



#### 4.4.2 Systems and procedures for maintaining and utilising Infrastructure

**Q: There are established systems and procedures for maintaining and utilising physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Describe policy details of systems and procedures for maintaining and utilising physical, academic and support facilities within a minimum of 500 words and maximum of 1000 words**

**A:** KISS-DU has a unique structure of managerial organization. It has a Board of Management. The Vice Chancellor as the Academic head of the University is in charge of the maintenance of the quality of education.

To facilitate the teaching-learning process, the university has well-equipped classrooms, laboratories, library, computers and sports grounds.

A Standard Operating Procedure (SOP) is in force for the concerned incharges of various units stating their executive roles and responsibilities in respect of finance, purchase, campus development and maintenance etc.

- **Classroom:** All the classrooms are ICT-enabled with wi-fi and LAN connections. Well-ventilated and well-lighted classrooms have LCD projectors. The sitting arrangements, internet connectivity, fire extinguishers, water purifiers, electric equipment are regularly inspected. Issues pertaining to the aforesaid matters are addressed immediately by the competent officer through proper channels.
- **Computers:** IT maintenance is performed by the IT Cell through Annual Maintenance Contract(AMC). But the routine maintenance is done by the technical maintenance staff. The IT Cell provides immediate service, troubleshooting, software update, damage repairing, replacement of damaged parts relating to hardware. The Cell also maintains the Audio-visual equipment that includes projectors, public address system, lecture capturing system, etc.
- **Library:** The Central library of KISS-DU has a Chief Librarian who supervises all the activities of the library. The library has an Accession Register that records the stock of books. It has separate registers to record the journals, rare books, e-books, e-journals, issue-register, register to record footfalls etc.  
All books are checked properly when returned to ensure that they are in good condition. Fine levied on the borrower as per library rule if any book found damaged upon returning to the library. The procurement of books and journals is done after due approval of the library committee.
- **Laboratories:** The laboratories are managed by the Heads of the concerned programmes assisted by the Laboratory Assistants. The apparatus of the laboratories are recorded in the Stock Register available in the laboratories. The Laboratory Assistants manage the practical sessions with the guidance of the Programme Heads. The laboratory incharges look into the safety issues and ensure protocol. The programme heads initiate the procurement of equipment sending requisition through proper channels. The repairing of the apparatus is done through AMC.
- **Sports facilities:** Sports coordination team ensures all equipment are in proper condition. They too provide required kits to the students for practice. All spotting norms are followed by the university for holding any state, national and international sporting event.

- **General Management:**

- The Infrastructure Development Committee headed by the Development Officer looks after infrastructure development such as construction works on the campus, campus development, together with handling of legal issues, logistic support, maintenance, housing, emergency assistance, transport, electricity, inventory, security, event management, and outside administration of the institute.
- The Nodal Officer, KISS-Green looks after all the parameters for keeping KISS-DU green in all aspects and ensures proper working of the units of Solar Energy, Bio-Gas, RO Water, Mechanized Kitchen, Sewage Treatment Plant, Rainwater Harvesting and Carbon Rating etc.
- A duly constituted Purchase Committee looks after procurement of electrical equipment & fittings, stationary, ICT equipment (including computer, laptops and accessories), books, stationary, furniture & fixtures, grocery, clothes, and other items.

### **Documents Attached**

- [Policy for Infrastructure Maintenance](#)