

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 departments concerned. 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 In-charge(s)/workshop In-Charge(s) who work in tune with the HOD's through ISSG.

HOD of the Department → Faculty In-charge - Laboratory → Laboratory Assistants /Laboratory Technicians.

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, procurement of hardware, software etc.

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.

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.

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.

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 and has enough space to cater to the needs of the students, staff of SPMVV. 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.