

## CAMPUS MAINTENANCE COMMITTEE GUIDELINES

### 1. Purpose:

Campus Maintenance Committee is to make sure that all facilities and maintenance in JSS Academy of Higher Education & Research, Constituent Colleges and Department are being addressed. This includes routine maintenance, cleaning, recycling, waste management, conservation and implementing new facilities.

### 2. Constitution:

**The maintenance committee shall be constituted by :**

1. Registrar , JSS Academy of Higher Education & Research, Mysuru - **Chairman**
2. Deputy Registrar, JSS Academy of Higher Education & Research, Mysuru – Member.
3. Vice Principal , JSS Medical College, Mysuru – Member.
4. Vice Principal, JSS Dental College & Hospital, Mysuru – Member.
5. Vice Principal, JSS College of Pharmacy, Mysuru – Member.
6. Vice Principal, JSS College of Pharmacy, Ooty – Member.
7. Coordinator, Dept of Health System Management Studies, JSS Academy of Higher Education & Research Mysuru - Member.
8. Administrative Officer, JSS Medical College, Mysuru – Member.
9. Administrative Officer, JSS College of Pharmacy, Mysuru – Member.
10. Administrative Officer, JSS College of Pharmacy, Ooty – Member.
11. Administrative Officer/ Superintendent, JSS Dental College & Hospital, Mysuru – Member.
12. Resident Engineer, JSS Academy of Higher Education & Research, Mysuru -Member.
13. Superintendent – Department of Water & Health –Faculty of Life Sciences, JSS Academy of Higher Education & Research, Mysuru - Member.
14. Physical Cultural Director, JSS Academy of Higher Education & Research, Mysuru-**Convener.**

The maintenance committee shall meet thrice a year (July/November/April) and additionally as needed. Calendar dates and location of meetings will be decided by the committee on a yearly basis. Decisions of the Campus Maintenance Committee shall come in to action only with the approval of the Registrar.

Coordinator-IQAC, JSSAHER , Mysuru , shall be a special invitee for all the meetings and activities of the committee.

### **3.Responsibilities:**

1. Maintenance organisation, which relates to creating an organisational structure for facilities maintenance, which shall clearly define duties and responsibilities, and should vary with the complexity of the University, colleges and departments.
2. Maintenance inspection, which relates to building examination in order to prepare a maintenance plan and most importantly, gather information to form the basis for the maintenance programme, using various forms of inspection checklists for building structures including roofing, grounds and service systems.
3. Maintenance planning, which relates to formulating a maintenance strategy for achieving better use of facilities and minimising the cost of resources tied up in grounds and buildings.
4. Maintenance planning invariably includes maintenance policy formulation and aspects of maintenance funding.
5. To conduct meetings and to prepare and distribute meeting agendas and minutes of the meeting and to be familiar with University and Institutional structures, committee guidelines and activities.
6. To maintain vendor list related to Campus Maintenance.
7. To share resources amongst the constituent colleges and departments.
8. To review projections of future facility and infrastructure requirements.
9. To monitor and advise on the Greening of the campus, waste disposal & management /recycling process etc.
10. To contribute in conservation and beautification of campus and to coordinate the upkeep of guest houses.
11. To support strategies and activities related to "Smart Campus Policy of JSSAHER"
12. To help revision of "Energy conservation & recycle policy "with annual audit.
13. To conduct awareness program on sustainable development goals & conservation
14. To facilitate "Help Desk" for the visitors to University and Institutions.
15. To conduct annual self-evaluation of the performance of the committee and the effectiveness and compliance.

4. Date of implementation

**This policy will come into immediate effect from 01.01 .2022**

5. Date of revision

**01.01.2024**

  
**REGISTRAR**