



Policy for Inventory Management

Objective:

- To ensure continuous upkeep, repair, and maintenance of all university infrastructure.
- To provide a clean, safe, functional, and aesthetically pleasing campus environment.
- To support effective teaching, learning, research, and student engagement activities.

This policy covers maintenance of:

- Academic infrastructure (classrooms, labs, seminar halls, libraries)
- IT infrastructure (computers, servers, networks)
- Sports and recreational facilities
- Electrical, Plumbing and Air Conditioning Systems
- Roads, parking areas, gardens, open spaces
- Campus security systems (CCTV, alarms, fire safety)

Maintenance Structure at LJKU

Campus Manager:

- Dedicated for whole campus of LJKU.
- Responsible for daily maintenance coordination, initial issue reporting, and vendor supervision.

Maintenance Manager (Central Level):

- Oversees all campuses.
- Approves major repair proposals, vendor selections, and monitors overall maintenance quality.



Maintenance Activities

a) Academic Facilities

- Daily cleaning and maintenance of classrooms, laboratories, libraries, seminar halls.
- Regular repair and preventive maintenance of furniture, projectors, boards, electrical fittings.

b) Sports Infrastructure

- Upkeep of cricket grounds, football fields, indoor sports halls, open-air theaters.
- Maintenance of equipment and turf through periodic inspections.

c) Water, Electricity, Sanitation

- RO plants for drinking water regularly serviced.
- 24x7 electricity backup systems maintained.
- Housekeeping agency manages daily cleaning of washrooms, corridors, labs, and open spaces.

d) Security and Safety Infrastructure

- Regular testing of CCTV systems, fire extinguishers, emergency exits.
- Security guards deployed at all key gates and blocks.

Complaint Handling and Response Time

- Minor maintenance issues (electrical, plumbing, furniture) resolved within **48 hours** after reporting.
- Major works (equipment replacement, structural repairs) addressed within **7 working days** after approval.



Development and New Infrastructure Proposals

- Institutes submit proposals for new infrastructure or major upgrades using a **standard format**.

Monitoring and Documentation

- The Committee shall maintain necessary documents such as Work Order, Purchase Order, Etc.
- The Committee shall report to the Finance committee.

Review and Revision

- This policy shall be reviewed **once every three years** or earlier if needed, based on infrastructure expansion or regulatory requirements.