

**4.5.3a Records/ policy on systems and processes for maintaining physical and academic support facilities.**

# University of Patanjali, Haridwar

## Policies on Systems and Processes for Maintaining Physical and Academic Support Facilities: (Laboratory, library, sports facilities, computers, classrooms, etc.)

### Preamble:

University has created standard systems and processes for maintaining the physical, academic, and support facilities. There will be a purchase committee and a separate inspection and Engineering section to look after the various aspects of the purchase, utilization and maintenance of the physical, academic and support facilities. The administrative office, the offices of the Deans and the Proctor to make decisions regarding the renovation, modernization, provision of equipment for academic and non-academic activities, and maintenance of all other facilities. The work of engineering office will look after the repair and maintenance work of the University buildings. The regular care, upkeep, maintenance and housekeeping of the classrooms, laboratories, library, hostels and the University as a whole is required. There are ramps, pathways and toilet facilities for differently abled students who can easily access the campus. Regular care of these facilities is also required.

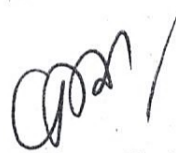
The University of Patanjali follows Guru-Shishya Parampara and Vedic lifestyle to maintain and promote the ancient style of Yogic living and learning by incorporating daily Yoga and Yagya practice in the mornings. The University has Yoga halls for the student to practice Yoga in their free time, regular Yoga classes, Yoga practical exams, Yoga activities, etc. There are separate Yagya Shalas for male and female students in their residence as the students are required to perform Yagya in the morning on a daily basis, including Sundays, to stay positive and to create a peaceful, harmonious environment. There are three auditorium- two indoor and one outdoor- to hold small and large functions, seminars, conferences, Yoga competitions, cultural programs, Shastra smaran competitions, etc.

### Objective :

The primary focus of the infrastructure policy of the University is to arrange, manage and maintain basic infrastructure necessities for the stakeholders, i.e. students, teachers and staff, for the smooth conduct of classes, other cultural activities, yoga activities, sports activities and academic extension activities.

  
(HR Head)

  
(Pro. Vice Chancellor and Registrar In-charge)

  
(Vice-Chancellor)



## **Policy for Maintaining Physical and Academic Support Facilities:**

Allocation of budget for the University for various purpose including maintenance of the physical facilities will be done annually. Separate complaint registers will be maintained for various housekeeping services like electrical, plumbing, etc. Maintenance and repair of laboratory instruments are to be initiated by respective head of the department as needed. Laboratory in- charge and laboratory assistants will ensure proper working of all equipment by checking at the beginning of each semester as a precautionary measure.

The development, maintenance of classrooms, labs, library, etc. of the campus of The University of Patanjali are to be done on a regular basis based on the demands, suggestions, and inspection reports of the stakeholders on following matters:

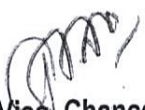
1. Conduction of Shiksha Aarmbh Orientation programs for the newly admitted students will be a part of their first semester activities and conducted in the beginning of the semesters.
2. CCTV cameras have been installed in the entire campus including faculty building, administrative block, library, aouditoriyam, hostel premises and even on the pathway for overall monitoring & surveillance of the Library.
3. Construction, repairing, renovations, and upkeep of the buildings, sports facilities, classrooms, labs, etc. are required to be done according to need.
4. The existing infrastructure will be gradually and continuously improved according to the academic and co-curricular activities and needs of the students.
5. The different sections of the University will be responsible for the maintenance and upkeep of the electric items etc.
6. The library has separate sections for different types of resources- Text books, reference, newspapers, magazines, etc.
7. Providing all the necessary teaching-learning aids for regular students, differently abled students and teachers.
8. Minor maintenance of furniture items, minor electrical maintenance and metal fixtures are to be taken care by the engineering section of the University.
9. To keep the campus and laboratories hygienically clean, separate personnel have been employed.
10. Computer labs and language labs are equipped with latest software and up-gradation with the existing technology and software.

### **Library:**

- Maintaining the digital functioning of the library along with classification and cataloguing of books. Computerization and digitization of the Library with easy access to E-Resources and E-Journals through computers shall be a part of updating and maintenance in the library.

  
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- Support in teaching and research, should be updated with latest books and journals, e-journals and manuals for stake holders.
- The requirements and book list will be sent by the relevant departments. The finalized list of required books prepared by concerned HoD's after due approval signed by the Dean will be processed for purchase.
- To ensure return of books, 'no dues' from the library is mandatory for students, faculty members and the staff before leaving the University.
- Online printing access for students and staff in library.
- Language Labs for learning and improvement in English speaking, Sanskrit speaking and dialogues.
- Established library be open after regular University timings for students, faculty members and staff.

#### **Sports Facilities:**

- The institution has well defined policy to establish, maintain and enhance various infrastructure procedures and processes for maintaining and utilizing sports facilities – sports complex – Amphitheatre, the outdoor Athletic Track and other play grounds to facilitate a compelling teaching – learning – evaluation ambience in sports.
- The University ensures optimal utilization of the available recourses for maintenance and upkeep of various playgrounds and use playgrounds for various games by the students not only of physical education and sports but others as well.

#### **Computers:**

- Provision for an In-charge for each computer lab and an IT cell to monitor and maintenance of computers and smooth functioning of the network facilities in the University. They also need to look into the University website, up-gradation, biometric services, procurement of hardware and software and other items related to computer.
- IT cell is also responsible for proper utilization and maintenance of LAN, Internet and Wi-Fi facilities.
- Software and hardware skills be supportive for all departments.
- Related and relevant available software be made available for executions of programs.
- Students are not allowed to load personal software onto any computers. Students may consult the Project Assistant for special needs.

  
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### **Class rooms and Laboratory:**

- Classroom Maintenance: Cleaning and maintenance of all classrooms daily after the closing hours of the University timings by the housekeeping department.
- Various physical infrastructure shall be optimally utilized through advance bookings of other institutions of Patanjali Yogpeeth and weekly maintenance.
- Laboratory Maintenance : All repair, maintenance and upkeeps of labs are maintained by their lab in-charges/ technical experts.
- The relevant departments are responsible for clearing and maintaining the apparatus, microscopes, and glassware used in experiments. Lab technicians under the department's HoD's supervision to maintain records.



  
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