

4.4.2

Established systems and procedures for maintaining and utilizing physical, academic and support facilities,-Laboratory, Library, sports complex, computer classrooms etc...

The university has a dedicated Engineering Department responsible for carrying out the duties of Estate office and is responsible for overseeing the maintenance of buildings, class rooms, laboratories, hostels, cafeterias, sports facilities, utilities, and gardens. The department has qualified and skilled manpower for civil work, electric work, plumbing, etc..

Maintenance of infrastructure facilities. Services and equipment is done as per following details;

1. The infrastructure such as class-rooms, buildings, hostels; green areas, etc are maintained by engineering department.
2. The maintenance of equipments for water pulping and other engineering related equipment's as per their preventive maintenance schedules.
Housekeeping services are outsourced and available on campus 24X7
- Campus Surveillance Cameras, CCTVs, other security equipments are maintained through IT department by the authorized agencies.
- Teaching aids such as LCD Projectors, PA Systems, Laptops, Desktops, Printers, and Wi-Fi etc. are maintained by IT helpdesk department.
- Firefighting equipment in various blocks, class-room, labs, hostels, offices, etc are also maintained by the engineering department.

Following SOPs are uploaded as additional information:

1. SOP for maintaining and utilizing Library services
2. Staff for maintaining and utilizing physical, academic and Support facilities such as Teaching and Research. Laboratory and Computer Labs.
3. The Library and Information Centre of the University College of Arts is located in the premises of the College at the Ground Floor and is well organized., it has about 82526 books and 24 print journals, 20 News-papers with Multi Languages, 28 Magazines, 555 Project Reports and N List e-resources such as 6000 e-journals and 3135000 + e books

There is a book facility for the benefit of students, books purchased from the special components plan and Tribal special plan grant. The library has a good collection of competitive exam books which is helping for the students to prepare for the competitive exams.

A bibliographic (holding) list is available to know about the documents, the Library is providing reprography services which are helping for the users to get the photocopy of the required information. The library has computers with internet connectivity. There are subject wise list of CDs which can be accessed by using the computers. It also provides internet facility to the staff. The library has subscription for journals and magazines, newspapers. The reading room facility is available. This is help for the users to know about the local, regional and national news.

Book, Journals and E-Resources are procured through the following the procedure:

The library budget is prepared by Finance department of the University; on the basis of grants like State/UGC grant they allot the amount on the basis of requirement of students, faculty and researchers.

The required resource recommendation are taken by the faculty, the library staff checks for the duplicate in the library and further the processed list is sent for the library committee or the authorities for the approval of the resources.

After approval the publishers/distributors are called for negotiation of discount once the discount is approved for the same the supply order for the supply for the books and advance payment made for the subscription of journals.

The books and journals received are stamped, entered in the accession register, physically the books are classified, barcode generated once the process finalized the documents are arranged in the stack section and reference section. Books arranged in the stack section are allowed for issuing to the users.

Membership is only for the College Students, faculty and research scholars, by filling up the membership from the ID of the students/ faculty/research scholar is created in the library management software and patron is created and credentials filled in the register has to be signed by the user to get the membership facility. Once the procedure is over as per the eligibility prescribed of drawing of books to concerned is informed and the same is followed to issues the books and return, of delay/late submission of books a prescribed fine is collected by the users through online payment.

Internet Service :

Digital library is well equipped with more than 20 computers with internet connectivity is made available for the usage of the internet. Students/faculty/researchers are allowed to use the internet for downloading articles, preparing for the seminar/projects etc.

News paper clipping service:

News related to University activities and higher education's related are identified and same is scanned date and page No. are recorded and stored in the in-house repository for usage purpose.

Special Reference books for competitive exams (CSIR/UGC/NET/SLET, KAS, IAS, Banking, Railways and other exams)

Question Bank Service:

Question paper scanned and soft copies sent by examination section are received and same is organized on the basis of Subject, semester and year wise on the basis of student request for their e-mail id the question paper are sent.

E-Mail alert service for Faculty:

Information related to new books, articles are sent to the concerned faculty email ID.

Research literature search support for faculty and research scholars:

Required literature search support for faculty and research scholars by assisting in the simple search and assisting the advanced searching.

Engineering Department, Tumkur University

The Engineering department of Tumkur University is responsible for maintenance of Physical and academic infrastructure of the University. The department will take outmost care in ensuring proper maintenance in order to ensure highest academic standards in the University. However, a set of rules have been framed in order to ensure easy communication between departments and also the administration to timely address issues raised by various department of the University.

1. The issues that will be addressed by the Engineering department includes:
 - a. Lighting in the departments and the campus area.
 - b. Plumbing in the departments and the campus area.
 - c. Furniture repairs in the departments and the campus area
 - d. Water related issues in the departments and the campus area.
 - e. Sanitation, cleanliness and waste management.
 - f. Gardening and other issues in the department and the campus area.
2. The departments will have to bring the notice of the engineering department if there are any issues mentioned above in a requisite form to be procured from engineering departments.
3. Upon written request a site visit will be conducted immediately.
4. Immediate action required will be attended to on priority basis.
5. Administrative approval will be sought if any budgetary allocation is required on a priority basis.
6. Once the administrative approval is obtained work will be initiated and completed which will have to be certified by the person requesting the maintenance.
7. Periodic inspections. Will then be carried out the order to ensure proper maintenances of the infrastructure.

FORM FOR REQUESTING INFRASTRUCTURE MAINTENANCE

Name of the Department	
Date of Request	
Maintenance request related to (Tick one of the following)	<ul style="list-style-type: none"> a. Lighting b. Plumbing c. Furniture d. Water related issues e. Sanitation, cleanliness and waste management. f. Gardening
Nature of the complaint	
Phone Number and E-Mail	
Signature and seal	
INSPECTION REPORT	

Signature and Seal:

Further Action: