No. GLAU/ RO/ Maintenance Policy/7998 / 19   Date: June 28, 2019

NOTIFICATION

The University has adapted the revised Policy for maintaining and utilizing Physical, academic and Support facilities as enclosed herewith. This policy will come into force from July 1st, 2019.

(Ashok Kumar Singh)
Registrar

Encl: As stated

Copy to:-

- PS to Hon'ble Chancellor for kind information of the Hon'ble Chancellor
- PS to Hon'ble Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor
- Pro Vice-Chancellor
- All Directors
- Head of all Departments/Offices for information and circulations
- Chief Warden
- Wardens of all Hostels

GLA UNIVERSITY MATHURA

OFFICE OF THE REGISTRAR

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Policy for maintaining and utilizing Physical, Academic and support facilities.

Introduction

1.0. GLA University has a rich tradition of Teaching, Research and Innovation with special emphasis on Research based learning. It is dedicated to the spread of knowledge for the purpose of building a modern technologically enabled India. In addition to offering formal undergraduate, post-graduate courses and research programs leading to Ph.D., GLA University Endeavour to support its faculty, students and all others involved in the process of transfer of knowledge to the student. Hence, it is the bounden duty of the institute to have all necessary facilities and using them in an optimal way. As a result of this we have followed a policy for maintaining and utilizing physical, academic and support facilities.

1.1. Aim of the Document

GLA University aiming to take best practices in the way it engages the resources available at the disposal of the organization.

Computers:

GLA University is having well established laboratories in all the departments/Institutes with sufficient space. The capital equipment will be purchased through the purchase office and wherever necessary we will have AMC with the company. The computers will be purchased through purchase department in consultation with Centre for Information Resource management. Similarly help from Information Resource management will be sought for the purchase of software packages. Each instrument will have an in-charge who will maintain the log book of the users and also he will make sure that the running of equipment is in order. The faculty will be supported by technical staff and other supporting staff to maintain each and every instrument in order. If any problem occurs the concerned faculty will inform the company through HoD of the Department for rectifying the problem. The lead time for rectification will be kept as minimum as possible. Stock register is maintained in each and every department for each and every equipment. Similarly consumables will also be purchased through the purchase department and it will be entered in the stock register and depending on the experience the faculty will indent the consumables further on requirement basis.

Laboratory:

Each Department is provided with laboratories according to their need. We have more number of teaching laboratories in engineering departments and more number of Research laboratories in Sciences. These laboratories are maintained by a lab in-charge (faculty members) supported by technicians and supporting staff. As far as teaching laboratory is concerned in the beginning of each semester the lab in-charge will place the orders for consumables and instruments, if any, through purchase section. Then the quotation will be called for and finally orders will be placed. When the semester starts all the laboratories will be having necessary consumables and instruments in the working condition. In the middle of the semester if anything is required again the lab in-charge will raise the purchase indent and it will be procured immediately. In the research laboratory this entire process will be taking place

throughout the year. The budgeting for both the labs will be done in the beginning of the financial year keeping in view the amount spent in previous year and the requirement of the current year.

Computer Labs:

The computer labs are also utilized based on the schedules laid by the respective Department/Institutes. Instructions to users are well displayed in all the labs. The labs are maintained by lab attendants who ensure the maintenance of the fixtures and furniture of the lab with help of the Campus Maintenance Team. All complaints of the PCs and the systems are taken up by the Campus IT Team. Further, to improve performance of the PCs, periodic vacuum cleaning of the PCs is also ensured by the administration.

Library:

The Central Library is the hub of information services in the university. It serves as a creative and innovative partner in supporting the teaching, learning, and research activities. With a fast growing collection, both in digital and print format using state-of-the-art facilities, currently the Central Library has more than 153235 books over 2610 CD-ROMs and subscribes to more than 95 national and international journals/magazines in print besides a larger number of e-journals (290) such as IEEE (POP+ASPP), ASME and Emerald Insight are available to the academic community all over the campus.

Central library is a member of DELNET which connects over 5000 libraries over the country and is a member of National Digital Library as well. The Central Library's operations and services are fully computerized. For this, we have specialized user-friendly open source software called KOHA. In order to ease the track and circulation of the books/journals we also Bar-Code based computerized circulation system. This software facilitates automated circulation (issue & return) of the resources and speedy access to bibliographies, locations and availability information of the resources stocked in the library. We endeavor to further improve all our efforts to facilitate right information to the right user at the right time. The faculty members are encouraged to give their suggestions to improve the quality of library and the quantity of the book or journal. Throughout the year we have facility of recommending book by students as well as faculty members.

Classrooms:

We have well equipped classrooms and tutorial rooms. Each class room is fitted with smart board with LCD projector. The capacity of each room is normally 60 and few rooms are available with a capacity of more than 60. Each Department will be the in-charge of the class rooms in the respective floor as well as adjacent floors. If any problem with respect to in LCD or smart board it will informed to in charge of the department who in-turn will inform to central level as the case may be to rectify the problems.
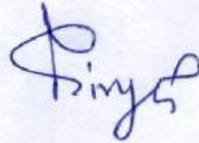
Sports facilities:

Physical activity is an important and essential aspect of our life to achieve optimum health and wellbeing now days. The rising prevalence of diabetes, obesity and other non-communicable diseases in India can be attributed, at least in part, to increasing levels of physical inactivity. Therefore, urgent steps need to be initiated to promote physical activity to reduce the epidemics of diabetes, obesity and other non-communicable diseases in India. Regular physical activity is beneficial in many ways as it reduces the risk of non-communicable diseases- Ischemic heart disease, hypertension, stroke, diabetes, breast and colon cancer, depression. Additionally, it also prevents, overweight and obesity, and can improve mental health, musculoskeletal problems (osteoarthritis, osteoporosis), and balance and coordination in elderly

population. Physical activity has multiplicative health, social and economic benefits. The University boasts of some of the latest equipment and state-of-the-art on-campus infrastructure which is the pre-requisite for developing a healthy competitive spirit in the students. Wide range of sports and games facilities is available on the campus. Courts and playgrounds are available for outdoor games like cricket, volleyball, badminton, tennis, basketball etc. Indoor games like table tennis, chess, and carom facilities exist in hostels. Track and fields sports are also taken care of by a full time Sport Officer.

Toilets:

Each block is provided with sufficient number of male and female rest rooms and cleaning is being done round the clock by the cleaning staff. At regular intervals it will be disinfected and any problem related to the toilet will be informed to the facility manager who will immediately take the necessary steps to set right the problem.

Ashok Kumar Singh
Registrar
GLA University
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P.O.-Chaumuhan, Mathura (U.P.) INDIA