

Mewar University
Gangrar, Chittorgarh. Rajasthan

Policies for maintaining and utilizing physical, Academic, and support facilities -laboratory, library, Sports complex, computers, classrooms

Maintenance and protection of buildings, equipment, roads, grounds, and utilities is required on a day-to-day basis to maintain a facility in adequate condition for any university to fulfill its mission. It should have a well-planned, preventive, emergency, as well as unplanned or reactive maintenance required to provide a safe, healthy and secure environment. All these things are taken care of at Mewar University. At the start of the new session, the Maintenance committee asks requirements of all the departments of the university regarding laboratories, library, sports, maintenance of classrooms, and electrical equipment. Every Dean/HOD after consultation with all faculty members prepares departmental-level requirement lists and forwards them to the maintenance committee for procurement of consumable items, new requirements, or maintenance. The committee forwarded all requirement lists to Central Store Room In-charge, from where all purchasing if required took place.

These activities are necessary to keep all types of facilities and systems running smoothly and in good working order.

Substitutions are made at Mewar University:

1. On a regular or recurring basis,
2. To bring the equipment or buildings to fully functional condition,
3. To ensure that the equipment or building retains its functionality for its estimated useful life.

To provide a safe, healthy, and secure environment, the following maintenance facilities are provided by Mewar University: Planned, Preventive, and Emergency.

Planned Maintenance

It includes the maintenance of property, machinery, and facilities including buildings, utility systems, roads, and grounds. Its nature is regular or recurring.

Preventive Maintenance

It includes features such as necessary periodic inspections, adjustments, minor repairs, lubrication, reporting, and data recording of building equipment and utility systems.

Emergency Maintenance

The Mewar University classifies as emergency maintenance the repair or replacement of all facility components and equipment that require immediate attention for repair or replacement because the functioning of a critical system is impaired or because health, safety, or security of life is in danger. Emergency maintenance replaces all other categories.

Maintenance of the building in Mewar University

The work is headed by Assistant Maintenance Engineer (Civil), Building Supervisor, Housekeeping Supervisor, Plumber, RO Plant Operator, Ground Supervisor, and Quarter Supervisor.

Electrical Maintenance

The work is headed by Assistant Maintenance Engineer (Electrical), Supervisor (Electrical), AC technician, Electrician, Plant operator, lift operator, and DG Operator.

Laboratory: The record of the stock register and maintenance account of each lab in Mewar University is maintained by the lab technician, in charge of the lab and supervised by the HODs of the departments concerned.

Calibration, repair, and maintenance of laboratory equipment are carried out by technicians from the respective owner enterprises.

Library:-

1. The requirement and list of books in the Central Library are taken from the concerned departments and heads of departments. The final list of required books is duly approved and signed by the Principal.
2. A suggestion box has been installed inside the reading room for taking the feedback of the users. Their new ideas and reactions continuously help in the enrichment of the library.
3. To ensure the return of books, it is mandatory for the students to fill in the 'No Dues' form from the library and to be signed by the Librarian.

4. The Library Committee has been constituted for the proper development of the library.

Sports: - Regarding the maintenance of sports equipment the college sports in charge is deputed.

Classrooms: -

1. The college has various committees for the maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and others.

2. Administrative officers will take charge of students' academic requirements.

Provisions:

- Budget provisions are made for new as well as old facilities, repairs, and maintenance.
- The construction and Campus Beautification committee is formed whose purpose is to look after the new construction as well as maintenance work required on the campus.
- The University garden is maintained by the gardener appointed by the institute.
- Electrical and Plumbing related maintenance is done with the help of local skilled persons.
- Regular maintenance of the water cooler and a water purifier is done regularly.


Registrar
Mewar University
Gangrar, (Chittorgarh)