

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The University has established robust systems and procedures for maintaining and utilizing its physical, academic, and support facilities. These facilities include laboratories, libraries, sports complexes, computers, classrooms, and more. An agreement with the Agartala Municipality Council (AMC) ensures timely collection of waste products for effective maintenance. Complaint registers are maintained to facilitate swift resolution of issues, supervised by managerial staff.

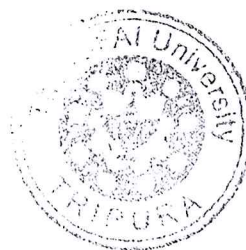
A brief description is presented below on maintenance and utilization of some facilities.


- **Laboratories (All Labs & Computer centre) and Workshop:** The laboratories, including all labs and the computer center, are meticulously managed to ensure their functionality and relevance to the curriculum. Each laboratory is overseen by a designated faculty member serving as the lab in-charge, alongside a Lab Assistant and attendant. The lab in-charge is responsible for maintaining and upgrading the laboratory with necessary equipment to align with curriculum changes.

Regular dead stock verification is conducted to assess the status of equipment, distinguishing between working, non-working, or missing items. Preventive maintenance and performance monitoring are integral to ensuring the smooth operation of equipment. Lab assistants meticulously record the utilization of equipment, computers, and other materials for experiments.

Qualified assistants handle repairs as needed, providing regular reports on equipment maintenance and upkeep. This comprehensive approach ensures that laboratories remain fully functional and equipped to support academic endeavors, contributing to a conducive learning environment for students and faculty alike.

- **Library:** The central library is managed by a dedicated librarian and supporting staff, who prioritize the availability and utilization of instructional materials to enhance the teaching and learning process. At the end of each academic year, stock verification is conducted to assess the inventory. The librarian prepares a comprehensive report on book utilization by students and staff.




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Procurement of books is initiated through the library committee, which invites book requirements from various departments. These requirements are then processed following established procurement procedures. This collaborative approach ensures that the library's collection remains relevant and aligned with the needs of students and faculty across different disciplines. By focusing on both availability and utilization, the library plays a crucial role in supporting academic excellence and research endeavors within the university community.

- **Sports Complex/ Grounds/Equipments:**The Physical Education & Sports department conducts regular serviceability checks of the sports complex, grounds, and equipment to ensure their functionality. The sports coordinator oversees sports facilities and activities, managing the issuance of sports equipment to students according to event schedules. If any equipment becomes faulty, the sports head or coordinator submits a proposal for maintenance, with preventive maintenance measures implemented promptly.

The Head or Coordinator of the Physical Education & Sports department maintains records of facility utilization, activities conducted, and awards conferred upon students. This comprehensive approach ensures that sports facilities and equipment are well-maintained and readily available to support athletic activities and events. It also promotes a vibrant sports culture within the university, fostering the physical well-being and holistic development of students.

- **Computers:** All departments in the institute are equipped with PCs, essential software, and peripherals to support academic and administrative functions. The IT department is responsible for maintaining these IT facilities. IT staff ensure regular updates and replacements for desktops, laptops, software, and hardware accessories. Additionally, they ensure reliable internet access throughout the institute's premises. This proactive approach to IT management ensures that faculty, staff, and students have access to up-to-date technology resources necessary for teaching, learning, and research activities.

- **Class Rooms:**Classrooms at the university are allocated to departments equipped with necessary smart boards and ICT tools. Utilization of the classrooms follows departmental timetables. Daily cleaning is conducted under institute supervision, maintaining cleanliness. Heads of Departments, Coordinators, and faculty members oversee cleanliness standards,



ensuring maintenance. This meticulous approach to classroom management fosters conducive learning environments, promoting student engagement and academic success.

- **Surveillance and Security:** The University employs a comprehensive surveillance and security system, utilizing hi-tech surveillance technology and security guards to protect its assets. Security personnel manage this system to ensure effective asset protection. To maintain internet connectivity and the CCTV security system, a dedicated network and system administration team is appointed.

Furthermore, the security staffs, including female guards, operates under the supervision of a security supervisor to safeguard the entire premises. These measures are overseen by a Chief Vigilance Officer, ensuring a robust security framework to protect the institute's infrastructure, assets, and occupants.

- **Plumbing, Electrical, Drinking water coolers, Air Conditioners etc:**IUT employs technicians, including electricians and plumbers, to maintain plumbing, electrical, drinking water coolers, and air conditioning facilities. These technicians ensure the upkeep and maintenance of these essential amenities to ensure their proper functioning.

Additionally, digital boards, LCD projectors, EPBX systems, and air conditioners are maintained with the assistance of external agencies as needed. This approach allows for specialized expertise to be utilized to maintain and repair these specific systems, ensuring their reliability and functionality for the benefit of students, faculty, and staff.

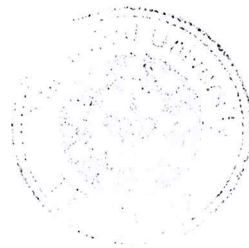
- **Generator, UPS, and Batteries:** Generator, UPS, and Batteries undergo regular monitoring, with their condition/status recorded in a logbook. In case of major faults, the respective contractor is called to analyze the issue and submit a report. If replacement parts are needed, quotations are called for and purchases are made following centralized procurement procedures. The work done by the contractor is inspected to ensure smooth equipment functioning, with completion reports provided to the Chief Engineer. This meticulous approach to maintenance guarantees the reliability and efficiency of backup power systems, essential for uninterrupted operations within the university.


- **Canteen Hygiene Oversight:** The Mess Canteen Committee oversees hygiene standards in campus dining areas, ensuring cleanliness and adherence to food safety protocols.



- **Transportation Maintenance:** The transport department is responsible for the maintenance of university transportation vehicles, which consist of 14 buses, 7 office vehicles, and 2 ambulances.
- **Campus Gardening and Horticulture:** The University has appointed dedicated gardening staff to maintain the gardens, ensuring the landscape is well-maintained to uphold environmental standards and preserve the campus greenery.

Overall, these structured maintenance protocols underscore the University's commitment to providing well-maintained facilities conducive to academic and extracurricular activities.




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