

This Manual lays down guidelines for ensuring proper Supervision of the facilities available in the University.

University Facility Management Manual

GSFCU-Facility-Rev01

GSFC University, Fertilizer Nagar

Revision Details

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1. PREAMBLE

GSFC University started with a vision to Establish and evolve a boutique University, which provides a platform to create 100% industry manpower, so that at-least 80% become employable. Campus consists of mainly two buildings, SOT (School of Technology), SOS (School of Science), SOM (School of Management) & SOFS (School of fire and safety). Foundation stone for a dedicated Lab building has been laid on 2nd December 2017 and are likely to be functional by June 2021. This manuals details as how these buildings will be maintained.

2. FACILITIES AT SOT BUILDING (SCHOOL OF TECHNOLOGY)

A. Classrooms :-

- 09 Classrooms (Capacity of 60 – 70 Students)
- 01 Classroom (Capacity of 120 Students)
- 01 Classroom (Capacity of 200 Students)
- 02 Tutorial Rooms (Capacity of 20-25 Students)
- 01 Auditorium (Capacity of 144 Persons)

B. Laboratories :-

Sr No	Labs	Location Code
1	Mechanical Operations Lab	G03
2	Hydraulics Lab	G06
3	Chemistry Lab	G07
4	Workshop	G10
5	Engineering Mechanics Lab	G13
6	Chemical Reaction Engineering Lab	G14
7	Heat Transfer Operation Lab	G15
8	Mechanics of Solid Lab	G17
9	Fluid Mechanics Lab	G18
10	Computer Lab (60 Pax)	FF02
11	Basic electronic Lab	FF03
12	Mass Transfer Operation Lab	FF08
13	Chemistry Lab	FF10
14	Super Computer Lab	FF11
15	Physics Lab	FF12
16	Theory of Machines Lab	FF13
17	Engineering Drawing Lab	FF16
18	Design Lab	FF17
19	CAD Lab	FF19

Note: All the above laboratories will be relocated to new lab buildings, thus releasing more space for class rooms and recreation.

C. Girl's Common Room -:

D. Pantry for staff -: Area to be used by teaching & non-teaching staff for their meals, refreshment and casual discussions.

E. Multipurpose Activity Area (Steps) -: Ideal for conducting various activities like poster display, casual interactions etc.

F. Paved Area - Ideal location for organizing get-together, celebrating festivals like Ganesh pooja having group photos, classes etc.

G. Canteen -:

- Operates Monday to Saturday (except on 2nd & 4th Saturday) during University working hours.
- Serves Limited Snacks, Beverage and Fixed Lunch.

H. Meeting Room (Capacity 8-10 Person)-: 1 No

I. Internet Connectivity -: For Institute's mission of education, Instruction, Learning, research & administrative official purposes. Network and internet facility are strictly for official purposes. At any given condition, maintaining and safeguarding electronic data, including email is fully user's responsibility.

J. Washrooms / Rest Rooms -:

- Gents – 04 Nos.
- Ladies – 03 Nos.
- Handicap – 02 Nos.

3. FACILITIES AT SOS BUILDING (SCHOOL OF SCIENCE)

A. Library -:

- University's Library follows an open access system. Library is Functional from Monday to Sunday from morning 09:00 AM to midnight 12:00 AM (except public holidays).
- The user of the Library is requested to leave their personal belongings such as bags, purses, parcels etc. at the designated area near the entrance. Please don't carry them into the stack area. However, one can carry laptops, notebooks and loose paper inside.

B. Classrooms -:

10 Classrooms (Capacity 48 Students)
1 Classroom (Capacity 110 Students)
2 Tutorial Rooms (2 rooms of 24 students each)

C. **Conference Room (Capacity 20 Person) -: 1 no.**

D. **Meeting Room (Capacity 10-12 Person) -: 1 no.**

E. **Silent Room -: 1 no.**

F. **Library-: 1 no**

G. **Laboratory -: 2 no**

Sr No	Labs	Location code
1	Biotechnology Lab	FF17
2	Soil Mechanics Lab	SF11

H. **GUITAR room -: 1 no**

I. **Parents waiting room -: 1 no**

J. **Girl's Common Room**

K. **Washrooms / Rest Rooms**

- Gents – 03 Nos.
- Ladies – 03 Nos.
- Handicap – 03 Nos.
- Staff Washroom– 01 Nos.

4. HOUSEKEEPING: SCHEDULE / FREQUENCY OF CLEANING OF VARIOUS AREAS

- Housekeeping service has been outsourced to a vendor for the upkeep of the premises of the University.
- Vendor is expected to maintain record of the cleaning schedule and consumption of the cleaning chemicals & tools.
- Housekeeping vendor is expected to follow following frequency of cleaning :-

Sr.	Description / Activity	Frequency
1	Cleaning, sweeping, mopping, dusting	Six days in a week
2	Scrubbing, Deep Cleaning	Monthly OR earlier if required
3	Cleaning of glass panes, removal of cobwebs, Facades of the buildings	Weekly
4	Spreading Fenthion chemical in chambers and in common areas during rainy season	Monthly OR earlier if required

5	Clearance of Dust bins from offices, Open areas, and common areas.	Six days in a week
6	Terrace cleaning (SOS & Girls Hostel)	Once in three months OR earlier if required
7	Parking shade roof cleaning	Once in six months
8	Sintex Tanks	Monthly OR earlier if required
9	Toilet cleaning	Six days in a week
10	Liquid soap near all wash basins in all toilets of SOT , SOS & Girls Common Toilet	Should always be filled up
11	Air freshener ODONIL or equivalent in all toilets SOT, SOS & Girls Hostel Common Toilet	Should always be in place
12	Dust bins (Clearing & Cleaning)	Six days in a week
13	Drainage blockage removal	Whenever required (Routine check should be done every month)
14	Toilet shafts	Weekly
15	Open areas, common areas & Parking	Six days in a week

5. TRANSPORTATION

- University has engaged one car through a local vendor official use.
- User needs to fill-up a requisition slip duly authorized by Director (Admin) for using University's vehicle for any activity
- University also runs bus service for students and staff on three routes. Details are enclosed as Appendix – II.

6. SECURITY

- University has engaged security services through a local vendor, some of the perimeter security is provided by GSFC security force.
- The buildings local access and security is outsourced to vendors, who are supposed to check for entry to the building by students and other authorized personnel.
- Round the clock security is available at Bhavan – Girl's & boys.
- Round the clock security available for SOS (School of Science).
- Security is available at SOT (School of Technology) everyday during 0700 A.M – 0700 P.M

7. MAINTENANCE OF FACILITY

Maintenance is defined as the day-to-day or periodically scheduled work required for preserving and maintaining the facility. Specifically, maintenance is the management of building systems and mechanical equipment, electrical systems, walls, ceilings, floors, roof, permanently attached equipment.

Maintenance of facility does not include computer equipment, audio/visual equipment, art/museum equipment, telephone lines and equipment, and cable outlets.

The Facility office is supported by vendors (refer Appendix – III for list of vendors) to perform many of these maintenance items.

- **Electrical maintenance:** University is having Annual Rate Contract (ARC) with a Vendor.
- **Carpentry work:** University is having Annual Rate Contract (ARC) with a Vendor for any carpentry related work.
- **HVAC Maintenance:** University is having Annual Rate Contract (ARC) with a Vendor for any HVAC maintenance work.
- **Plumbing Maintenance:** University is having Annual Rate Contract (ARC) with a Vendor for any Plumbing related work.

8. KEY POLICY

Keys are controlled by the Facilities office and are distributed by the Security of each building, on need basis.

For safety and security all office doors / windows, Classrooms doors / windows, locker room doors / windows, Laboratory doors / windows should be locked when not occupied.

A. Key Request Procedure

- All key requests must be submitted in writing (via email or written request) to the Facility office at dharti.patel@gafcuniversity.ac.in OR dishang.thakkar@gafcuniversity.ac.in
- Once the request is received, the request will be reviewed and key inventory checked for availability. If the key is in inventory it will be available within 24 hours. If a new key is needed, a work order needs to be generated in the same way as a general work order – first come, first serve basis. Because of this, Please allow at least two weeks for keys to be ready.

B. Returning Keys

- All employees leaving the University must return all keys on or before their last day of work.
- Any keys not returned will be billed. This may include the cost of new keys and/or new locks and fine as decided by management from time to time.

C. Lost Key Procedure:

- Keyholders shall immediately report any lost, missing, stolen or damaged keys to the facility office.
- A fine for lost or stolen keys as decided by management from time to time shall be borne by the Keyholders.
- Duplicate key will be issued, post receiving fine for the lost/stolen keys.

9. STATIONARY FACILITY FOR STUDENTS

- University has its own retail outlet for basic requirements of stationery for students such as printing, photocopy, purchase of basic stationary items. Special stationary items are also made available on prior requests by students.

10. APPENDIX - I

FORMS & FORMATS

REQUISITION SLIP FOR TAXI SERVICES
(TO BE FILLED FOR OFFICIAL REQUIREMENT)

Kindly arrange to provide us University's hired vehicle on official accountas per the details furnished here under:

Type of Journey (Pl. tick mark): **LOCAL** **OUTSTATION**

Destination: _____

Purpose: _____

Date of Travelling: _____

Name of the Passenger/s: _____

Vehicle to Report at place: _____

Vehicle to Report at Time: _____

Vehicle to Return by Time & Date: _____

Authorised / Approved by:
Name: _____
Designation: _____
Department: _____
Signature: _____

Indentor
Name: _____
Designation: _____
Department: _____
Signature: _____

To,
Administration Section
GSFC University

VigyanBhavan, P.O. Fertilizernagar 391 750, Dist. Vadodara, Gujarat (India). Phone No. 0265-309-3818

LOGBOOK OF COMPANY HIRED /VEHICLE-TAXI

Date:-

Sr. No.	Cost Code	Name of Person	Purpose	Time From	Time To	Kms. From	Kms. To	Signature
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

To,
Administration Section
GSFC University

VigyanBhavan, P.O. Fertilizernagar 391 750, Dist. Vadodara, Gujarat (India).Phone No. 0265-309-3318

11. APPENDIX – II

BUS ROUTE

ROUTE 1:	ROUTE 2:	ROUTE 3:
<ul style="list-style-type: none"> • PARIVAR CHAR RASTA • VRUNDAVAN CHAR RASTA • INDRAPURI SUB SATATION (SARDAR ESTATE) • SUPER BAKERY • EARTH ICON (CINEMARC) • KHODIYARNAGAR CHAR RASTA • NARAYAN ENTERPRISE • AIRPORT CIRCLE • AMIT NAGAR CIRCLE • L & T CIRCLE • SAMA ROAD • ABHILASHA CHAR RASTA • MILITRY BOYS HOSTEL (SAINIKCHATRALAYA) • CHHANIJAKATNAKA • CHHANI • GSFC UNIVERSITY 	<ul style="list-style-type: none"> • SUSEN CIRCLE • KABIR COMPLEX • TULSIDHAM • SARAWATI COMPLEX • DARBARCHAUKDI • PARMUKHDARSHAN RESIDENCY • MANJALPUR • LALBAUGFATAK • VISHWAMTRI ROAD • SHIVAJI CIRCLE • AKSHARCHAUK • MANISHACHAUKDI • CHAKLI CIRCLE • RACE COURSE CIRCLE • TRIDENT CIRCLE • POLYTECHNIC MSU • FATEHGUNJ CIRCLE (NO FLY OVER) • NIZAMPURADELUX CHAR RASTA • CHHANIJAKATNAKA • CHHANI • GSFC UNIVERSITY 	<ul style="list-style-type: none"> • AKSHARCHAUK • MANISHACHAUKDI • VASANA CIRCLE • TIME CIRCLE • HARINAGAR CHAR RASTA • ZASI NE RANI CIRCLE • JAIN DERASAR • ITI GORWA • MADHUNAGAR • CHHANI • GSFC

12. APPENDIX – III

List of Vendors

- **M/S Escort Electricals** – For Electrical Maintenance Service.
- **M/S Escort Security & Personnel services**- For Security Guard Services
- **M/S Dhruvit Furniture** - For Misc. Carpentry Work Services
- **M/S Dilip G Vaghela** – For Plumbing Work Services
- **M/S Ganesh Corporation** – For AC Servicing Services
- **M/S Sunita Travels** - For Bus services for students
- **M/S Jaiswal Hospitality Pvt Ltd** – For Catering Services
- **M/S K&Z** – For Housekeeping services