



#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The University has a dedicated maintenance section in the Engineering Division which is responsible for overseeing the maintenance of all the properties of the University, including classrooms and laboratories.

The estate section maintains the records pertaining to the properties of the University. Maintenance of the horticulture facilities including landscaping works, planting of saplings, clearing of grass and vegetation, are outsourced under the supervision of a horticulture supervisor and Estate Officer. The green initiatives of the University are overseen by the estate officer and University Green Audit Committee.

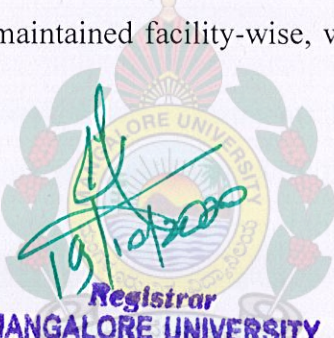
The routine daily cleaning of central offices, departments, hostels and other facilities and 24×7 security service on the campus are done through contract staff with private agencies as per the procedure laid down by the university under the supervision of the Estate Officer. There are separate divisions in the engineering section for repair and maintenance of water supply, sanitation, fitting, water cooler, water purifiers, geysers, blockages and leakage clearing, overhead roof tanks, drains, round the clock electricity services and civil maintenance works of buildings, hostels and residential complexes.

The maintenance of equipment/instruments is undertaken by the Head, USIC for the equipment placed at the central facility and also in other centres. The maintenance/repair of specific equipment in the departments is undertaken by the concerned head of the department as per the procedures laid down by the university. Customs duty exemption certificate is issued for any equipment imported by the University.

Maintenance of IT infrastructure takes place through execution of AMCs under the control of the Director University Computer Centre. Every year this process is done through e-tender portal, following the norms set by the University. The same procedure is followed in the case of Annual Maintenance Contract for Network, Wi-Fi facility and CCTV Surveillance System.

Sports facilities are maintained by the Directorate of Physical Education from its allocated budget. Outside institutions, agencies and individuals are required to pay for use of facilities and therefore a small portion of funds generated is paid to the university.

The University endeavours to ensure optimal utilization of its physical facilities, i.e., classrooms, laboratories, computer labs, and sports facilities through the concerned Heads. Scientific equipments are accessible and made available to the faculty, students and researchers both in-house and outstation, on nominal charges. Some facilities like library, sports, auditorium, conference halls and sports complex are available beyond working hours on holidays also. Apart from bonafide students of the university, the scholars from other institutions and the wards of university employees also use the service. Labs are utilised by staff & students through the departments and the heads of the concerned departments are responsible for the optimal use of the labs. Computing facilities are provided by the Computer Centre. The Director of the Computer Centre ensures the best use of the computing facility by setting up the guidelines. The Director of Sports guides the utilization of sport facilities. A day-to-day log book is maintained facility-wise, whereby the utilisation level is well-monitored.



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