



## INFORMATION

### Criteria4 : Infrastructure and Learning Resources

#### Key Indicator : 4.5 Maintenance of Campus Infrastructure

##### Metric : 4.5.2

**Metric Description : There are established system and processes for maintaining physical and academic support facilities: (laboratory, library,sports facilities,computers,classrooms, etc.)**

**Describe policy details of systems and processes for maintaining physical and academic support facilities within 500 words.**

University has established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, library, sports complex, computers, classrooms, etc.

The following are some of the systems and procedures SOPs (Standard Operating Procedures) in place:

**Civil and Electrical Maintenance:** The Agreements have been signed with the respective units of the Executive agency UPRNN (Uttar Pradesh Rajkiya Nirman Nigam) for the annual maintenance works. The individual or the department head has to send the duly filled complaint form to the Maintenance department which is segregated as per the category of the work and forwarded to the UPRNN and accordingly the concerned staff is deputed by the UPRNN to complete the job or to address to the complaint.

**Laboratories:** Laboratories are maintained by a team of laboratory attendants and technicians who are responsible for maintaining and cleaning, repairing, and restocking equipment. Equipment are regularly/ periodically been calibrated as per the standards for their smooth and accurate functioning. Laboratories are also regularly been inspected by officer in-charge to ensure that they are safe for use.

**Library:** The library is maintained by a team of librarians under the supervision of the faculty in-charge who are responsible for cataloging, shelving, and circulating books and other materials. The library is also regularly cleaned and organized. The maintenance of the library books including old books binding, sorting of the books are been regularly done.

**Sports complex:** The sports complex is maintained by a team of groundskeepers/ Horticulture staff who are responsible for mowing the lawns, trimming the trees, and maintaining the playing fields. The sports complex is also regularly inspected by officer in-charge to ensure that it is safe for use.

**Computers:** Computers are maintained by a team of IT technicians/ Computer Programmers who are responsible for installing software, fixing hardware problems, and providing technical support to the students, faculty and staff. Computers are also regularly backed up to prevent data loss at any point of time.

**Classrooms:** Classrooms are maintained by a team of custodians/ housekeeping staff who are responsible for cleaning, repairing, and furnishing classrooms. Classrooms are also regularly inspected by officer in-charge to ensure that they are safe for use.

**Air-conditioning:** University has its standard procedure for the maintenance of the Centralized AC plant. The periodic or preventive service is being carried out as per the annual contract.



Equipment: The standard procedure has been implemented for the maintenance (CMC and AMC) of the equipment. The department through its Head has to initiate all equipment maintenance related procedures with the support of the Material Management department under the supervision of the Joint Director.

These systems and procedures help to ensure that the institution's physical, academic and support facilities are maintained in good condition and are available for use by students and staff.

In addition to these systems and procedures, the institution also has a number of policies in place to ensure the safe and efficient use of its facilities. These policies include:

A fire safety policy: This policy outlines the procedures that should be followed in the event of a fire.

A disaster recovery plan: This plan outlines the procedures that should be followed in the event of a natural disaster or other emergency.

A security policy: This policy outlines the procedures that should be followed to ensure the safety of students and staff on campus.

Details	Supporting Documents
Minutes of the meetings of the Maintenance Committee	<a href="#">View Document</a>
Log book or other records regarding maintenance works	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>