

APPROVED POLICY ON INFRASTRUCTURE-RELATED WORK REQUESTS FROM ACADEMIC AREA AND HALL OF RESIDENCES

Date: October 27, 2020

1. Requests for creating temporary sheds/conversion of existing sheds to permanent spaces to house gas cylinders, server, battery etc.

1.1. General guidelines:

- 1.1.1. These spaces will be entered in the Department-wise space data
- 1.1.2. Periodic review of utilization will be carried out for these spaces
- 1.1.3. The storage sheds constructed are purely temporary and any proposal to change to permanent spaces will not be considered
- 1.1.4. For sheds requiring more than 10sqm of footprint, separate approval of ISAC is required

1.2. Request specific guidelines:

1.2.1. **Temporary Sheds for Gas Cylinder**

- 1.2.1.1. Sheds are not required unless a large number of cylinders are required to be connected simultaneously. Users should store the gas cylinders for immediate use in respective labs in chains or in gas cabinet
- 1.2.1.2. Sheds should not be built for storing large number of cylinders as these cylinders are supplied by the central stores. The existing process of delivery of cylinder from the central stores is modified for expedited delivery on requirement.
- 1.2.1.3. Building-wise space will be allocated to construct well-designed gas cylinder storage, wherever possible, getting rid of the requirements of constructing smaller sheds around the building.
- 1.2.1.4. For sheds provided under unavoidable circumstances, the design, safety, and utility aspects will be reviewed to find the best possible solution.

1.2.2. **Temporary Sheds for Battery, UPS, Compressors**

- 1.2.2.1. Building-wise space will be allocated to construct well-designed gas cylinder storage, wherever possible, getting rid of the requirements of constructing smaller sheds around the building.
- 1.2.2.2. For sheds provided under unavoidable circumstances, the design, safety, and utility aspects will be reviewed to find the best possible solution

2. Requests for creating additional spaces such as mezzanine floor, room on terrace, in open spaces connecting buildings etc.

All requests for creating large spaces will be first evaluated for technical feasibility by a team from DOIP & IWD offices before sending to Institute Space Advisory Committee (ISAC) for final decision.

3. Requests for change of utilization of spaces, i.e., conversion of building elements such as lobby, toilets etc for creating research spaces, temporary test cells etc.

3.1. Only typical work requests for increasing of accessibility for differently abled people, creating emergency exits related to safety will be taken up through these requests in existing buildings as and when feasible

3.2. Requests for any alteration of the facilities created within the last 10 years will not be processed unless safety issues require such alteration.

3.3. Any other requests for modifications in existing buildings will be processed only in unavoidable circumstances. Requests in these cases will only be processed after a thorough and careful review considering the Building Code Requirements, Safety aspects etc.

4. Requests for Precision ACs, Cooling racks, Tower AC's, Cassette AC etc

4.1. Air conditioning requests will be processed as per common standards adopted for central AC/ standalone units in the institute.

4.2. Requests for any deviations such as Precision ACs, Cooling racks, Tower AC's, and Cassette AC will be processed only after a thorough and careful review of requirements and available alternatives as per the recommendation of DOIP/IWD office and approval of the competent authority

5. Requests for aluminium/temporary partition

5.1. Routine partition work requests from the grant allocated to the IWD will not be processed unless specifically approved by the DOIP/DD/D. For the rest of the cases, the fund allocation for such works, if taken up by IWD, should come from the indenter (through the project) or the concerned department.

5.2. The processing of partition in accordance with **5.1** is subjected to the following conditions

5.2.1. Special requirements of housing sophisticated equipment

5.2.2. Separating heated source and air-conditioned spaces

5.2.3. Carving out student seating space in a faculty office

5.2.4. Separating wet space and dry space

5.3. For cases in compliance with **5.1** and **5.2**, all other related works such as requirements of additional finishes, light fixtures and ACs should be included and processed at once

6. Requests for piece work in subsequent years for the same work for additional finishes, addition of more space etc.

- 6.1. No piece work for the same infrastructure will be taken up in subsequent years for additional finishes, additional space, etc.
- 6.2. All related work for the work request will be executed as a one stop solution for a single request.

7. Requests for special DG Set connections

- 7.1. Request for DG Set connection will only be processed for a piece of research equipment that requires continuous round the clock power supply and subjected to the following terms and conditions:
 - 7.1.1. The indenter will arrange for an UPS, of equivalent KVA rating as that of the DG connection sought, with minimum 2 hours back up time from his /her project.
 - 7.1.2. The DG set connection will be equipped with a switchgear mechanism that identifies UPS failure and connection with DG sets.
 - 7.1.3. Once the provisions are made, the requests will be assessed by the DOIP office & IWD and will be taken up after proper technical justification.

8. Requests for Air showers for all chemistry/chemical labs at a common location of a floor or at an accessible location near lab.

Emergency air showers in chemistry/chemical labs will be provided for all chemistry/chemical labs at a mutually agreed common location of a floor and at an accessible location near the laboratories involved.

9. Requests for modification of standards of finishes in a building or individual labs and offices, e.g., changing mosaic to tiles, adding false ceiling in Workshops or existing buildings, wooden panelling etc.

- 9.1. The requirement intended for aesthetic purpose will be considered only in case of deterioration of existing floors in Dept offices, seminar rooms and special laboratories with outside collaboration etc. Options available will be good quality PVC flooring or vitrified tiles
- 9.2. New request of false ceiling will only be considered for top floor or when there is a special requirement as assessed by DOIP/IWD office during the site visit
- 9.3. For workshops, such option of new false ceiling will be considered only to house special equipment under AC environment.
- 9.4. Request for any other change in architectural standards of the existing building will be processed only after special permission of the competent authority

10. Requests for fixed furniture like shelves, cupboards, platforms, fume hoods etc and blinds

10.1. IWD will not take-up carpentry work from the grant allocated to the IWD unless specifically approved by the DOIP/DD/D. For the rest of the cases, the fund allocation for such works, if taken up by IWD, should come from the indenter (through the project) or the concerned department.

10.2. Blinds will be provided only for new office set-up.

11. Requests for damage repair from Halls of Residence due to improper usage of facilities

11.1. All such requests should be routed through DOSA office

11.2. IWD/DOIP/DOSA office will do periodical audit (e.g., bi-annual) of common areas/facilities based on a standard checklist, and any such damage will be reported to DOSA office for necessary action

11.3. A mechanism for proper remedial measures and/or financial compensation will be established as duly recommended by DOSA office

12. Requests for damage requests from Halls of Residence for construction of new office rooms, guest rooms, additional shops etc.; sheds for parking, cycle stands etc; tank & pipelines for RO reject water.

12.1. Any such request should be routed through DOSA office for:

12.1.1. For verifying the technical feasibility of the proposal and suitability for other Halls of Residences with the help of IWD/DOIP offices

12.1.2. For providing funds, if needed

12.2. Any deviation from the standards adopted for all Halls of Residence will only be processed after proper justification.