

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)

University and its constituent units have appropriate procedures and policies for maintaining and utilizing physical, academic and support facilities (such as laboratory, library, sports complex, computers, classrooms etc.) as per the requirements of respective Academic Faculty and Programme.

All constituent units ensure that enough funds are allocated for maintenance of these facilities. Yearly requirements are obtained from all departments as per their needs and accordingly appropriate allocation is done in annual budgets.

Each constituent unit has dedicated committees to look after in-house infrastructure. These committees keep regular vigilance so that necessary measures are adopted at earliest to avoid inconvenience caused by system failures. The maintenances and utilization of support infrastructure facilities are carried out by Estate and Building Departments of University.

Following is a brief representative list of procedures and policies for maintaining and utilizing physical, academic and support facilities across the University. Some variations in policy do exist from institute-to-institute to accommodate local requirements.

Laboratory: Facilities in laboratories are maintained by respective HODs and concerned staff. Lab in-charge and assistants are appointed for each laboratory to look after the utilization of respective facilities. Programme specific laboratories (e.g. Physics Laboratory, Chemistry Laboratory etc.) are availed to students as per their programme requirements. Laboratory utilization plans are prepared in advance before the commencement of an academic session. Each laboratory maintains a utilization register.

Library: Each constituent unit has its own library headed by a librarian. The librarian is supported by the assistant librarian and necessary support staff (e.g. peons). Libraries are generally kept open from 8.00 am to 8.00 pm on regular days. It is extended during examination period.

Sports Complex: University has its own sports facilities such as Football Ground, Basketball Courts, Volleyball Courts, Cricket facility, Track & Field facilities, Table-Tennis facilities etc.

These facilities are supported by expert staff and coaches. All these facilities are maintained by support staff on regular basis under the supervision of sports staff. Sports Department of the University is supported by each constituent unit's sports department.

Computers: Maintenance of computers, peripheral devices (e.g. printers, scanners, photocopiers etc.) and networking devices (e.g. switches, routers, firewalls etc.) is carried out through AMCs. Data backup strategy is rigorously followed as a preventive maintenance for software, data and ICT services. Computer laboratories are availed to students as per their programme requirements. Internet browsing centers are open for free access to the students. Each staff-member (teaching and administrative) is provided with a PC and Internet connection.

Classrooms: Facilities in the classrooms are maintained by respective HODs and concerned staff. Lab in-charge and assistants are appointed for each laboratory (computer related laboratory, science related laboratory etc.) to look after the maintenance of respective facilities.

The overall maintenance of housekeeping is generally given on contract basis. Physical Security is maintained through an agency on contract basis. Fire-fighting systems are maintained through the annual maintenance contracts (AMCs). The quality of drinking water is periodically tested. The overhead water tanks are also cleaned periodically.