

**SHOOLINI  
UNIVERSITY  
SOLAN, HP**

## **Procedures for maintaining and utilizing facilities in the campus**



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in the campus**

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

University ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the university as per the requirements in the interest of students.

### ***Laboratory:***

Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.

The research records are being maintained by all the lab members in the lab notebooks which are being deposited in the research office of the University once the student/faculty leaves the university.

Maintenance of laboratories: The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

### ***Library:***

- a) The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Director of Library.
- b) Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- c) Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- d) Internally developed KOHA based interface is implemented in library.
- e) EBSCO platform is subscribed in library covering 12,000 journals 2 million books in fully downloadable formats.

### *Sports:*

Regarding the maintenance of sports equipment, the sports in charge is deputed. During the session 2018-19, university participated in badminton, volleyball, table tennis, basketball, yoga, etc. at the national championship.

### *Computers:*

1. Centralized computer laboratories are established in various academic blocks.
2. ERP software is used for maintaining faculty and students' details.
3. Each School having appropriate computer for their requirements.
4. Internet and WIFI Enabled campus.
5. Open access journals facilities are available.

### *Classrooms:*

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Dean regarding classroom furniture and other.
2. Administrative officers will take in charge for student's academic requirements.

### *Additionally:*

There are lab instructors in every school, who maintains the stock register by physically verifying the items round the year.

1. School wise annual stock verification is done by concerned Head of the Department.
2. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
3. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.

4. All drinking water outlets are now installed with 3M water purification system.
5. Campus maintenance is monitored through regular inspection.
6. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.

The maintenance of the reading room and stock verification of library books is done regularly by library staff.

  
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