.7 Maintenance of musical instruments:

Measures shall be taken for the upkeep and periodical maintenance of musical instruments and sound engineering equipment. All maintenance issues shall be addressed at the earliest.

8.8 Maintenance of safety equipment:

The College shall adhere to the statutory fire safety regulations. Fire safety drills and audits shall be carried out at regular intervals.

8.9 Maintenance of water purifiers:



Y B N UNIVERSITY

RAJALATU, NAMKUM, RANCHI (Jharkhand)
Established by the Act. of Government of Jharkhand Act. 15, 2017
Gazette Notification No. 505, Dated 17 July 2017
As per Section 2(f) of UGC Act. 1956

Quality of water shall be checked periodically and RO units will be serviced as and when required.

8.10 Maintenance of ICT facilities:

ICT infrastructure shall be maintained by qualified and trained in-house system administrators.

8.11 Maintenance of Sports facilities and ground work: Will be undertaken by ground staff and sports officer.



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15, 2017; Gazette Notification No. 505,
Dated 17th July 2017; As per Section 2(f) of UGC Act. 1956.

SOP- GENERAL MAINTENANCE

Purpose: This Standard operating procedure (SOP) is developed for maintenance with respect to civil works, Electrical works, IT Works, Furniture, Plumbing and Sanitation.

Scope: Applicable to the entire campus.

Responsibility: Committee Member

Activities: Receiving the complaints and identification of problem. Attending to the problem using the expertise of skilled workers (available in the institute or hired from outside), Inspection of maintenance works.

Details of activities:

Civil maintenance

- Any general maintenance related problem is lodged in the designated register available with CM.
- CM categorizes the received complaint and identifies the problem,
- He carries out the inspection as necessitated.
- He initiates the action by deploying the concerned personal to attend the problem.
- Any material or parts required will be sought for approval of Director.
- If the work involves more financial support, quotations are invited from the vendors and best quote is selected for execution.
- The plumbing and sanitations related problems are en-routed through Maintenance Supervisor.

Electrical maintenance

The following activities are involved in the maintenance of Power House.

- Checking diesel in storage tank daily and top it up, if it is not up to the mark.
- Replenishing stock of diesel at least every 15 hours of run of each generator. To procure the diesel, the following procedure is followed.
- Putting up an office note by faculty-in-charge of power house to the Administrative officer in standard format for approval to purchase diesel and also for transportation.

o After getting the approval from the Administrative officer, cash must be collected from the Accountant o Diesel for approved money is purchased and details are entered in stock register and bills are submitted to the office.

- Cleaning the generators daily with cotton waste
- Registering the number of working hours of each generator and going for maintenance once predetermined time is reached.

The following activities are involved for general electrical equipment maintenance.

- After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Director. Director will give the instruction to faculty in-charge to take up the work.
- In-charge will instruct concerned Electrician to carry out the work.
- If the work is beyond ability of electrician or if it requires, help from outside experts will be taken
- The electrician after completing the work, will report to the Faculty in-charge

IT Cell maintenance

1. Check availability of spares regularly .
2. After receiving the complaint from the individuals inform the same to the technician and discuss the problem and its solution.
3. Clearly assign tasks to team members to prevent overlaps and ensure accountability. For instance, the IT support team might handle hardware diagnostics, while the security team oversees patching and vulnerability scans
5. Rectify the problem where ever it is identified.
6. If the problem is related to the system, call the service engineer of the system and the supplier and rectify the problem.

Document Tools and Processes: Maintain detailed records of tools used and workflows followed to standardize procedures and ensure consistency.

Maintain Hardware and Software Performance

- **Regular Hardware Inspections:** Inspect hardware components for wear and tear, clean devices to prevent dust buildup, and upgrade components like RAM or storage when system performance lags.

Furniture Maintenance

1. Purpose

To establish standardized procedures for the regular cleaning, inspection, and upkeep of furniture to ensure longevity, functionality, and aesthetic appeal.

2. Scope

Applicable to all furniture items within the organization, including desks, chairs, sofas, tables, and storage units, across all departments and facilities.

3. Responsibilities

- **Facilities Manager:** Oversee the implementation and adherence to the SOP.
- **Maintenance Staff:** Perform daily, weekly, and monthly maintenance tasks as outlined.
- **Employees:** Report any damages or issues with furniture promptly.

4. Materials and Equipment

Monthly Maintenance

Detailed Inspection:

Conduct a thorough inspection of all furniture items for structural integrity.

Check for any signs of pests, particularly in wooden furniture.

Repairs:

Address minor repairs such as tightening screws, fixing hinges, or replacing worn-out cushions.

Document all repairs and replacements in the maintenance log.

SOP for Preventive Maintenance of Manufacturing Equipment, which outlines procedures for performing preventive maintenance on manufacturing equipment to ensure optimal performance and prevent unexpected breakdowns.



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15, 2017, Gazette Notification No. 505,
Dated 17th July 2017; As per Section 2(f) of UGC Act 1956.

Ref.no .YBN/UNIV/DR/2207/2024

Date :22/07/2024

Office of the Registrar

Notification

Maintenance Committee Members 2024

This is to notify that maintenance Committee for committee of the following members of various school/ Dept/Colleges of YBN University

S.No.	Name	Designation	committee
01.	Dr. Shree Raman Duby	Registrar	Chairperson
02.	Er,Dilip Kumar	Civil Engineers	Member
03.	Mr.Prem Prakash	IT In charge	Member
04.	Mr. Bhim Yadav	Store officer	Member
05.	Mr.Amar Singh	Electrician	Member
06.	Mr.Amar Singh	Purches officer	Member
07.	Ravi Kumar	Student Repragntative	Member

Copy to:

- 1.The Hon, Chancellor/the chairman/CEO
- 2.EA to CEO/OSD & PA to Vice-Chancellor/Registrar
- 4.Director (Hr) IQAC
- 5.All Dean, Principals


Registrar
YBN University
Ranchi

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010(Jharkhand)

Ph : 9431104112 , 9709500400

Email:ybnuniversity2017@gmail.com|Website : www.ybnu.ac.in



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15, 2017, Gazette Notification No. 505,
Dated 17th July 2017; As per Section 2(f) of UGC Act. 1956.

Ref. no: YBN /UNIV/DR/2407/2023

Date: 24/07/2023

Minutes of meeting

Minutes of the 1st Maintenance Committee Meeting of the Year 2024

The Maintenance Committee Meeting of the Year 2024 was held on-

- **Date** : 24/07/2024
- **Time** : 11.am
- **Venue** : Meeting Hall, Administrative Building, YBNU-Ranchi
- **Members Present:**

S. No.	Name	Designation	committee
01.	Dr. Shree Raman Duby	Registrar	Chairperson
02.	Er, Dilip Kumar	Civil Engineers	Member
03.	Mr. Prem Prakash	IT In charge	Member
04.	Mr. Bhim Yadav	Store officer	Member
05.	Mr. Amar Singh	Electrician	Member
06.	Mr. Amar Singh	Purchases officer	Member
07.	Ravi Kumar	Student Representative	Member
08.	Dr. Arti Gupta	DSW	Member Secretary

CCM:2024(01) : Opening Remarks by the Chairperson.

Addressing all, the Chairperson, Maintenance Committee, YBN University extended a warm welcome to the Members present in the meeting. Thereafter, one by one agendas were put for the and discussion took place among all members focussing on the outcome and feasible.

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010(Jharkhand)

Ph : 9431104112 , 9709500400

Email: ybnuniversity2017@gmail.com | Website : www.ybnu.ac.in