



#### ***4.4.2 There are established systems and procedures for maintaining and utilising physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***

The university has well defined **policies and procedure** for physical, academic and support facilities. The maintenance of physical facilities viz. hostels, accommodation, sports grounds, gymnasiums, 24 hr. electricity service, civil maintenance, housekeeping, transportation, mechanical works, petrol pumps, health services, water supply and security are provided by the KALGIDHAR TRUST under Memorandum of understanding between the two authorities. The Society performs the maintenance work of the University buildings, hostels and residential complexes through their team of engineers. The Society employs substantial number of masons, builders and painters to complete the task well in time. **Housekeeping** services are employed for buildings, classrooms, roads, footpaths, laboratories, library and sports complex (Playgrounds, Tennis court and Basketball court, etc.). The maintenance of grass and vegetation are outsourced. The Society is also responsible for localized management of rodent, insect, termite, pest, mosquito, fungal control and open drains etc. **Electricity Services:** Electricity is available 24×7 for ensuring the laboratory and academic activities. The services are looked after by the outsourced trained Electricians and Engineers of the Society. **Transportation:** The Society provides sufficient number of vehicles for staff and students for transportations as per the requirements. **Health Services:** Under the health services the campus is having beds in hospital. Subsidized Medicines, X-ray, Dental Services, Physiotherapy and Medical Lab are provided to the employees & students of campus. **Water Supply:** Whole water supply services of the University campus are looked after by the Society. Sufficient number of Plumbers are available for maintenance of the water supply system. **Security Services:** Security services are maintained by the security cell of the Society with the help of Guards. Security officers provides 24×7 duty along with whole campus CCTV surveillance.

For academics, there are well defined **policies and procedures** for classrooms, laboratories, examination, IT department, library and sports. **Classroom** timings at the university starts from 9 AM to 5 PM, with a one-hour lunch break from 1 PM to 2 PM. Time allocated for each class is one hour. Regular class attendance is the basic requirement of all courses. Students are fulfilling the criteria of 75 per cent of the attendance. Otherwise, they are not allowed to appear in final examination. Cell phones and eatables are not allowed for students in the classrooms. Dress code is mandatory for only UG students in different colours at each college level. In **laboratories** the lab coat is compulsory to avoid damage to cloths. All students must sign and date the log-books for the equipment each time they use

it. Food and drinks are strictly forbidden in laboratories. Safety equipment, such as fume hoods, fire extinguishers and facility for **emergency eyewashes** are present in well-marked, highly visible and easily accessible locations in or near all laboratories that use hazardous materials.