

#### **4.4.2 Procedures and Policies for maintaining and utilizing physical, academic and support facilities (500 Words)**

Over period of time, the university has been able to establish excellent facilities including Smart Classrooms, lecture theatres, well equipped Labs, Library, sports infrastructure, auditorium, hostels, faculty and staff accommodation with all support facilities. All efforts have been made consistently to maintain, update and optimize the utilization of all the facilities created and the policies have been created accordingly.

##### **Regarding Laboratories**

The teaching and research laboratories are well equipped with latest facilities and the students are encouraged to make the best use of the facilities. Being a residential university, the students reside on the campus and the students have been provided 24 x 7 access to the laboratories for which the policies are clearly laid out. The students can access the keys of the laboratories by making simple entries at the security points and make use of the laboratories at any times, thus ensuring that the optimum utilization of the laboratories is attained. Each laboratory is assigned a faculty in-charge and a laboratory staff besides the Ph.D. students. The faculty in- charge is responsible for the update of the laboratory facilities while the lab staff is responsible for the upkeep and maintenance of the lab equipment. In case of major breakdown, the repair of equipment is done by the concerned service people of the concerned company.

##### **Regarding Classrooms**

Classrooms are equipped with Student Benches, Smart Projectors, Audio System based lectern and Internet connectivity. The responsibility of maintaining the equipment/furniture in the classroom lies with the concerned School who get in touch with various support units like Projection Cell, Estates Section, and Network Centre for various issues related to maintenance. The time table is coordinated centrally to ensure optimum utilization of all classrooms

##### **Regarding Sports Infrastructure**

Indoor and Outdoor sports facilities have been established including gymnasiums in girl's & Boys' Hostels. The sports wing headed by a Faculty In-charge Sports and consisting of the Coach and support staff are responsible for ensuring that all equipment, courts and grounds are maintained properly and that all sports items are issued to the students as needed. They also conduct various sports activities from time to time as well as ensuring the participation of the university teams in various competitions across the country with financial assistance from the university.

##### **Regarding Library**

The library coordinators from each school provide information regarding requirement of new books to faculty In-charge library to ensure availability of new books. About 1.60 Lakhs E-Books are accessible to students across the university campus. The reference section of the library is open till midnight on all days, digital library section and reading room is open 24x7x365 while issue of books is available from 9:00AM to 8:00 pm on all working days.

The above mentioned practices and procedures have been put in place to ensure that optimum utilization of resources is made with maximum possible up-time for the users.