

ROLES AND RESPONSIBILITY OF ESTATE OFFICER

The Estate Office is a vital administrative division responsible for the planning, execution, maintenance, and management of the physical infrastructure and assets of the university. It ensures that all buildings, utilities, and support services are functional, safe, and conducive to academic excellence. The office handles construction, repair, extension, and asset management, while also coordinating with internal departments and external agencies.

Core Functions and Responsibilities

A. Construction and Development Works

- To Undertake new construction projects as per the university's infrastructure development master plan.
- Execute extension, renovation, and structural modifications of existing facilities.
- Prepare estimates, designs, and tender documents in coordination with engineering staff.
- Monitor and supervise contractors during construction and ensure timely, high-quality completion.
- Comply with statutory regulations and building codes.

B. Maintenance and Repairs

- To Plan and carry out regular and preventive maintenance of university infrastructure, including buildings, classrooms, labs, roads, and other facilities.
- Maintain all electrical systems (power distribution, lighting, transformers, generators) and civil works (flooring, roofing, drainage, etc.).
- Manage AMC (Annual Maintenance Contracts) for HVAC, lifts, water supply, fire safety systems, and other utilities.
- Respond to and resolve repair requests efficiently, minimizing disruption to academic activities.

C. Electrical and Civil Works

- To Supervise the execution and maintenance of civil structures including masonry, carpentry, plumbing, and construction activities.
- Oversee installation, repair, and upgrades of electrical infrastructure in classrooms, labs, offices, and hostels.
- Ensure all works are executed in adherence to safety protocols and standards.

D. Asset Management and Custodianship

- Acts as the custodian of all fixed assets of the university including buildings, infrastructure, machinery, and furniture.
- Maintain detailed records of asset acquisition, tagging, usage, maintenance, and disposal.

- Periodically update the asset register and coordinate with the Accounts department for physical verification.
- Keep a timeline-based record of maintenance schedules, upgrades, and replacements.

E. Liaison with Government Bodies

- To Liaise with government departments and statutory bodies (PWD, Municipal Corporation, Electricity Board, Water Supply, Urban Development Authorities, etc.) regarding:
 - Approval of construction projects
 - Compliance with civic regulations
 - Provision and maintenance of utilities such as electricity, water, and sewage
 - Grants and schemes related to infrastructure development
- Represent the university in meetings, inspections, and site visits organized by government agencies.

F. Staff Management

- Supervise and manage the day-to-day activities of technical and support staff including:
 - **Masons**
 - **Plumbers**
 - **Carpenters**
 - **Electricians**
- Assign responsibilities, monitor work output, and ensure timely task completion.
- Facilitate training, skill development, and safety awareness among the staff.

G. Record Keeping and Documentation

- Maintain all records related to:
 - Construction and maintenance projects
 - Vendor agreements, tenders, and work orders
 - Maintenance logs and AMC reports
 - Government correspondence and approvals
 - Asset registers
- Ensure proper filing of documents both in physical and digital formats for quick retrieval and transparency.