

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

Over a period of time MLSU has established well defined systems and procedures to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums and all service installations. MLSU has put in place a green and clean campus policy. For keeping the entire campus and building clean separate staff has been engaged. Rainwater harvesting and Solar Rooftop panels have been installed. A University Computer Center and Internet center has been established for the up keep of computers, LAN, internet, Wi-Fi and other ICT facilities along with University website. A Sophos firewall is in place through which regular reports are generated about the state of the network and its usage. Fault repair logs are maintained. The university has separate Estate department and Electrical cell for the maintenance of electrical work, civil work etc. For power backup several DG sets are installed which are also looked after by this cell.

Library:

- There exists a central library and a large number of college and department level libraries. All libraries are headed by a qualified librarian. In all libraries special sections are created for Books, Journals, Rare books and Reference sections. Assistants and attendants help the students for searching and lending of the books in the library.
- Pest control of library books and records is done every year.
- A separate Digital library called e-library is maintained by trained IT staff.

Laboratory:

- Laboratory Maintenance: Lab incharges/technical experts are in charge of all repairs, maintenance, and upkeep of laboratories.
- Care is taken during purchase to ensure that Annual Maintenance is part of the purchase contract.
- For any new requirement, the stakeholders submit a request to the Head of the Department/ DDO through proper channel, which after scrutiny and allocation of budget is sent to a purchase committee for procurement. This committee could be central or local to the department, depending on the nature of purchase.
- Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance and repair. The Advanced and Expensive Equipment are maintained through Annual Maintenance Contract (AMC)
- Equipment, tools, and appliances used in the teaching-learning process are maintained and repaired on a regular basis. Annual Maintenance Contracts (AMC) are used to operate and maintain advanced and expensive equipment.
- A well defined policy exists for writing-off of obsolete and junk items.

Information Technology (IT):

- M/s ITI Ltd., Govt of India undertaking, provides the integrated IT services through an ERP system named as Integrated University Management System (IUMS). IUMS Chairman is a senior Professor of the University, who oversees all upgradation and change requests in the IUMS. University Computer Center does installation and maintenance of University network, monitors network security and networking equipment etc. University website is supervised by the Internet Center.

Sports Complex:

- University Sports board is responsible for development and maintenance of various sports facilities and grounds.
- Sports board has clearly defined policy for lending the sports facilities to various types of users. The indoor and outdoor game facilities are regularly monitored by sports board and they are well supported by Estate department and electric cell.
- There are ground incharges for each set of sports grounds including playing grounds for various games, indoor stadium and the Athletic Track.

Computers:

- Computer labs have dedicated incharges ,who are mostly lab assistants, for each lab. The University Computer Center provides all necessary repair, upgrade and maintenance facility.
- A dedicated internet center is responsible for proper utilization and maintenance of LAN, Internet, network security and Wifi facilities.
- Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained by staff of University Computer Center.

Classrooms:

- Classroom Maintenance: All classrooms are cleaned every day after class hours. Electric and other repair work is taken care by electrical cell and estate department.
- The head of the departments/ Deans/ Directors are also responsible for the maintenance of the buildings and physical facilities including washrooms at their local level.
- The creation of physical facilities is managed and regulated by a Estate Department. Utilization and maintenance is managed by respective Deans/Directors/ Head/DDOs. Various physical infrastructure is utilized optimally through prior bookings and regular-maintenance.

Auditorium/Seminar Hall:

- The University Auditorium is centrally controlled by the Estate Department.
- Seminar Halls and Conference Halls are controlled by their respective departments.

Other Infrastructure Maintenance:

- University has a separate Estate department which is headed by a qualified XEN level engineer.
- The maintenance of equipment's for water supply sets, sewage treatment etc. are undertaken as per standard maintenance schedule.
- Separate Complaint registers are maintained for various services like electrical, plumbing, housekeeping etc for all academic, residential and hostel buildings.
- Building repairs, transportation, civil works, electrical works, plumbing, carpentry, horticulture, and generators have all been assigned to the University's well-qualified and professional manpower. The university's maintenance staff reports the breakage of instruments and equipment to the appropriate authorities on a regular basis.

Periodic Audits are conducted to ensure timely corrective action for proper functioning of the various equipment, mostly during summer vacations.
