

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

The University has various physical, academic and support systems such as buildings, classrooms, seminar halls, library, laboratories, office rooms, laboratory equipment, computers and accessories, sports materials, gardens, electrical and water supply etc. Every year the University allocates sufficient budgetary provision for the maintenance and utilizes this budget for the maintenance of the above facilities. The University has well established procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds and materials, laboratories, classrooms, seminar halls, auditoriums and all service installations.

The estate section of the University maintains the records pertaining to the properties of the University. To keep the campus hygienically clean and laboratories clean separate staff has been engaged. IT cell is responsible for the upkeep of computers, LAN, internet, Wi-Fi and other ICT facilities and design. The university has regular and outsourced staff for the maintenance of electrical work, civil work etc. To meet power breakdown and to provide an adjustable power base, 500 KVA Gensets have been installed which are technically manned by the trained technicians.

Library

The University Library supports research and educational endeavours of Students, Research Scholars, and the Faculties of the university by collecting, organizing, preserving and disseminating information and provides instructional programs in all formats through need-based services and enables access to online information resources using modern Information & Communication Technologies.

The library is automated with KOHA Open Source Integrated Library Management System (ILMS). Library is using Dewey Decimal Classification (DDC) system to organize the knowledge collection. Library is having good collection of documents on all subjects. University Library has membership in e-ShodhSindhu consortium and accessing 11500+ e-journals from them. University Library is regularly subscribing e-Journals, e-books and 14 Databases. (Scopus, IEEE /CSDL, Prowess IQ, MathSciNet, J Gate, States of India, NotNull Hindi Database, CMIE Database, SCC online etc.,) Library is regularly updating the new arrivals of books and journals issues to the students and faculty members. Regular Orientation Programmes are given to the library members.

Library committee is constituted to address the issues involved for the development of the library. This committee mainly plays an important role in the collection development. Library committee meets in every three months and make decisions for purchasing library materials, mostly books and journals for the library.

University Library is responsible for purchase of books, subscription of the journals / Database and other materials, as per the recommendations received from the departments. For enriching of the library, the committee also recommend to procure some good publications related to the syllabus oriented books from national and international publishers.

Facilities and services like Digital Resource Centre with Wi-Fi networks, OPAC and Web OPAC-It is an OPAC (Online Public Access Catalogue) and it is an online bibliography of the library collection that is available to the Public, Reprographic Facility, Locker facility to keep the personal belongings of the users while in library, Document Delivery Service, Article Alert Service, Book lending service, Reference Facility, INFED access, Circulation services, Internet facility, Library membership, User Orientation/ Information Literacy, Newspaper Clippings, Library training programme for MLIS pass out students, Book reservation facility, DELNET consortia, American Consulate Library Membership, Current Science Membership, Chemical Research Society of India Membership, Plagiarism detection tool / software (URKUND & TURNITIN) are available with library.

The library has purchased MyLOFT (My Library on My Fingertips) Library, Remote access software for accessing e-resources of subscribed content of e-journals, e-books, Databases and e- thesis. MyLOFT software providing seamless and reliable access to library subscribed e-Resources and web articles. A single app allows the user to access, organize, Share and read offline all of the subscribed e-contents, anytime, anywhere. Students can bookmark their e-Content to the app and have offline access on their smartphone whenever they need to access their content. Students, Research Scholars and Faculty members can access 24 X 7 of the library subscribed e-resources from anywhere.

In the library, old newspapers and back volumes of magazines are being replaced with new issues. Books returned by the users are remerged in the concerned sections of the stack properly. Book ratification is done every day for the proper arrangement of books subject wise and removing the damaged books from the stack. Books with minor damage are repaired for re-use immediately. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Computers

The maintenance of the computers is looked after by the IT section. The IT section provides the integrated IT services like smooth running of ERP system, up-gradation and maintenance of automation packages, troubleshooting of hardware, networking equipments, University website including internet connectivity, procurement of hardware, software etc. The University has Hi-Tech Surveillance System with high-resolution cameras along with day/night facility of distributed recording in a control room which are also maintained by IT department. A person is exclusively appointed to look after the maintenance of the computers. The major repairs are given to the external agency.

- Centralized computer laboratory established in 2021
- ERP software is used for maintaining faculty and students details.

- Each Department having appropriate computer for their requirements.
- Internet and WIFI Enabled campus.
- Open access journals facilities are available.
- Computer labs have an incharge for each lab and IT section will maintain the same.
- IT section is also responsible for proper utilization and maintenance of LAN, Internet and Wifi facilities.
- Most of the equipment in computer labs is covered under AMC, whereas small instruments are repaired by in house technicians of CUK.
- Technical aids such as multimedia projectors, laptops, desktops, printers, Wi-Fi, LAN etc are maintained by IT section mainly through AMCs.

Laboratories

Laboratories are monitored for cleanliness and tidiness on a regular basis. The chemical wastes are sufficiently diluted before being discarded. The students are trained to keep the equipment clean by allotting the equipment to each student to take care of the external cleaning.

Record of maintenance account is maintained by lab technicians, lab in charge and supervised by HODs of the concerned departments. The laboratory equipment, specimens, and other necessary chemicals are purchased by the purchase section of the University as per the requirements of the departments.

- Laboratory Maintenance: All repair, maintenance and upkeeps of labs are maintained by their lab incharges/technical experts. The maintenance and repair of the equipment in the department is undertaken by the concerned lab in charges through annual maintenance contract (AMC) or on-call basis following due procedures.
- The lab in charge will monitor the maintenance status on every Friday, for undertaking maintenance work during weekend i.e. Saturday /Sunday.
- Facility-wise log books are maintained so that utilization level of the equipment is monitored.
- 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). Small instruments /equipment like balance, microscope, pH meter, dissolution apparatus, mixer, hot plate are repaired time-to-time and maintained periodically.
- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.

Estate Maintenance /Civil, Electrical works

The maintenance of the buildings roads and all associated infrastructure will be under the general supervision of the Estate Section. All maintenance requests directed to the estate section are forwarded to appropriate sections. The repair and maintenance of physical

infrastructures such as class rooms, administrative building, laboratories, sports grounds, roads, footpaths, overhead roof tanks, drains, services like water supply and electric supply and other civil maintenance works were carried out by the engineering section and minor maintenance by estate section of the University. Procedure adopted for civil and electrical maintenance is as follows: the complaints given by the concerned departments and wardens of hostels regarding electrical and water supply are attended to by the engineering section/estate section. The section procures required materials after due inspection and obtains permission from competent authority. Any work involving taking trenches, laying pipes etc will be carried out after appropriate site permission from the Estate section.

The Green Initiatives of the University are carried out by the Estate section and Campus Development Officer. Maintenance of the horticulture facilities- trees, plants, gradens, lawns, landscaping, planting saplings, clearing grass and vegetation-is outsourced by engaging the required number of employees under the supervision of Estate section and Campus Development Officer.

All House Keeping works of the University in all departments and hostels are under the Estate section and maintained by a service providing agency identified on tender basis through e-procurement. RO water purifier plants are installed in the campus including hostels and academic buildings for safe and clean drinking water facility. The water supply of the campus presently is full-filled by water from Moonnam Kadavu river purified and stored in a 10 lakh liter main overhead tank and 1 lakh liter smaller tank housed within the University. The water is collected in the sumps and is in turn pumped to the storage tanks of departments and hostels for utilization.

The main campus is supported by 2 Diesel Generators of 500 KVA capacity for uninterrupted power supply in addition to UPS backup available.

The usage of central facilities such as seminar Halls, Auditoriums, Housing units and transportation including vehicles and drivers is managed by the Estate section of the University.

Maintenance register is kept by the Estate Section in the Department and Buildings for reporting the issues related to equipment and other maintenance requirements in the building.

Note:

- 1) The Engineering department receives complaints/requests for maintenance via email, letter, over telephone etc.
- 2) The University has provided the section with an Imprest account for attending urgent maintenance works and the complaint is rectified within 24 Hours.
- 3) Four electricians, one plumber and one pump operator are working with engineering section for maintenance works. The electricians are available 24X7 in the campus. They also attend plumbing works also.
- 4) Other major maintenance works are routed through administration for approval and financial sanction. Once the sanction is obtained works are carried out by following necessary

GFR 2017 rules. The CPWD rules/manuals are followed with respect to the maintenance period.

5) The Diesel Generators, Inverter AC, Lift, STP, RO, Plant and UPS are maintained by Annual Maintenance Contract.

Classrooms:

- Classrooms are equipped with the required teaching audio visual aids to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms.
- The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by sweepers. All classrooms are cleaned before 9.30AM every day on regular basis and maintained by house keeping department.
- The supervisors of house keeping department are also responsible for the maintenance of the buildings and physical facilities including washrooms through weekly reports about required repairs & compliances.

Security

The 24x7 security services in the campus, particularly in hostels and in other buildings, is maintained with the help of a required number of outsourced guards and the service providing agency is selected through a tender basis. Security officer of the University is coordinating and is responsible for the proper maintenance of security in the campus.

Transport

The University has a strong transport department to ensure the buses, ambulance and cars and are available and maintained properly and efficiently. The Estate Section of the University is managing the transport facilities, vehicles, allocation of vehicles, drivers, shuttle service and maintenance of the vehicles through required repairs & compliances. The ambulance is available in the University campus 24x7 for students and faculty to meet any emergency.

Sports Complex

Regarding the maintenance of sports equipment, the Sports Coordinator is appointed. The necessary goods are purchased as per the recommendations of the sports committee. Students of University regularly participates in various University level sports competitions like cricket, football, badminton, kabaddi, athletics etc.

Academic Support

The University has an elaborate academic support mechanism. University has a Research Project Cell (RPC) to facilitate and support the extramural research grants received by faculty members. The examination system is very systematic and transparent. The authority engaged many guest lecturers in addition to the regular teachers for the benefit of the students. The

remedial classes and UGC-NET coaching classes are also engaged for the students as an academic support.

Centre for Health and Medical Services

It started as a Medical Clinic in Central University of Kerala on October 2016 in a view to uphold the comprehensive health status of its inmates. From then onwards the clinic has risen to a health facility, where all the basic health needs and medicines are provided free of cost, equal to a Sub Centre of health care system. Now it is developed as a health center with all basic facilities and manpower and a separate building for this facility is in the end stage of construction. Currently the health center is working with the support of two medical officers. The facilities provided by the clinic include

- Medical care from 9.30 am to 5.30 pm throughout patient clinic
- 24 Hours on call consultation
- First aid care in case of emergencies
- 24-hour ambulance facility
- Initial health assessment and treatment of illness
- Basic counseling facilities for adolescent students
- Surveillance of non-communicable diseases in the campuses
- Documentation and archiving of medical record with effective retrieval mechanism
- Strict maintenance of confidentiality in health issues of staff and students
- Medical advice and guidance in health matters at any time
- A quick assessment and reference to tertiary hospital in case of emergencies.

Student Support and Welfare

In the campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the University to support services, student welfare and to meet their needs. There is a canteen committee for maintenance of the University canteen and to ensure the healthy and hygienic food for the students as well as the other members of the University at affordable rates. The canteen is open on all working days. All kitchens in canteen, hostels and cafeterias in the University are registered under FSSAI.

The NSS unit maintains the social services within the campus and outside it. University have a Creche facility to provide day care facilities to the children of working parents, research scholars and guest faculties of the University.

The university has a Guest house to accommodate the faculties, scholars and researchers who visit university for various research and academic activities.

The University also provides various other services to the students, faculty members and staffs which are maintained by respective service providers as per contract:

- Banking/ATM facility and services
- Cafeteria facility
- Shuttle service within campus, shopping shuttle, railway station shuttle

- Campus Store
- Separate vehicles for safe ride program of women, and specially abled individuals

Any occasion which demands special attention, apart from the aforesaid policies and procedures, a specially constituted committee will be formed under the direct supervision of Hon'ble Vice Chancellor to recommend the solutions.

Important Contact details:

SI No	Description	Contact information
1.	Medical Emergency	9497203698
2.	Technical Support (Laboratories)	 9747621911 Email: technicalofficer@cukerala.ac.in
3.	Security Control Room	9497092698
4.	IT help desk	 9744794442 Email: helpdesk@cukerala.ac.in
5.	Engineering works	04672309475 Email: ee@cukerala.ac.in