

SRM Institute of Science and Technology (SRMIST)
Deemed to be University Under section 3 of UGC Act 1956
Category I University, NAAC: A++ Grade
www.srmist.edu.in

CAMPUS ADMINISTRATION AND MAINTENANCE POLICY

Preamble

SRM Institute of Science and Technology (SRMIST) is one of the top-ranking universities in India with over 52,000 full time students and more than 3200 faculties. SRMIST offers a wide range of undergraduate, postgraduate and doctoral programs in different faculties. The overall environment, infrastructural, and academic facilities in the campus are maintained by the Estate Office. The campus administration and maintenance policy are developed to ensure quality management service with optimal resource utilization.

Scope

The scope of the campus administration and maintenance policy includes the physical assets, classrooms, smart class facilities, laboratories, intercom facilities, library, sports complexes, computers, auditorium, conference halls, seminar halls, water treatment plants, waste water treatment plants, integrated solid waste management system, fire safety services, solar power generation plants, housekeeping facilities, facilities provided in the staff and guest quarters.

Objectives

- To perform the utility services as per standard and compliance requirements
- To utilise the resources optimally and reduce its wastage
- To reduce the electricity consumption
- To reduce the water consumption
- To increase the electricity through solar power generation

Policy Statement

The policy of campus administration and maintenance is to

- Provide the optimal utility services with optimal resource utilization
- Enhance the desired effects of the utility services

- Maintain the necessary compliance obligations related to the state and central legislations.
- Perform continuous improvement to prevent, reduce, and undesired effects to the environment.
- Resolve the complaints in shorter time span.
- Purchase of eco-friendly materials from authorized dealers.

All the staff members are share the responsibility in maintaining the campus administration management system and adopt the standard procedures wherever applicable.

Responsibility

Associate Director – Campus life is the responsible person to maintain ambient environmental conditions for the stakeholders in the campus. The Associate Director – Campus life adopts Plan-Develop-Check-Act methodology and develops the system to ensure the objectives are obtained. Annually the budget requirements is prepared and submitted for the higher authorities. Multiple departments are further created under the campus administration to give control for the responsible person to execute their plants. Manpower resources are categorized in different roles and equipped with sufficient resources.

The hygienic conditions of the campus is ensured by exclusive house keeping manager and sanitary inspector team. The in-charges of various divisions adopts the standard operating procedure and maintains the required register. The performance of the campus administration is periodically verified by internal and external auditing system. Continuous improvement process is implemented to overcome the shortcomings and increase the opportunities.

Associate Director ITKM is the responsible person to maintain the information technology system and devices. It includes, computers, LAN and wi-fi connections, data collection centre, data management and other related accessories. Associate Director ITKM has its own teams to perform the various tasks.

Implementation

The campus administration and maintenance policy is implemented through the recommendations provided by the Registrar.

Approval and review

The campus administration and maintenance policy shall be reviewed once in three years or as and when required. The Registrar of the university will be the custodian of the policy.


 Registrar
 SRM Institute of Science and Technology
 SRM Nagar, Kattankulathur - 603 203
 Chengalpattu Dist, Tamilnadu, India.