

## Criteria- 4

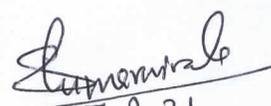
### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)**

#### **Maintenance:**

GGV had dedicated Engineering Section that looks after periodic maintenance of building infrastructure available in campus viz. academic and administrative buildings, Laboratories, Sports Complex, Library, Auditorium, Guest houses, Hostels and other structures. Civic facilities are maintained under the close monitoring of the Engineering Section. This section has a University Engineer, Assistant Engineer, Sub Engineers, and other technical and non- technical staff. Apart from this, a few faculty members are also inducted from time to time for smooth functioning of the work. Routine maintenance and housekeeping of whole campus including hostels etc. is carried out by an external agency, outsourced on annual contract basis through open tender. The work is monitored by the designated persons of the University. Special maintenance and repair work are executed as per the provisions of GFR2017, CPWD norms and other Government agencies. Engineering Section resolves complaints received from user departments on FIFO basis.

Security of the entire university campus including that of administrative and academic buildings, residential quarters, hostels, etc. is looked after by a third party agency hired by the university, who works under the joint supervision of a security officer and an in-charge appointed by the University administration.

The academic infrastructure includes all buildings of teaching departments and research laboratories. Computational labs, classrooms, libraries located /established in respective buildings. In addition, the university has also a spacious Central Library. The routine maintenance of these academic infrastructures is done by the concerned departments from the imprest head allotted. The maintenance of major instruments is carried out as per the standard procedure of GFR through AMC. If any major instrument is not covered under AMC, the department gets the administrative and financial approval from the competent authority and accordingly the maintenance job is carried out by the concerned vendor through the central store. The campus networking facilities are maintained by the team of IT Cell headed by a professor in-charge and other supporting faculty members and technical engineers. The sports facilities are maintained by the Director of Physical Education and Physical Education Department in coordination with the Engineering Section.

  
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**Utilization:**

The laboratories and classrooms are properly utilized by the students as per the time-table notified by the concerned department under the control of the concerned head. The central library is headed by a Librarian with a team of qualified personnel, assures a high level of services and effective utilization of library by the students and faculty members. It is open from 09-00 AM to 07-00 PM during the working days and 10-00 AM to 04-00 PM on Saturdays and Sundays and on all other holidays for the best possible use by students and faculty members. The common facilities such as guest houses, auditorium, cafeteria, university buses are utilized effectively by the students and staff under the control of the concerned in-charges. The University conducts physical verification of all the assets annually and the discarded items and waste generated are written off by a well-defined process through the central store.

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17.8.21