

ವಿಜಯನಗರ ಶ್ರೀ ಕೃಷ್ಣದೇವರಾಯ ವಿಶ್ವವಿದ್ಯಾಲಯ
ಜ್ಞಾನಸಾಗರ ಆವರಣ, ಬಳ್ಳಾರಿ-583105

Vijayanagara Sri Krishnadevaraya University
Jnanasagara Campus, Ballari - 583105



Policy Document on
Systems and Procedures for Maintaining and Utilising
Physical, Academic and Support Facilities

With effect from June 2022, Revision:0

Policy Document on Systems and Procedures for Maintaining and Utilising Physical, Academic and Support Facilities

Preamble:

To ensure optimal utilisation of the various resources and to address the need of the all the stakeholders, university has formulated the procedure and policy. The effective utilization of Physical, Academic and Support facility is an essential task for teaching, learning and research. It is important to efficiently organize and allocate space, human resource, equipment and consumables for various activities. The goal of the utilisation and maintenance Policy is to achieve best possible utilisation of various facilities through timely maintenance to ensure sustainable development of the university.

1. Academic Facilities of the University

- a) Classrooms equipped with green board, podium, digital projector – based on the requirement
- b) Central library/Departmental libraries
- c) In flib net
- d) Shodhganga and Urkund
- e) Photocopier, Printers
- f) Common Computer laboratory
- g) Laboratories of Departments
- h) Central Instrumentation Centre
- i) Wi-Fi enabled campus
- j) Digital Signature Facility

2. Physical Facilities

- a) Classrooms
- b) Laboratory rooms

- c) Storerooms
- d) Faculty rooms
- e) Guest House
- f) Admin building
- g) Hostels
- h) Library building
- i) Indoor Stadium
- j) Outdoor stadium
- k) Girls common room
- l) Boys common room
- m) Research scholar common room

3. Support facilities

- a) Cafeteria
- b) Transportation
- c) Training and Placement Cell
- d) Health care centre
- e) Bank and ATM
- f) Postal service
- g) Drinking water facility
- h) Day care centre
- i) Faculty recreation facility
- j) Green library
- k) Vehicle Parking facility

Policy Details of Utilization of Physical, Academic and Support facilities

Optimum utilisation of academic facilities is ensured by:

Timetable for each department:

Proper timetable shall be prepared by the chairman of each department, with the help of faculty of the department, well before the commencement of the semester classes

and must get approved in the departmental council meeting. Approved timetable should bring to the notice of the students before start of classes.

Timely maintenance of facilities:

Timely maintenance of facilities is very much important so as to use the facilities to its full potential. Therefore, the respective in-charge of the facility is responsible for the timely maintenance.

1. A Faculty has been allocated to each laboratory to look after its effective utilisation.
2. Wherever necessary, shift-wise allocation of physical infrastructure with mutual consent of concerned department chairpersons.
3. Single window clearance for utilisation of common facilities such as: Seminar Hall, Indoor/outdoor stadium, Guest house etc.
4. University ensures effective utilisation of library through Library advisory committee. It keeps track on:
 - i. New books requirements as per revised syllabus of each department
 - ii. Renewal and subscription of journals as per need of students and faculty.
 - iii. IT facilities updation viz: URKUND, Inflibnet etc.

It is mandatory that all PhD thesis before submission for award of degree, should undergo similarity index check. To use the facility like Urkund for similarity index check of the document, concerned faculty/research scholar/student shall give request letter to chief librarian. The Chief librarian of the university should ensure that, the entire process get finished at the earliest.

5. Chief Librarian of the university shall get the requirements of the books, journals, and other digital learning resources from each department every year before budget preparation.

Policy of Maintenance of Physical, Academic and Support facilities

1. **Infrastructural Facilities:** Infrastructure facilities are maintained centrally by Engineering section of the University which has a team of civil engineers, supervisors, plumber, electrician, gardener and carpenter.
2. To ensure the timely maintenance, the respective in-charge or chairmen of the departments shall give the request to engineering section through the Registrar of the

university. It is the responsibility of the engineering section get it done with in a stipulated time as instructed by the Registrar.

3. Computer, IT equipments and software

Repairing and maintenance of computers, IT equipment and Software are conducted by ICT section upon request from Chairman of respective department.

4. Annual Maintenance Contracts (AMC)

Repairing and maintenance of following facilities are ensured through Annual Maintenance Contracts (AMC) with respective suppliers.

1. Generator.
2. Air Conditioner.
3. Ups and Batteries.
4. Drinking Water facility.
5. R.O. Purification Plant.
6. Computers

5. Health and Hygiene

Housekeeping staff is appointed through an outsourcing agency to maintain cleanliness and hygiene conditions including of classrooms, seminar hall, computer labs, faculty rooms, office, library corridors, washrooms and parking spaces. Water tank cleaning services are hired by the university. First-aid kit and fire extinguisher are available in all laboratories and offices in each department.

6. Sports Equipments and Facilities

University Physical Director is responsible to take care of sports equipments, facilities and regular sports activities. Maintenance of playground is ensured under garden section.

7. Campus Security

CCTV camera are installed in the campus to prohibit malpractices and security guards are also appointed on campus and these services are maintained by an outsourcing agency.

8. Internet Facility

University is provided internet facility through Wi-Fi by common username and password. ICT section of the university shall look after the maintenance and security issues of the internet facility.

Note: The policy is subject to periodic review

Date of Approval by Syndicate:


Registrar
REGISTRAR

Vijayanagara Sri Krishnadevaraya University,
"Jnana Sagara" Campus, Vinayaka Nagar
BALLARI - 583 105. Karnataka.


Vice-Chancellor
VICE-CHANCELLOR,

Vijayanagara Sri Krishnadevaraya University
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