

KIET GROUP OF INSTITUTIONS, GHAZIABAD

Different Administrative Procedures and policies

Procedure of maintenance activities:

The maintenance activities include all the activities pertaining to the repair of all the electrical fixtures/equipments, furniture, water cooler, RO system, air conditioner, intercom system, whitewash and housekeeping etc. The following stepwise procedure is to be followed for reporting and repairing/completion of the complaints.

1. Each department will be issued with the pink book, which has the duplicate complaint slips in it. All the repair requirements/complaints noticed will be reported on this book/slip.
2. On all working days, respective maintenance supervisor of the building will go to the PA to Hod of each department assigned to him between 1000 to 1100 hrs.
3. Any observation about housekeeping/maintenance noticed by any faculty/staff of the department will be informed to PA to Hod.
4. PA to Hod will write the observation in the maintenance register kept with him.
5. PA to Hod of the department will inform the maintenance supervisor of the particular building in writing about the observation received by him on the previous day.
6. Maintenance supervisor will report all the complaints to Electrical maintenance in charge or B&R (Building & Repair) maintenance in charge depending upon the nature of complaint.
7. Maintenance in charge Electrical/B&R will decide the priority of the repairs depending upon the nature of complaint whether urgent/routine or any backlog and then allocate the concerned worker/technician to complete the repairs.
8. Concerned maintenance supervisor will ensure that all the complaints are completed within 24 working hrs after receiving the complaints, if not urgent in nature and an entry about the completion will be made in the register kept with the PA to HoD.
9. Any complaint, if not completed within 24 working hrs. then it should be brought to the notice of the admin officer by maintenance in charge and concerned department PA to HoD.
10. Any urgent/emergency complaint to be repaired/completed then and there, as and when reported.

11. The complaint register kept with PA to Hod will be sent to the admin office on every first and third Monday of the month.
12. The list of maintenance in charge and maintenance supervisors is placed at appendix-A.
13. The maintenance of the diesel generators, elevators, washing machines etc. will be done as per the time/hour schedule given by OEM.
14. Major maintenance activities such as white wash, hostel maintenance etc. will be undertaken during summer break.
15. Automation of maintenance activities is under progress.

Policy on maintaining the sports grounds:

1. Sports officer will be given four gardeners to maintain all the sports grounds/courts. These 04 gardeners will be working on the instructions of Sports officer.
2. Gardeners will be provided with all the required tools and machines to maintain the sports ground and courts.
3. Electrician will switch ON all the lights of all the sports grounds in the evening after sunset and switch off all the lights of sports grounds at 2100 hrs daily. He will also ensure that all the lights are serviceable at all the time.
4. Any observation related to the fixtures in the sports ground/courts by any student or by any coach should be directly informed to the assistant admin officer/Admin executive through sports officer in the admin office either by email or through pink slip.
5. Assistant admin officer will inform the complaint to the maintenance in charge electrical/B&R accordingly and will ensure timely resolution of the complaint, any difficulty faced to be brought to the notice of admin officer.
6. A sports regulatory committee which reports to Joint director is also active to monitor the maintenance of all the sports grounds/courts facilities.

Policy on power back up:

1. We have a 24-hour direct feeder from UPPCL and 01 diesel generator of 500KVA and 04 diesel generators of 320 KVA each.
2. One electrician will be available in the control room 24 hrs to look after & up keep of all these generator sets and direct supply.
3. In case any power failure from main feeder, electrician available in the control room will go and switch ON the generators (depending upon the running load). It takes about 90 to 120 second for generator power to come ON, which includes the travel time to and from the generator by electrician and also time taken by generator to reach to the required RPM to generate the required voltage with preset frequency.
4. Air conditioners will not be running on generator power.
5. The servicing of the generator sets will be done as per the running hours and time period prescribed (whichever is earlier) by the OEM.

Policy on vehicle parking in the campus: Students those who are from nearby areas i.e. Muradnagar, Modinagar, Ghaziabad, Sahibabad etc. will not be issued with vehicle pass for four-wheeler due to institute buses are available on these routes.

Following spaces are allocated to the different Category of vehicles.

(A) Four-Wheeler parking:

1. Parking opposite to central library: Accounts, Admin, Registrar, Purchase, HR, dean (SW), ADAM center and visitors are to park their vehicles in this area.
2. Parking space behind 'G' block: Faculty and staff of 'G' block, 'E' block is to park their vehicles in this area.
3. Parking space near pavement leading to Chandragupta boys' hostel: Faculty and staff of 'B' block, 'C' block, 'E' block is to park their vehicles in that area.
4. Parking space near to the football ground: Faculty and staff of 'KSM' block, 'KSOP', 'F' block and all students are to park their vehicles in this area.

(B)Two -wheeler parking:

1. Space behind the 'A' block leading to under construction academic block is allocated to park the student's two-wheeler.
2. Space towards the ITI boundary wall near to diesel storage tank is allocated to student's two-wheeler parking.
3. Shaded/covered area near to football ground is allocated to the two wheelers of faculty and staff.

Policy of water usage:

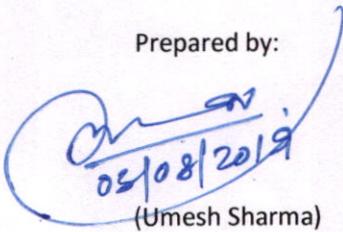
1. We have following submersible pumps installed in the campus. All the pumps are automatically controlled by sensor-based system to avoid the overflowing of the water and proper use of water. The details of installation and their usage is given as under.

Details of submersible pumps for Ground Water Extraction inside the campus

Sl.No	No. of Pump	Capacity	Location	Feeding To
1	1	10HP	Opposite to EIE dept	Main Over Head Tank
2	1	05HP	Opposite to EI dept	E-Block
3	1	05HP	Faculty Apartment	TBI, PGDM, EI,
4	1	05HP	Vivekanand Hostel	Vivekanand and Aryabhata
5	1	7.5HP	Sarojini Hostel	Sarojini, Sarasvati and Gargi hostels and all are interconnected with faculty apartments also. (To supply water, in case of pump failure at faculty residence.)
6	1	7.5HP	Saraswati Hostel	
7	1	05HP	Gargi Hostel	
8	1	7.5HP	CV Raman Hostel	CV Raman and G Block
9	O/H Tank	02 Lac ltrs		Block A, C, D, Tagore hostel, B.Pharma. This is also connected to Vivekanand to supply water, in case of pump failure at Vivekananda hostel.)

2. We have installed one 500 KL capacity of sewage treatment plant in our campus, which is based on the principle of "Rotary biological contractor". Total sewage generated in the campus is treated in this plant and whole sewage is converted into the water and a very small amount of sludge is generated during the process. The treated water is used for the purpose of flushing in all the in-campus hostels and remaining treated water is used for the purpose of horticulture irrigation of the campus lawns. The remains of sludge are dried and used as manure to the plants and lawns of the campus.
3. We are in the process of replacing the censor-based usage of water taps in our administrative, academic and hostel buildings to save the water. Some of the buildings have already been done and some are in under progress.
4. We have total 21 pits of rainwater harvesting and few of rain water collection trenches spread all over the campus to collect the rainwater for the ground water recharge purpose.

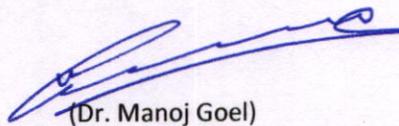
Prepared by:


05/08/2019

(Umesh Sharma)

Admin officer

Counter signed by:



(Dr. Manoj Goel)

Joint Director

19 Aug 2019

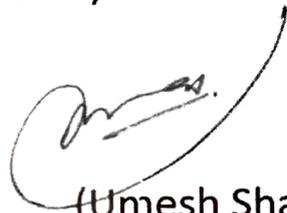
KIET Group of Institutions

Notice

Restricted use of Plastic

This is inform to all that uses of single use plastic materials like Polythene Bags, Water Bottle, Spoons, Cups, Forks are banned in the Institute premises. All are required to cooperate for the betterment of our earth by contributing in deduction of the pollution.

Aug 13, 2015



(Umesh Sharma)
Admin Officer

Copy to: Director/CAO – for kind info please
Principall-KSOP/Dean(SW)/Dean(Academics)
HoDs(CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/)
All Hostel Wardens/Mess Contractors/Canteen/Vendors/
Main Security Gate

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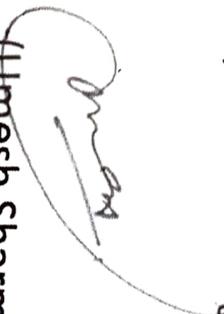
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Aug 20, 2018


(Umesh Sharma)
Admin Officer

Copy to: Director/CAO – for kind info please
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HODs(CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/)
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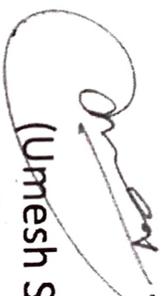
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October 15, 2020



(Umesh Sharma)
Admin Officer

Copy to: Director/Joint Director – for kind info please
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HoDs(CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/)
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