



**KARNATAKA STATE WOMEN'S UNIVERSITY,
JNANASHAKTI CAMPUS, TORVI, BIJAPUR 586108
Internal Quality Assurance Cell**

**Procedures for maintaining and utilizing Physical, Academic and Support facilities -
laboratory, library, sports complex, computers, classrooms etc**

The University has created various facilities on the campus and it shall be the responsibility of every individual to properly utilize and aptly maintain the Physical, Academic and Support facilities. The following procedures have to be followed by for maintenance and utilization of various facilities on all the campuses.

1. The maintenance of major equipment, fixtures and amenities shall be is ensured through annual maintenance contracts (AMCs) wherever exists. In case of major repairs not covered under AMC's have to be intimated to the Store section which will take necessary measures as per KTPP Act 1999.
2. The Computers, laptops, printers and other accessories have to be repaired by the Store section. However the problem needs to be brought to the notice of ICT cell. The in-house staff will take the routine maintenance work and certify the exact problem. Accordingly the repair work shall be undertaken.
3. The routine maintenance works of various buildings and amenities lie with the Engineering section. It shall be the duty of Resident Engineer to take appropriate measures ether using the in-house staff or engineering-cum-maintenance contracts with agencies. In case of major repairs the provisions of KTPP Act shall be followed.
4. It shall be the responsibility of Class IV staff to take care of the smaller and more routine maintenance work like dusting, cleaning and proper handling. The Heads in charge of the units, departments and sections have to monitor the fair use of facilities and take appropriate measures wherever required.

5. The maintenance activities have to be properly budgeted while preparing the annual budget and adequate financial resources shall be allocated for the purpose.
6. The section heads are entrusted with the responsibility of a periodic and regular review of the status of the facilities and of planning and executing maintenance related activities promptly.
7. The Engineering section has the overall responsibility of ensuring proper maintenance of the campus on the whole, though there are many separate offices and committees looking after particular kinds facilities or sections of the campus functioning.
8. Professional cleaning service providers who have been hired for the purpose shall take necessary measures for the constant upkeep and maintenance of bathrooms and toilets on the campus. The work shall be monitored by the Engineering section.
9. The designated drivers have to maintain log books of their vehicle and attend to routine maintenance work. In case of repairs, the driver in charge has to report to the store section and the store will do the needful as per the provisions.
10. The Heads of departments who have laboratories shall monitor the fair use of facilities and maintain log books. The Class IV staff and the secretarial staff working in the Department shall provide the required support.
11. The records of the University shall be maintained by a separate section which will frame its rules separately as per retention of records acts.
12. The binders working in the library shall undertake minor repairs and binding work of all sections of the University including the library. In case of major works, KTCP act has to be followed.
13. The electricity and water facilities have to be used judiciously. The lights, fans, e-gadgets, A/C's and other such gadgets that need power have to be switched off when not in use. The taps should be closed immediately after use. The secretarial staff shall monitor the usage

14. No ward in the hostel shall use induction coils, induction machines, toast maker, juice maker, iron box etc to prevent unauthorized use of electricity and thereby avoiding the accidents like short circuit.
15. The Director of Sports shall take necessary steps to maintain the stadium and sports facilities and equipments.
16. Classrooms, meeting rooms, seminar halls, computer centres and laboratories have been assigned to regular teaching-learning requirements of the departments and their programmes. However, in case of requirement the Department Heads shall write to the Registrar who will make arrangement for the allotment of seminar halls.
17. The Heads of Departments shall keep a regular track of the usage of their facilities by the faculty and students and accordingly align their working hours and servicing processes
18. It shall be responsibility of Security agency whose services have been hired to protect the properties of the University
19. In case of either deviations in the fair use, or misuse, or theft, or damage caused naturally or intentionally shall be brought to the notice of higher authorities. If required on approval by the Vice Chancellor, the concerned Head of the Section may lodge FIR with the Police
20. Since the campus is still in developing stage many facilities are not available on the campus like Guest house, 1 gbps Internet etc. As and when they are created separate maintenance rules may be framed and got approved by the Vice Chancellor These procedures shall come into force w.e.f the date of approval by the Vice-Chancellor vide dated 07/09/2015


Registrar