Aliah University

(Under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)
IIA/27, New Town, Kolkata - 700160, West Bengal

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

A. Introduction

The university has implemented robust systems and procedures, along with manpower monitoring, to ensure the proper maintenance and utilization of various facilities such as infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums, and service installations. Dedicated staff has been assigned to maintain cleanliness in both the campus and laboratories. The responsibility for the upkeep of computers, LAN, internet, Wi-Fi, and other ICT facilities, as well as design, falls under the purview of the IT cell. Regular weekly reports are generated to assess the state of upkeep and address any faults or repairs. The university has qualified and regular staff specifically designated for the maintenance of electrical and civil work. Additionally, measures have been taken to address power breakdowns and ensure adjustable power availability.

Laboratory Maintenance: Lab in-charges and technical experts are responsible for overseeing all repairs, maintenance, and upkeep of laboratories. Each laboratory has one faculty as lab in-charge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment's from time to time to cope with change in the curriculum. Dead stock verification (Physical Verification) is carried out to verify working/ nonworking/ missing equipment's etc. Preventive maintenance and performance monitoring is carried out. Each and every lab assistant keeps the record of utilization of equipment's, computers and other required material for experiments.

Library: The central library is managed by an Asst. Librarian along with supporting staff, who are dedicated to ensuring the availability and effective use of instructional materials in the teaching and learning process. At the conclusion of each academic year, a thorough stock verification is conducted. The librarian compiles a report detailing the utilization of books by both students and staff during this period. The procurement of books aligns with the needs of the academic community and is initiated through the library committee. The committee invites book requirements from various departments, and the procurement procedure is followed to process these requests and acquire the necessary books.
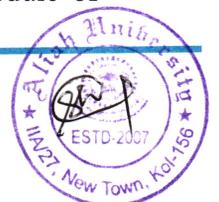
Sports Complex/Ground/Equipment: The institute's sports coordinator oversees both the sports facilities and activities. Students receive sports equipment based on the schedule of

events. In the event of any equipment malfunction, the sports director submits a maintenance proposal, and timely preventive maintenance measures are implemented. The sports director is accountable for maintaining records of sports facility utilization, conducted activities, and student awards.

Classrooms: Each department is assigned classrooms equipped with necessary ICT tools, and their usage follows the departmental timetable. Daily cleaning of the classrooms is overseen by the institute supervisor/administrator. The cleanliness of classrooms is also monitored by the Head of the institute, Coordinators, and Class faculty to ensure consistent maintenance.

IT Facilities: Every department within the institute is furnished with PCs, essential software, and peripherals. The maintenance of IT facilities is the responsibility of laboratory technicians and the system administrator. For major maintenance issues, external vendors are engaged to ensure the proper functioning of IT facilities.

Plumbing, Electrical, Drinking Water Coolers, Lifts, etc.: The institute employs technicians (electricians and plumbers) for the upkeep of electrical and drinking water facilities. Additionally, housekeeping staff is appointed for general maintenance, and a gardener is employed to tend to the gardens.

CCTV, Security, Air Conditioners, etc.: A network and system administration team is in place to maintain internet connectivity and the CCTV security system. External agencies assist in the maintenance of digital boards, LCD projectors, EPBX systems, and air conditioners. Security staff, including female guards under a security supervisor, is employed to safeguard the entire premises, overseen by the chief vigilance officer.

Electrical Maintenance of Generator, UPS, and Batteries: Monthly monitoring of electrical equipment such as generators, UPS, and batteries is conducted, with the condition/status recorded in a logbook. In the event of major faults, the contractor responsible for the equipment is called in for analysis and submits a detailed report. If any part replacement is required, quotations are sought and purchases made following centralized procurement procedures. Inspection of the contractor's work is carried out to ensure the smooth functioning of equipment, and a completion report is provided to the University engineer.