

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

University has a maintenance section. Periodic maintenance, Preventive and Breakdown works are carried out for effective utilization of Infrastructure.

Laboratory

- Annual maintenance (AMC) is provided for costly equipments in the laboratories.
- Repair and Replacements of electronics, electrical equipments, computers and furniture are done periodically.
- Technical Assistants in the laboratory keep a track of the lab equipment and its day-to-day maintenance.
- The wear and tear of the equipment is taken care of by the Heads of the departments.
- Power backup is provided to the labs for continuous work.
- Cleaning, sweeping and mopping are done regularly by menial staff.
- University electrician takes care of any electrical related work.

Library

- Accession register and separate Accession register for Volume Books, Circulation, Fine, Stock entry for Furniture and equipments are maintained in the library
- Journals, News Papers, periodicals, and Magazines are maintained separately.
- Stock verification is done once in four years financial code.(General Financial Rule 194),
- Gate entry, Missing Books, Outward and Inward (PR), No Dues, Book Binding, E-Journal usage statistics Report, and OPAC are being maintained and verified by the Asst. Librarian.
- M.LibIsc.- Students Attendance, Course File Register are maintained by the Head of the Department
- Book bindings are done when there is necessity.
- Digital services are provided through NKN Lab (Institutional Repository, Shodhganga, TNDL, E-journal through UGC info net consortium).
- Documentation work is maintained regularly.

Sports Complex

- Play Ground and Indoor stadium are used by sports participants and others
- Mass gatherings and other sports functions are held here.
- Yoga and health centre are used by students and staff for health maintenance.
- Sports equipments and play Ground are well maintained with the help of Student Representatives and menial workers.
- Separate registers for stock entry and condemned articles are maintained
- Stock verification is done once in a year.

Computers and Equipments

- Maintenance of computers and related equipments is done regularly.
- Faculty members update operating system, antivirus, software and hardware.
- Technical problems are rectified by the technical staff
- Complex technical problems are resolved by the service persons from the concerned company
- Power back up is provided to the computer systems.
- Wi-Fi, LAN, and internet connections are regularly tested for optimum utilization.
- Website design and development is out sourced.

Class Rooms

The furniture and black boards are well maintained and if necessary repaired or replaced with new ones.

Others

- The university has rain water harvest system for constant supply of water
- Water tanks are cleaned once in a month.
- The University has two hostels to accommodate around 450 students.
- Once in three months fumigation is done in the hostels.
- Dieticians are invited periodical for checkups of the quality of the food supplied in the hostels.

Condemnation

List of items for condemnation is prepared and the technical opinion will be obtained from two experts. The maintenance section disposes them through Tender, Auction or Scrap depending on assessed residual value of the products/equipments.