

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

The University requests the State Government to fund for overall development of the university, depending on the funds allocated, the university creates and enhances the infrastructure. The University campus infrastructure is maintained by a qualified estate supervisor, who monitors the campus activities. The procedures to use the facilities and policies to maintain are formulated for the development of the infrastructure. CCTV's cameras are installed in various places in the university campus. Out Source, Annual Maintenance Contract (AMC) for critical electrical equipment such as diesel generators, UPS, AC units and Intercom Exchange exists. The electrical personnel employed by the University are fully dedicated to maintain all electrical fittings and utility equipment. A 24 hours uninterrupted power is supplied by standby DG sets. Laboratory:

The university allots adequate funds in the annual budget to improve the laboratory facilities of every department. The Head of the Departments submit the requirements for the purchase of items for their laboratory to the Registrar. The tender is called for and the purchase is done by choosing the bidder with the lowest quote of the required specifications. The students and scholars use laboratory during their laboratory hours for gaining hands-on experience and research purpose under the supervision of the assigned teachers.

#### **Library:**

A Book exhibition is conducted in the University Campus by the University Library in a year. Books pertaining to various departments are displayed in the book exhibition. The Heads of the Departments of this University along with the other faculty members visit the exhibition and go through the contents of the books and selects the required books from the display. The publisher / supplier directly approaches the faculty to get the recommendations of the books

selected from their stall by having their signature in the prescribed form. Each supplier/publisher consolidates the list and submit the original recommendations to the University Assistant Librarian. Also the HOD'S submit their book indent letter to the Assistant Librarian. The Assistant Librarian consolidates the recommendations and forwards the request to the Registrar for requesting the proforma invoice with the individual suppliers. Based on the request the suppliers/publishers submit their Performa invoice to the registrar. The Registrar places the purchase order with the individual book supplier/publisher request to supply the books within the budget allotted. Pre-Receipt bill(s) are be submitted in duplicate (2 copies). Revenue stamp are be affixed on the original bill duly signed by authorized signatory. The Publisher / Supplier submit the bills of foreign books converted to Indian rupees at the Good Office Committee Conversion rates on the date of supply of book. The staff, research scholars and the students were given individual smart ID card (library membership card with barcode) to use the library services.

### **Sports Complex:**

The play fields in the university campus is let out for renting for the conduct of sports and games for schools and other organizations. Nominal charges were collected from the outsiders, at the same time concession and full fee waiver were given to the organizations such as government schools, police departments etc., based on the nature of the program and the institution. The faculty members, students and the hostellers utilize the available sports facilities during the morning and evening hours.

### **Computers:**

The computer Center is interiorized to accommodate 36 computer and one server. The computers in the labs and other sections are maintained by Infant Peripherals where the computer repair work is done by the approval of the quote. Requests are given by the faculty in-charge of computer labs to the Registrar for the purchase of computer accessories, printer

and UPS, towards the payment for computer general service, UPS battery replacement, purchase of new hard disk, supply of power adapters and other essential amenities for computer laboratory. The staff and students are permitted to use the computer lab and internet services for learning, teaching and research purpose.

**Classrooms:**

The classrooms are maintained through the appointment of sweepers through regular and Outsourcing mode. The university seeks advice from building committee consisting of the Head of the institution, Registrar, Finance Officer, Estate Officer, PWD officials and few senior academic and administrative officers. A body of students is also formed to monitor the cleanliness of the classrooms and laboratories of the academic block.