

## **Procedures and policies:**

### **Maintenance and utilization of the Infrastructure Facilities:**

The maintenance of infrastructure facilities are carried out with the support of the heads of the concerned departments. The heads of the departments with the support of non-teaching staff look into the upkeep and maintenance of infrastructure such as laboratories, scientific equipment, books and journals, classrooms & computers etc.

### **Civil Maintenance:**

The University Engineer monitors civil maintenance on the campus in terms of water facility buildings, carpentry, electrical and gardening. Each division is allotted to an engineer and a supervisor who in turn engages skilled workers to attend to the maintenance activities.

### **Laboratory Equipment:**

The equipment and machinery in the laboratory/workshop is maintained by the Lab Assistants and Lab technicians /Workshop assistants. The maintenance will be carried out by HOD along with Faculty In-charge, Laboratory Assistants, Lab attenders by utilizing annual financial resources allocated to the departments.

### **Computers, Software & UPS:**

The computers in the Institution are maintained by “Computer Net work In-charge”. This division provides integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity. Technical committee constituted by the university is involved in the procurement of hardware, software etc. University entered into AMC contract for the maintenance of all computers in the campus.

### **Vehicles: Transport**

There are 03 buses, 04 cars & 01 Ambulance on the campus. The buses are used to facilitate field trips, and for conveyance of Nursing students from college to hospitals vice versa. The Emergency Van (Ambulance) is available in the college all round the clock for students and faculty during emergencies.

### **Electrical Maintenance:**

The electrical maintenance section is headed by the Electrical Engineer, supported by Supervisor and Electricians, Who attend to the electrical works from time to time on the campus. Generators are available for the uninterrupted power supply.

### Library:

The library is headed by a librarian. She is supported by the assistant librarian, supporting staff (Senior and junior clerks) for Journal and Reference sections. In addition to the above staff, attenders help in maintaining the titles in racks and in ensuring a clean library conducive for serious study. Library is enriched with Inlibnet services.

The Library is getting access to the e-resources through Delnet, E-Shodh Sindhu, J-Gate, Shodhganga for the benefit of the students, Research Scholars, and Staff. In order to provide access to these e-resources; library has established a Digital library with a provision to accommodate 25 users at a time to update their knowledge. Wi-Fi facility is also available in library.

### Physical Education:

The physical education department is headed by a Physical Director. The supporting staff of Physical Education department play an important role in-training students in games and sports. The department also facilitates staff and students of the University in games and sports and provide free yoga training and self defense training to students.

The physical education department also conducts special yoga classes after the college hours for the benefit of students for which separate wings are arranged to facilitate yoga and meditation.

Intramural sports and games are being conducted annually for all the students including the staff and also during the special days such as college day, Independence Day, republic day etc. to build team spirit and positive attitude. The students are encouraged to organize National events with full stretch of marching with the beats of students band coupled with cultural programmes performing interesting formations involving gymnastic and yoga techniques under the supervision of excellently trained faculty. Physical health education campaigns, Aerobic camps, Yoga and Meditation programmes are planned frequently throughout the year for both staff and students to provide physical, mental, social and spiritual wellbeing.

Students with special talents in sports and extracurricular activities are trained specially to excel at zonal, inter-zonal, state and National Youth festival competitions both in individual and group events.

### Primary Health Centre:

The Health centre of the University is governed by the Medical officer. The Doctor is supported by a pharmacist and a nurse. The health centre has 03 beds along with diagnostic facility. The Health Centre conducts primary physical tests and provides free medicines to the staff and students.

### Security:

A Senior officer is In-charge of maintaining the security in the campus. The Security officer allots and assigns duties to the security guards to maintain security and patrol the University campus throughout.