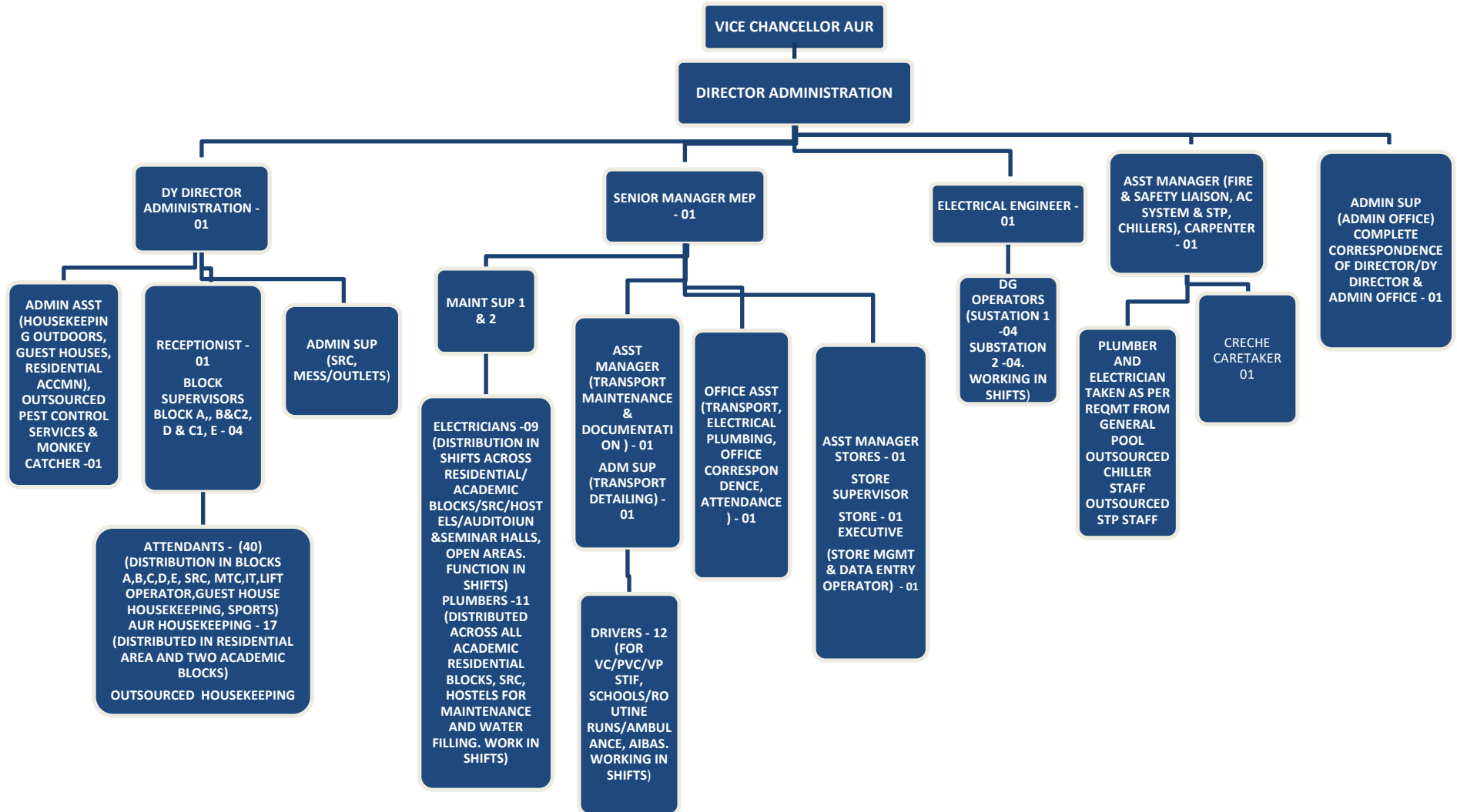


ADMINISTRATION ORGANOGRAM WITH DEFINED ROLES





AMITY UNIVERSITY RAJASTHAN

STANDARD OPERATING PROCEDURE MAINTENANCE WORK

Electrical and Plumbing work

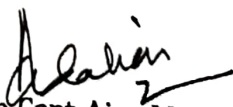
1. Electrical and Plumbing complaints of Academic Blocks will be recorded in the respective registers available with block supervisors. Departments may also record their complaints in the same register. Complaints pertaining to residential blocks to be entered in registers kept at reception / be informed telephonically to the receptionist, who will in turn forward the registers to Maintenance Supervisor. Detailing of required manpower and status of complaint resolved / pending due requirement will be mentioned by him in the register. All complaint registers will be periodically perused by Sr Manager and Deputy Director Administration.
2. Electricians and Plumbers are provided in Hostel Blocks for routine maintenance. Complaint regarding water problem of hostels to be given to Dy Director Admin.
3. Complaints regarding Mess Maintenance are to be given to Dy Director Admin.

Painting Work

4. Periodic painting of various blocks will be carried out in conjunction with representative of Project Deptt and approval of Head Office.
5. Painting of Hostel Blocks and Mess premises to be carried out during summer break as far as possible. Painting work be carried out only as per requirement. Emergent requirement of any touch up work will be done on approval of Vice Chancellor.

Masonry Work (Minor Addition/Alteration and Repair)

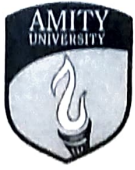
6. Any masonry work will be reported by concerned block supervisor/department to Maintenance Supervisor / Sr. Manager Admin. On receipt of complaint, maintenance supervisor will visit the site and prepare details of work, requirement of material and ascertain estimated cost of work and submit to Sr. Manager Admin for perusal and onward submission for its approval. On receipt of approval from competent authority, the work will be executed under the supervision of maintenance supervisor/concerned block supervisor.
7. Points pertaining to maintenance/repair work have also been mentioned in the duties of Administration Supervisors / Assistants.


Gp Capt Ajoy Mudaliar (Retd.)
Director Administration

AUR/Admin/SOP/F-24A



- 16 Nov 2021



AMITY UNIVERSITY

— R A J A S T H A N —

STANDARD OPERATING PROCEDURE MAINTENANCE WORK

1. Periodically painting of various blocks will be carried out in conjunction with the Project Engineer. As per latest information from Project Engineer approval of Hon'ble Chancellor is required.
2. Painting of Hostel Blocks and Mess premises to be carried out during summer break as far as possible. Painting work to be carried out only as per requirement. Periodicity of regular painting work is not defined. As an emergent requirement of any touch up work will be done on approval of the Vice Chancellor, through the Project Engineer.
3. Electrical and Plumbing complaints of Academic Blocks to be recorded in the register kept with block supervisors. Complaints pertaining to residential blocks to be given at reception and the receptionist will record the same in complaint register kept with her. The complaint registers held with block supervisors and receptionist will be put up to Dy Director 'B' and in turn to Dy Director 'A' daily by block supervisors and receptionist respectively.
4. Electricians have been provided in Hostel Blocks for routine maintenance. One plumber has been provided for routine maintenance. Complaint regarding water problem of hostels to be given to Dy Director Admin 'A'.
5. Complaints regarding Mess Maintenance to be given to Dy Director 'C'.



AUR/Admin/SOP/F-24A

(Gp Capt (Retd) A Mudaliar)
Director Administration

18 Nov 2018

Distribution :-

PA to Hon'ble VC
Registrar Office
Accounts Department, AUR
File Copy

JOB DESCRIPTION

Name	Mr Sunil Meena	Division	AUR
Designation	Admin Assistant	Department	Admin
Reporting	Mr. Vikas Chauhan	Designation	Dy. Director

Key Responsibilities

1. He will look after the Academic Block-A.
2. He will be responsible to ensure that the attendants detailed to open classrooms do so well in time.
3. He will supervise all administrative activities in and around his designated building including maintenance, housekeeping of all departments, Laboratories, offices, moot court, seminar halls, shooting range and outlets, if any.
4. Upkeep of Auditorium, Seminar hall, VIP lounge, Chancellor's office, Conference room etc.
5. He will ensure routine cleanliness, pest control of the building and equipment placed in it with the help of housekeeping / vendor staff and attendants functioning there. (Rooms, corridors, glass, furniture, curtains, toilets etc). Detailing of attendants and housekeeping staff, maintaining their attendance record and recommending their leave from his block will be his responsibility.
6. He will maintain a cleanliness record register. He will personally supervise all the work service and cleanliness activities. He will liaise for complaints with the respective maintenance / housekeeping supervisors.
7. He will coordinate with Mess for catering for various events as and when directed by Dy Director.
8. He will ensure maintenance of Hygiene.
9. Any administrative activity in the surroundings would be in his sphere. He may be called to perform additional tasks from time to time.
10. He can be called upon to perform any other additional administration duty at the discretion of Director / Dy Director.
11. He will ensure all administrative support during examination.
12. He will act as s/by for the Supervisor of Block B & E or for any other supervisor as directed, during their leave period.


Gp Capt Ajoy Mudaliar (Retd.)
Director Administration

Revalidated 15 Oct 21



JOB DESCRIPTION

Name	Mr. Mangej Singh Shekhawat	Division	AUR
Designation	Admin Asst.	Department	Admin
Reporting	Mr. Vikas Chauhan	Designation	Dy. Director

Key Responsibilities

Faculty Accommodation:

- Record of occupancy of all faculty flats, H-1, H-2, H-4, H-5 & Staff Quarter.
- Responsible for handing/taking over of faculty flats, H-1, H-2, H-4, H-5 & Staff Quarter.
- Will ensure that faculty/staff residence, faculty club and guest rooms are well furnished and that there are no deficiencies/damages.

Guest House:

- Shift duty deployment of guest house attendants.
- Proper functioning of Guest Rooms. Receive and process requisitions for Guest Room, Guest Room charges and ensure that charges recovered are deposited with Accounts Department.
- Keeping the record of daily guest room booking and monthly MIS will show to Director Administration with assistance of Supervisor Documents.
- Admin support for events, functions, conferences, and seminars at Amphitheatre.

Housekeeping:

- Will maintain daily housekeeping deployment records of outsourced housekeeping staff.
- Attendance and deployment of Housekeeping staff of AUR as well as Daksh Enterprises.
- Bill processing of outsourced housekeeping staff.
- Maintain the stock of outsourced housekeeping items record.
- AUR Waste disposal management.
- Duck Management.
- Pest Control Management of his area of responsibility and all open areas.

Revalidated 15 Oct 21


Gp Capt Ajoy Mudaliar (Retd.)
Director Administration



JOB DESCRIPTION

Name	Mr. Madanlal Prajapat	Division	AUR
Designation	Admin Asst.	Department	Admin
Reporting	Mr. Brij Mohan	Designation	Senior Manager

Key Responsibilities

DUTIES OF MAINTENANCE SUPERVISOR 1

1. He will function under Sr. Manager Administration.
2. He will be responsible for maintenance & repair of all borewells and pumps whether openwell type/ submersible pump or monoblock pumps.
3. He will maintain a record of borewell readings through plumbing team.
4. He will maintain a record of all pumps being sent for repair through the store.
5. He will apprise Sr. Manager Administration of the daily pump status.
6. He will also be responsible to ensure cleaning of major sewage drains through the vendor.
7. He will ensure adequacy of water for hostels, mess, and residential areas in conjunction with Maintenance Supervisor 2.
8. He will take over the duties of maintenance supervisor 2 in his absence.
9. He will check the detailing of plumbers and electricians under guidance of Dy Director/Sr. Manager. he will monitor the complaint register and ensure completion of work. He will apprise store in case a specific item is required.
10. He will be responsible for monitoring maintenance of Horticulture equipments. He will monitor the attendance of horticulture staff and check their deployment.
11. He will be responsible for monitoring lift maintenance through AMC vendor and ensure lift complaints attended on time. Maintain record of lift repair/damages and battery replacement.
12. He will be responsible for monitoring smooth operation of pump rooms/ their cleanliness. Maintain record of plumbing spares available at pump rooms.
13. He will be responsible for repair of ceiling fans/ exhaust fans timely through vendor and maintain a record of repair through store.
14. He will be responsible for servicing of water purifiers/ Aquaguard units though AMC vendor.
15. He can be called upon to perform any other additional duty at the discretion of Director / Dy Director /Sr. Manager.

DUTIES OF MAINTENANCE SUPERVISOR 2

1. He can be called upon to perform any other additional duty at the discretion of Director / Dy Director /Sr. Manager.
2. He will function under Dy Director/ Sr. Manager Administration.
3. He will be responsible for all work service requirements in the campus.
4. All issues of seepage and leakages in buildings and internal pipelines will be dealt through him.
5. He will be responsible for installation of new equipment concerned with plumbing (eg Water Coolers, Tanks etc).

6. He will also be responsible for repair and maintenance of overhead tanks whether RCC or Sintex.
 7. He will be responsible for maintenance of all outdoor structure and civil job such as roads/footpaths/ curvestones/ building elevation stones/ block flooring/ white-wash etc.
 8. He will assist Maintenance Supervisor 1 for any water distribution issues.
 9. He will take over the duties of Maintenance Supervisor 1 in his absence.
 10. He will vet the quarterly requirement of plumbing items in conjunction with Maintenance Supervisor 1 and Store Manager.
 11. He will liaise with project Deptt as and when the need arises.
 12. He will provide admin support during University Events as and when required.
 13. He will perform any other work as assigned by Dy. Director/ Director.
- Presently both supervisor 1 & 2 jobs are being performed by Mr Madan Lal Prajapati.

Revalidated

15 Oct 21


Gp Capt Ajoy Mudaliar (Retd.)
Director Administration



JOB DESCRIPTION

Name	Ms Urvesh	Division	AUR
Designation	Supervisor	Department	Admin
Reporting	Mr. Vikas Chauhan	Designation	Dy. Director

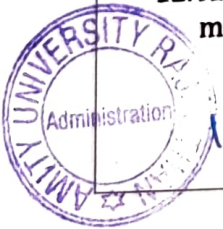
Key Responsibilities

SRC Building

1. She will supervise all administrative activities in and around SRC building including maintenance, housekeeping of all departments, library, sports, extracurricular activities rooms.
2. She will ensure routine cleanliness of the SRC building and equipment placed in it with the help of housekeeping /vendor staff and attendants functioning in SRC. (Rooms, corridors, glass, furniture, curtains, toilets etc).
3. She will maintain a cleanliness record register and periodically show it to the Asst manager / Dy Director. She will personally supervise all the work service and cleanliness activities of SRC. She will liaise for complaints with the respective maintenance / housekeeping supervisors and if required Dy Director especially maintenance.

Mess & Neighboring Outlets

4. She is directly responsible for the proper functioning of the mess staff. She will ensure grooming and hygienic condition of mess staff
5. She will ensure cleanliness; all sanitary conditions are proper.
6. She will coordinate with Mess for catering for various events as and when directed by Dy Director/Asst Manager SRC.
7. She will scrutinize all bills of mess and check against requisitions as approved for various deptt and then hand over the same to Admin Supervisor of Director Admin Office for further processing.
8. She will accompany the doctor on sanitary rounds.
9. She will ensure availability of the suggestion register in the mess and will check it daily and accordingly brief the mess.
10. She will monitor the functioning of laundry and ensure that all precautions are being taken by the vendor for safety. She will also ensure that proper detergent is used by the vendor and hygienic conditions are maintained at all times.
11. She will ensure that the outlets in the vicinity of SRC maintain proper hygienic conditions. She will periodically check the cooked food items /raw items to ensure that quality is maintained.
12. Any administrative activity in SRC and surroundings would be in her sphere. She may be called to perform additional tasks from time to time.



15 Oct 21


Gp Capt Ajoy Mudaliar (Retd.)
Director Administration

JOB DESCRIPTION

Name	Mr. Sudershan Chauhan	Division	AUR
Designation	Asst. Manager	Department	Admin
Reporting	Gp Capt Ajoy Mudaliar	Designation	Director

Key Responsibilities

Fire & Safety:

1. He will be responsible for fire safety measures, and to check the fire and safety SOP periodically to update the same.
2. He will be responsible to liaison with the firefighting department.
3. He will be responsible to conduct drills for personnel of all buildings periodically.
4. He will ensure for timely refilling of fire extinguishers.
5. He will ensure for timely renewal of fire NOC.
6. He will periodically assess the safety measures in place and put up proposal for upgrading / repair of any requirement.
7. He will be responsible to ensure that fire equipment is serviceable and required maintenance activities are carried out. Plumbers and electricians will necessarily follow his orders in these matters.
8. He will conduct periodic training and drills and keep a record of the same

STP & ETP:

1. He will also be responsible for supervision of the outsourced vendor staff maintaining STP and ETP plant.
2. He will be responsible to liaison with the STP vendor for any upgradation in the STP system.
3. He will monitor the attendance, competence of staff, the flow process and also check documents.
4. He will check the treated water test reports and bring to the notice of the undersigned any deviations.
5. The water softening plant supplying water for chiller plant tower and flush systems will require regular monitoring.
6. In conjunction with the maintenance supervisors, he will ensure that correct routing of pipelines for fresh water and STP water.

Chiller Plant:

1. Operation of Chillers Plant
2. Liaison with STP for treated water for cooling tower of Chiller.
3. Regular checks and monitor Cooling Towers and relevant pumps.
4. Follow up the maintenance issues with contractor.
5. He is responsible for routine inspection of the equipment and ensure that equipment are in working condition.
6. Monitoring of AHU at Academic block B, C, D and E.
7. Contribute Energy Saving programs and identify the area for energy saving.
8. Records of all AHU, chillers, VAV, ECU pumps and relevant control panels.

9. He is responsible to coordinate with the team of Chiller Plant for preventive maintenance schedule and maintain the records.
10. Follow up with the site supervisor for different type of works.
11. He is responsible to provide operating schedules for all equipment to save energy.
12. Regular inspection of all meters and record consumption.
13. He is responsible for installation of split AC's inclusive of those in Hostel Blocks and their regular services and maintenance.
14. He also supervises the recharge pits cleanliness.

Local Liasion

15. Mr Sudershan is also utilized for local liaison, for certain jobs in conjunction with requirements of Head Office or AUR.
16. He is also utilized for undertaking projects which may not be in a particular domain, like rechaging pit for borewell.



Revalidated 15 Oct 21

Gp Capt Ajoy Mudaliar (Retd.)
Director Administration

JOB DESCRIPTION

Name	Mr. Vikram Singh	Division	AUR
Designation	Asst. Manager	Department	Admin
Reporting	Mr. Vikas Chauhan	Designation	Dy. Director

Key Responsibilities

1. Vehicle Maintenance Work:

- Check availability of vehicle for assigned deployment
- Vehicle General Service on time.
- Vehicle Maintenance work.
- Vehicle general Insurance, pollution, fitness and permit work.
- Daily check of vehicle in terms of air, water, engine oil, fuel, cleanliness.
- Transport permit for vehicle during outstation visit.

2. Accounts of Diesel & Petrol:

- Issuing receipt of petrol & diesel.
- Maintain the receipt of petrol pump.
- Vehicle average (KPL) maintenance.

3. Documents Record:

- Vehicle fuel register record maintenance.
- Vehicle logbook and car dairy record keeping.
- Weekly vehicle checking register maintain.
- Monthly expenditure on vehicle record maintain.
- Yearly stock taking board report.
- Record keeping of all approvals.

4. Liaison with RTO:

- For vehicle fitness.
- Vehicle permit.

Revalidated 15 Oct 21


Gp Capt Ajoy Mudaliar (Retd.)
Director Administration

