

Infrastructure Utilization and Maintenance Policy

**Visva-Bharati University
(A central University)
Santiniketan, West Bengal-731235**

1. Introduction

Visva-Bharati University owns an extensive infrastructure to deliver its teaching, learning and research programmes. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

2. Maintenance of Physical Facilities

The University has got a full-fledged Engineering Department which comprises a University Engineer, 2 Assistant Engineers and 13 Junior Engineers with supporting staff to look after the construction and maintenance of the University buildings, roads, water supply lines, sewer lines etc. The physical facilities are maintained by the Institution's engineering section, which comprises competent civil engineer and electrical engineers. The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrical engineer is responsible for internal electrical system, area lighting etc. The entire water supply system including bore well and water distribution system is undertaken by engineering department. Hostels and Departments also have Parking Facilities.

Transport facilities are monitored and maintained by the public relations officer and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

3. Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories, Rehearsal Hall with wooden floor are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to maintain the furniture and equipments. One of the unique features of the university is the open air classrooms to realize the aim and vision of Rabindranath Tagore.

4. Maintenance and Utilisation of Seminar Halls and Auditorium

Visva-Bharati owns three big auditoriums-Natyaghar, Lipika and Bangladesh Bhavan Auditorium. Auditoriums are under the purview of the civil engineer and electrical engineer and the cleanliness is taken care of by the Mahadal (Self Help Group). Effective utilisation of seminar halls and auditorium for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a form available with Estate Office, through HOD and the date of event is registered and the halls are accessed on priority basis by taking a minimum fee for maintaining the cleanliness of the hall. There are also open Air Stage Facilities in the Campus.

5. Maintenance of ICT Facilities

The Computer Centre and its support staff maintain the servers and the Campus Wi-Fi. The annual maintenance of computers in the departments including the required software installation, antivirus and up gradation, electronic gadgets like projectors, printers, and photocopiers are maintained by respective centre.

6. Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and self help group personnel (Mahadal) are given responsibility to maintain the equipments under their purview. Stock registers, asset registers are maintained by the respective laboratories to report entries and utilization and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Registrar.

Standard operating procedures for all high end equipments are made available to the users. Instrument wise log books are maintained and are responsible for the safe handling of the equipments. Breakage and repair if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers as much as practicable.

7. Maintenance of Sports Ground and Swimming Pool

The university owns six(6) sports ground Six Sports Nodal Areas namely Mela ground, Various Grounds in Ashram Area. Various grounds in Vinaya-Bhavana area,

Sriniketan ground, PSB ground and ground at New Boys Hostel area. Sports infrastructure including cricket, football, grounds, volleyball, tennis, badminton, basket ball courts, swimming pool, and gymnastics training facilities, has also been radically developed and modernized.

University Sports and games activities are carried out from 6 to 8 A.M. in the morning and 4 to 8P.M. in the evening. Coaches and trainers of all sports and games remain available on field to train the students for intramural and extramural events. Yoga practice and training are taken-up as a routine activity. As per the convenience of students, an hour's slot in the Gymnasium is to be allotted on enrollment. The Sports Board of the University facilitates and hosts inter-university, inter college and state level tournaments to provide maximum exposure and competition.

The Ground marking, Goal post, nets, Clay for level of grounds, Roller (1 ton/2 ton) use for levelling, Cricket pitch preparation, Screen and score board in Cricket grounds, grass cutting, Oil for Grass cutter machine, gallery maintenance, Six grass cutter machines, gymnasium etc. are supervised and maintained by the Sports Board, Visva-Bharati. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract.

All the activities of the swimming pool are monitored by the swimming pool management committee, duly constituted by the competent authority and director, PSNS as Chairperson of the Committee concerned. Maintenance and repairing of filter and pump machine (filter overhauling, non-return valve(NRV) change, FRV repair, fill up the sand,

greet and treated media and change of nozzle) at swimming pool complex is carried out after every two years

8. Maintenance of Hostel

The University owns twenty four (24) hostels for boys, girls and international students in the campus with necessary amenities like individual cot, study table, chair & wardrobe with locking facility. The hostel is maintained well with a team of our Maintenance staff. The hostel is provided with 24 hours power backup with good drinking water facility. The other facilities available include reading room, TV lounge, play ground, gymnasium, garden, Indoor games, hospital, and News Paper. Students are provided with high speed wi-fi internet facilities in the hostel during the prescribed time. CCTV are installed in all the hostels. Matrons are appointed in the girl hostel and student's wardens are appointed in all the hostels and wardens are provided with honorarium for their involvement in hostel management and for conducting different cultural and sports activities. Repairing on regular basis is done for furniture, doors and windows, fan, light, water cooler, water purifier, electrical points. Regular cleaning of hostels, wash rooms, kitchens, corridors and surroundings are done. Cleaning of overhead water tanks, drainage system, Septic tanks are carried out on regular basis. All the hostels are attached to Hostel Mess run by the students mess committee and the menu is framed by the students themselves. The hostel food menu has lot of variety with exclusive Veg. and Non Veg. food options. The hostels are absolutely free from ragging and the boarders are guaranteed with comfortable & peaceful stay

9. Facilities for Medical Emergencies

The University owns a hospital called Pearson Memorial Hospital. The hospital provides various services like OPD, Indoor (admitted patient), Pathological service, X-Ray, ECG, Ambulance etc. for students, employees and their dependent family members. Salary parts are looked after directly by Central administration (Accounts) of Visva-Bharati. Medicines, Salines, Oxygen, pathological reagents and all other consumable items are purchased by Medical store following GFR as applicable. Water supply is maintained by water supply section of the university. Electricity is maintained by the State Electricity Board through electrical section of the university. Sanitization is maintained by a local tribal group named as 'Mahadal' as outsourced service. Food is supplied to the admitted patients by outsourced catering service. Ambulance is maintained by Central Transport Cell of the university. Biological waste disposal done by incinerator machinery maintained is by hired personal.

10. Maintenance of Campus Cleanliness

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the Self Help Group (Mahadal) . Besides this the Vice Chancellor along with his colleagues and students clean the campus on the third Thursday of every month.

11. Guest Houses

The University has seven Guest Houses namely Rathindra Atithi Griha ,Ratankuthi Guesthouse ,Purbapalli Guest house ,SAIL

Guest house ,International Guest house ,Sriniketan Guest house and Granthan Vibhaga Guest House which is located at Kolkata adjacent to Publication Department of the University. These Guest Houses are primarily meant for official guests of the University /participants of Seminars / Workshops/ Symposia / Conferences / Training Programmes Organised by the University / Centres / Departments as well as those sponsored by the UGC.Preventive measures are developed to detect and correct any maintenance issues before a guest makes contact with the guesthouse. The room's preventive maintenance ensures that each room is serviced at least twice in a calendar year. All occupied rooms are serviced at least twice a daily and as and as requested by the guest. Rooms are cleaned and supplied with freshly laundered sheet, pillow covers, towels and washed clothes before each new guest or group of guest arrive. Guest house is well equipped with all common facilities like drinking water with RO Purifier, geyser for warm water , Air Conditioned machines etc.

The rooms are maintained following four kinds of maintenance activities

- 1.Routine
2. Preventative
- 3.Scheduled
4. Corrective

12. Security

Trained Security Personnel are deployed at key points of the university like Administrative Building, Library, Various Departments, hostels and other strategic locations. Under the supervision of a Professor –In -Charge (security) , the

security staffs take care of the security of all the equipment in the buildings and also check all the outsiders entering the campus. CCTV Cameras are installed in various vantage points inside university campus to keep a constant vigil of all the movements inside the campus.

13. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.