

# Lingaya's Vidyapeeth

( Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India )

Nachauli, Jasana Road, Faridabad – 121002

## **POLICY AND PROCEDURES TO MAINTAIN AND UTILIZE PHYSICAL AND ACADEMIC SUPPORT FACILITIES IN THE CAMPUS**

- The Lingaya's Vidyapeeth has a defined process, procedures and monitoring mechanisms to ensure proper maintenance and utilization of infrastructure, library, sports, laboratories, classrooms, seminar halls, auditoriums, lifts and other service installations.
- The academic requirements in classrooms, laboratories and other infrastructural resources are identified at the start of each semester. The Labs catering to the needs are provided with advanced computers with LAN and Internet with Wi-Fi access. All repair, maintenance and upkeeps of labs are maintained by their lab in-charges/technical support. Maintenance work is undertaken during weekend on the basis of periodical report.
- Library: library has a good collection of Text Books, Reference Books, journals, magazines, etc. A provision of the budget for the library maintenance is made by the management. Faculty recommends the desired titles to the library and are procured from time to time. In addition, the library at Departmental level fulfil the specific needs of students and teachers.
- Transport: The University has a transport facility managed by administration to ensure the buses, vans, ambulances and cars are maintained properly efficiently. Ambulance is available in the campus 24 X 7 for students and faculty to meet any emergency.
- Work Shops: Periodic report on requirement of repairs and maintenance in Workshop are raised by the departments and forwarded to Administration office for compliance.
- Sports Complex: • Various sports facilities are available and being used regularly for competitions practice. The indoor and outdoor game are facilities regularly monitored and reports are submitted to Manager administration for its upkeep, repairs and maintenance.
- Computers: An IT cell headed by a senior member to oversee the procurement, maintenance, repairs and replacement of digitalized systems like computers, laptops, projectors, audio -visual devices etc.

There are adequate number of the latest configuration computers with internet connections, Wi-Fi facility, connected through LAN and the utility software's installed in administrative offices, department laboratories, library etc. Hi-Tech Surveillance System with HD cameras along with day/night facility recording in a control room and maintained by IT.

- Classrooms: An emphasizes on quality class room with all the basic facilities like fans, lights, proper furniture and ventilation etc along with separate girls' and boys' common room and medical centre. An impressive air-conditioned auditorium 1500 capacity managed by Manager Administration boosts for academic functions and cultural events. All classrooms are cleaned on regular basis by housekeeping department. The supervisors of the building are also responsible for the maintenance of the buildings and physical facilities.
- Electrical Maintenance: • A department for monitoring the power distribution system. 11 KVA substation, Gensets 720KVA, solar panel 250KW etc. are undertaken as per the maintenance schedule.
- Banking/ATM facility and services • Cafeteria facility • Books and Stationary facilities, Reprographic services etc.