

# **Functions of Electrical Section**

## **1-Electrical Section**

- Maintenance of electrical installations including LT side of 05 nos., sub-stations & associated electrical distribution systems.
- Projects pertaining to electrical section processed through press tender, e.g. Installation of 04 new sub-stations (in progress), installation of LT panels, PFI plants, generators, earthing systems, electrical works for new buildings & renovations.
- Operation and maintenance of water coolers( Qty = 107), RO plant at city campus , water purification plant and waste water treatment plant.
- Operation & maintenance of generators (Qty = 31 nos.).
- Maintenance of air-conditioning units (Qty = 730 nos. approx.) including AC plants.
- Maintenance of photocopier machines (Qty = 65 nos. approx.) including technical liaison with vendors.
- Operation & maintenance of passenger & cargo elevator lifts.
- Electrical winding works.
- Liaison with WS (Mechanical) for maintenance of fire extinguisher installation in Directorate of Services.
- Booking & operation of events at Main Auditorium & Audio Visual hall.
- Coordination with ITD for fibre optic installation.
- Coordination with MCS with respect to supplies of all electrical & allied items.
- Coordination with consultants, contractors & suppliers for execution of electrical works.
- Preparation of monthly status reports for operational activities as required for BOR meeting.
- Maintenance of UPS & stabilizers including technical liaison with vendors.
- Electrification with UPS backup including standby generator supply & management of sound system for Convocation, Entry Test, Senate & Syndicate meetings. Also, providing support services for other university events.
- Checking & verification of KESC electricity bills & liaison with KESC to ensure smooth power supply.
- Monthly electricity billing of residential (125 nos. approx.) consumers & commercial (30 nos. approx.) consumers using Electric Billing Software.
- Operation & maintenance of main telephone exchange (total capacity = 600 nos.) along with checking & verification of telephone bills (Qty = 33 Nos.), associated with main telephone exchange.