



Guru Gobind Singh Indraprastha University

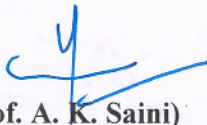
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PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The University has a decentralized system of maintenance of physical, academic and support facilities. There are different sections and departments which undertake these tasks and are responsible for proper maintenance and utilisation of these resources. These are:

- a. General Administration Branch: All support facilities and repair of furniture such as lab tables, office chairs, tables, general equipment's such as photocopiers, TVs, watercoolers, sanitizer machines, Canteen, etc. They also manage housekeeping services, canteen, Identity cards printing, EPABX, vehicle management (University and hired cabs), etc. The maintenance of hygienic, clean and green campus environment is the responsibility of this branch. Besides this, all general arrangements such as functions, events, national/festival celebrations are handled by this branch. Garden Committee take care of all the work to ensure its flora and fauna and lawns.
- b. The University has a division called 'University Works Division' which undertakes maintaining the entire physical infrastructure in the University. This includes-all physical resources such as lifts, civil and electrical work, new buildings, seminar halls, class rooms, air-conditioning systems, white washing, new facility creation, hostels and staff residences etc. It is headed by Chief Engineer with Assistant/Junior Engineers and other technical staff.
- c. Schools maintain the academic infrastructure with support of UWD/GA branch. The class rooms and labs are managed by the Schools through lab technical staff.
- d. The maintenance of IT infrastructure is under University Information Technology Services (UITS) Cell. A dedicated team of maintenance staff is available in the campus for technical support. For all IT related complaints, online complaint booking system is operational and quite effective.
- e. UITS also maintain the Internet services in the campus. They also provide support for uploading of all notices and circulars and other information, sent electronically.
- f. The library and its services such as issue, return of books, use of e-resources, book bank, etc. is managed by University Information Resource Centre (UIRC).
- g. The student welfare department with the support of Engineering and GA department is responsible for maintenance of sports facilities, health centre etc. All medical and health services such as specialists, psychologists, sports coaches, ambulances, etc. are managed by them.
- h. The university has adopted a system of AMC for all services such as Computers, Printer, UPS, Network, Internet, web hosting, peripherals, etc. to ensure proper functioning with least down time. Besides this, the university has dedicated staff for electrical, civil and carpenter and plumber on rolls available 24x7.
- i. There is an online complaint system for reporting problems of all kinds of electrical and civil engg., IT and other services in the campus. The University provides adequate budget for maintenance and infrastructure facilities and equipment.

The usage of the various resources and infrastructure is being managed at central level using online booking such as: seminar halls, sports grounds, etc. The system is working fine.


(Prof. A. K. Saini)
Director-Development &