

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



**TEERTHANKER MAHAVEER UNIVERSITY
MORADABAD**

University has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. University has regular maintenance and periodic replenishment of essential facilities.

University policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

The infrastructure pertaining to physical, academic and support facilities in University are regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and nonteaching staff. Various departments like Maintenance, IT, Purchase, Security, Horticulture and Scrap are established alongwith adequate staff members to ensure maintenance of the campus.

There are various committees like Library, Sports, Website Development etc. to ensure proper maintenance and upkeep. Suitable budget is allocated every year for the maintenance of various facilities. The various committees meet regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the University.

Laboratory:

University provides domain specific lab facilities equipped with different types of instruments. For academic facilities there are lab incharges and staff coordinators. Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance and repair. The advanced and expensive equipment are maintained through Annual Maintenance Contract (AMC). Small instruments/equipment like balance, microscope, pH meter, dissolution apparatus, mixer, hot plate are repaired time-to-time and maintained periodically.

Class Rooms:

Most of the lectures take place in classrooms with projector, microphone and speakers. This is to ensure usage of new audiovisual pedagogical techniques during the teaching process along with this we have open classrooms where lecture are given.

Administration Department has given the responsibilities to Administrative officers to keep the classroom clean. Checking of fans, teaching aids etc in the classroom are done regularly.

Library:

The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with three senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. The University have subscribed to the EBSCO database, Clinical Key (Elsevier) and DELNET Database providing access to full text research articles and sector specific reports in different disciplines.

Sports complex (indoor and outdoor):

The University has a Cricket stadium and pavilion par excellence. Twenty turf wickets of the University comply with the international standards and have hosted prestigious tournaments like Ranji Trophy and Cooch Behar Tournament.

The University houses an indoor sports complex wherein the students can hone up their sports skills. Excellent indoor facilities are available in the indoor sports complex for table-tennis, basketball, volleyball, badminton, gymnastics, yoga, squash, tennis, and skating. The sports committee of the University is in-charge of the sports complex and equipments. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works.

IT Cell:

For the up keep of computers, LAN, internet, Wi-Fi and other ICT facilities and design, IT cell is responsible. Computer labs have an incharge for each lab and an IT cell monitor & maintain them. IT cell is also responsible for proper utilization and maintenance of LAN, Internet and Wifi facilities. Most of the equipment in computer labs is covered under AMC, whereas small instruments are repaired by our in house technicians. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained by IT Department mainly through AMCs.

This department provides the integrated IT services like smooth running of ERP system named as Microsoft Navigation, up-gradation and maintenance of automation packages, troubleshooting of hardware, networking equipments, Biometric services, University website including internet connectivity, procurement of hardware, software etc. The University has Hi-Tech Surveillance System with 610 high-resolution cameras along with day/night

facility of distributed recording in a control room which are also maintained by IT department.

Electrical Maintenance:

University has a separate department for power supply with qualified regular staff to ensure uninterrupted power supply and maintenance of electrical assets of 6 MVA substation, Generator sets, lighting, power distribution system, solar panel etc. are undertaken as per their maintenance schedule.

Infrastructure Maintenance:

The infrastructure facilities such as classrooms, labs, buildings, hostels, green areas, STP/ETP etc. are maintained by the concerned departments. The University has appointed well qualified and skilled manpower for maintaining the infrastructure including building maintenance, transport, civil works, plumbing, carpentry, horticulture, water supply sets and sewage treatment. The people, who work for the maintenance of the university, report regularly about the breakage of instruments and devices to the higher authorities. The University also provides various other services to the students, faculty and staff which are maintained by respective service providers as per contract:

- Banking/ATM facility and services
- Cafeteria facility
- Books and Stationary facilities etc.
- Photo coping & printing facilities.

These are supervised and maintained by Administration Department alongwith their teams of officials. The housekeeping services are maintained by Administration through building supervisors appointed for each building. Separate Complaint registers are maintained for various services like electrical, plumbing, housekeeping etc both for academic and hostel buildings. Fire Fighting equipment's installed in each academic blocks, labs, offices etc. are maintained by TMU Fire and safety department. Periodic Audits are conducted to ensure timely corrective action for proper functioning of the various equipment's.