

Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc.

The university is following well established systems & procedures at every level for maintenance & utilization of resources.

At the start of the new session committee ask requirements of all the departments of university regarding laboratories, library, sports, maintenance of classrooms and electrical equipments. Every Dean/HoD after consultation with faculty members prepares departmental level requirement lists and forward to the committee to process for procurement of consumable items, new requirements or maintenance etc.

Committee forwards all requirement lists to Central Store Room incharge, from where all purchasing if required took place as per guidelines.

In every laboratory Stock registers are well maintained for keeping all in/out entries of goods purchased/issued/exhausted etc. Before starting of session every faculty in advance to check the equipments so that any non-functioning equipment can be repaired without causing inconvenience to student. During practical class, record of students is maintained by TAs about kits/system issued to them.

Daily maintenance incharge ensures that all classrooms and labs should be neat and clean before starting of classes. Incharge performs regular visits to classrooms & labs for checking any non-functioning of electrical appliances.

Every department runs departmental level library with qualified staff where log registers are properly maintained for effective utilization of resources. Also they are annually upgraded.

Servers, Routers & Computer labs are maintained & updated by IT incharge & his team. Any complaint is promptly handled by the team. Software/Hardware related problems all are dealt well by the team. CCTVs installed in the whole campus for security & monitoring purpose are also maintained by this team only. Mewar University campus WiFi enabled.

Sports incharge maintains stock register for sports room and also maintain log of kits issued to students.