Procedures and policies for maintaining and utilizing physical, academic and support facilities

The University has put in place robust systems and procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums and all service installations.

To keep the campus hygienically clean and laboratories clean separate staff has been engaged. For the up keep of computers, LAN, internet, Wi-Fi and other ICT facilities and design, IT cell is responsible. Weekly reports are generated about the state of upkeep and fault repairs. The university has qualified regular staff for the maintenance of electrical work, civil work etc. To meet power break down and to provide adjustable power base, Gensets have been installed which are technically manned by the trained technicians.

Laboratory:

- Laboratory Maintenance: All repair, maintenance and upkeeps of labs are maintained by their lab incharges/technical experts.
- Weekly reports are generated on every Friday about the maintenance status, for undertaking maintenance work during weekend i.e. Saturday /Sunday and the work completion report is generated every Monday.
- Similarly, for academic facilities there are lab incharges and staff coordinators for maintenance.
- 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.

Work Shops:

- Periodic reporting of Workshop on requirements of repairs and maintenance are submitted by the HODs to the GM Administration office. The requirements are collectively processed at the end of every semester so as to keep things ready for the new semester.

Library:

- There are 14 libraries in the University including main library named as Knowledge Resource Centre. All libraries are headed by University librarian. The library has created Books, Journals, Rare books and Reference sections which are manual by assistant librarians in addition to the above staff, assistants, and attendants help the students for searching and lending of the books in the library.
- Pest control of library books and records is done every year.
- Digital library is maintained by IT department.

Transport:

- The University has a strong transport department to ensure the buses, vans, ambulances and cars are maintained properly & efficiently. Three ambulances are available in the University campus 24*7 for students and faculty to meet any emergency.

Sports Complex:

- Various sports faculties are regularly used for competitions & practice.
- The indoor and outdoor game are facilities regularly monitored by department and reports are submitted to GM administration for proper maintains.
- There are ground incharges for each set of sports grounds including playing grounds for various games, indoor stadium and the 400-meter Athletic Track.

Computers:

- 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.

Classrooms:

- Classroom Maintenance: All classrooms are cleaned after 4.30PM every day on regular basis and maintained by housekeeping department.
- The building supervisors are also responsible for the maintenance of the buildings and physical facilities including washrooms through weekly reports about required repairs & compliances.
- The creation of physical facilities is managed and regulated by a Director Projects. Utilization and maintenance is managed by General Manager Administration. Various physical infrastructure is utilized optimally through prior bookings and regular-maintenance on a weekly basis.

Electrical Maintenance:

- University has a separate department for power supply to ensure uninterrupted power supply and maintenance of electrical assets of 66 KVA substation, Generator sets, lighting, power distribution system, solar panel etc. are undertaken as per their maintenance schedule.
- The maintenance of equipment's for water supply sets, sewage treatment etc. are undertaken as per standard maintenance schedule.
- Separate Complaint registers are maintained for various services like electrical, plumbing, housekeeping etc both for academic and hostel buildings.

Information Technology (IT):

- This department provides the integrated IT services like smooth running of ERP system named as Chandigarh University Management System(CUIMS), 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.

Auditoria/Seminar Hall:

- 2400 capacity of the Auditorium centrally controlled by GM Administration.
- Seminar Halls and Conference Halls are controlled by their respective departments.

Infrastructure Maintenance:

The infrastructure facilities such as classrooms, labs, buildings, hostels, green areas, STP/ETP etc. are maintained by the concerned departments in each Academic blocks.

The University has appointed well qualified and skilled manpower for maintaining the infrastructure including building maintenance, transport, civil works, electrical works, plumbing, carpentry, horticulture, and generators. 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 GM Administration.

CU Dispensary is maintained by administration department as per laid down guidelines under the supervision of two full time qualified Doctors and other support staff night time service is available in each hostel.

The housekeeping services are maintained by GM Administration through building supervisors appointed for each building.

Fire Fighting equipment's installed in each academic blocks, labs, offices etc. are maintained by CU Fire and safety department.

Periodic Audits are conducted to ensure timely corrective action for proper functioning of the various equipment's.

Following SOP are attached as Additional information

- SOP for maintenance (Policy and manual)
- SOP for maintain and utilize all Academic, physical and support facilities including teaching learning, research laboratory and computer labs.
- Maintenance planner schedule
- Facility Building Management System
- Works Schematic

_____