

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)

GGV has dedicated University Engineering Section which looks after the maintenance of Building infrastructure available in the campus viz: Academic & Administrative buildings, Hostels, Laboratories, Sports Complex, Library and other structures. Civic facilities are maintained under the close monitoring of the Engineering section. This section has University Engineer (I/c), Assistant Engineer, Sub Engineers, and other technical & non-technical staff as regular members. Apart from this, few faculty members are 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 the external experienced agency, outsourced on annual contract basis through open tender. The work is monitored by the dedicated person of the University. The special maintenance and repair work are executed through the Government Public Sector Units as per the provisions of GFR2017, CPWD norms etc. The user department lodges complaint in the Engineering section which are immediately taken up by the Engineering section as per the complaint register. The consultant Evaluation Committee and Consultant Monitoring Committee (CEC& CMC) is monitoring the progress of various construction and maintenance works taken up by the PMC.

University has one Store & Purchase section which is involved in procurement and maintenance of Equipment for laboratories in various departments of the university. Also, the purchase of various infrastructural facilities like furniture, stairwells, fixtures and other desired instruments/machineries/accessories etc. This section has one Assistant Registrar, and other technical & non-technical staff as regular members. Apart from this, few faculty members are inducted from time to time for smooth functioning of the work in the section.

The requisition are sought from the user departments through their departmental purchase committee for the purchase of laboratory instruments, teaching aids, consumables etc., and then with due approval by competent authority the process is completed through the Central Purchase Committee of GGV. Various technical committees are constituted from time to time for assisting the store for the purchase of specific items & subsequently for the tendering process etc. The stock is maintained in the central store section and in the departmental stock register as well. Every year physical verification of the available consumable & non consumable materials are verified by the different committees constituted after competent approval. The procedure adopted for the above procurement and maintenance is strictly as per the provisions of the latest GFR and guidelines issued from time to time by the GoI. The procurement and maintenance of equipment is carried out by the stores as per the recommendations of Project Purchase Committee (PPC). Minor maintenance of equipment in the laboratories, computers, etc., are carried out by the department concerned from the departmental imprest head.