



ਪੰਜਾਬ ਕੇਂਦਰੀਯ ਵਿਸ਼ਵਵਿਦਯਾਲਯ/ਪੰਜਾਬ ਕੇਂਦਰੀ ਯੂਨੀਵਰਸਿਟੀ
Central University of Punjab

A Central University established by an Act of Parliament

Policy and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities

Central university of Punjab has a very systematic policy and procedures for maintenance and utilization of different physical, academic and support facilities. The Central University of Punjab owns and operates an extensive infrastructure to deliver its teaching, learning and research programmes. This document provides a policy that outline on the allocation of responsibilities to ensure effective maintenance and utilization of existing infrastructure facilities.

Maintenance of Physical Facilities

The physical facilities are maintained by the University Estate and Engineering Office, which comprises of a team of competent engineers and support staff. The services of plumbers, electricians, and carpenters are available round the clock in the campus through support staff. Civil Engineer is responsible for civil, water treatment, plumbing, sewage and carpenter work and Electrical engineer is responsible for the continuous power supply through independent 66 KV Grid Substation and maintenance of equipment like transformer and switching system of 66 KV Grid Substation, generator sets, air conditioners, general lighting, power distribution system, solar panels etc.

The estate office monitors the maintenance and cleanliness of the buildings, classrooms, furniture, campus ground, sports facilities, staff office space, laboratories, library, computer centre, student's amenity areas, cafeteria and hostel buildings. Cleaning of the campus areas is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the estate office. Housekeeping services are outsourced on contract basis and are made available during day time on all days.

Maintenance of other amenities like the sewerage treatment plant, effluent treatment plants and rain water harvesting systems are maintained by the Engineer branch and support staff. The maintenance of equipment for water treatment and pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the Engineering branch. Regular cleaning of water tanks, proper garbage disposal including bio waste, pest control is under taken by the estate office as per the schedule drawn. Day to Day Emergency Maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by Engineering branch.

The landscaping, maintenance of lawns, different gardens and green house is done by the gardeners every day and frequently through plantation drives by the National Service Scheme volunteers as a service activity. Horticulture consultant supervises all these activities.

The departments maintain their classrooms and laboratories through their department staff and attendants and Lab in charges under the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The support staff registers any maintenance required to the Estate and Engineering branch that ensures its timely repair. Minor repairs are registered in a ledger maintained in the office and are attended on complaint basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture. Department wise annual stock verification is done by concerned Head of the Department.

Maintenance and Utilization of Seminar Halls and conference rooms are under the purview of the Engineering branch and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls and conference rooms for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a form available online, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

Upkeep of all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.

Maintenance and Utilization of Library and Library Resources

University Library is a place of individual study and research. It is necessary to maintain an atmosphere of quiet and dignity inside the library. Members are, therefore, reminded that conversation or consultation among themselves or noisy or demonstrative greeting of friends inside the library is not permissible.

University Library is meant for students, research scholars and faculty to study in most peaceful and cordial atmosphere. Members are refrained from conversation and gossip inside the library premises.

Library users are expected not to act in any way which disturbs the reading or study of other users or which also interferes with the proper functioning of the Library.

Library users are expected to act in the most dignified and civilized manner so as not to distract the attention of serious readers.

The Library is allowed to use personal laptops and other electronic storage media inside the library for offline and online learning purposes.

Readers are welcome to use their personal laptops and other electronic gadgets inside library premises where Wi-Fi facility is available.

Damage to or theft of Library property will be referred to the University's Disciplinary authorities and other law enforcing authorities.

Damage of 'reading material or library equipment' is liable to be reported to competent authority for disciplinary action.

Library staff working in the Library will not be able to transmit telephone calls or other personal messages to library users.

The library staff is fully trained to handle library materials on bookshelves as well as in reading lounge. Following requisite measures have been taken in regard:

- Books are arranged on shelves according to Dewey Decimal Classification System.
- Printed journals and magazines are properly displayed on periodical racks.
- Regular cleaning and dusting of library books and periodicals is done on daily basis.
- Newspapers are properly displayed in ‘Newspaper Arena’.

The library has modern surveillance systems such as CCTV cameras, 3M & RFID security system, self-check-in and check-out system, etc. installed.

To facilitate auto Issue/Return, shelf management and security aspects, a state of the art RFID system has been installed.

Web OPAC facilitates the users to access the library from anywhere 24X7. Users can renew/reserve the books without visiting the library (URL:<http://cupserver4/w27/>)

The University Library subscribes the electronic resources through e-ShodhSindhu as well as from the publishers. To access the resources 24/7 through IP range inside the university and from outside the university through Off-Campus Access service is provided to the faculty members, scholars and students to seamlessly access the subscribed scholarly electronic resources.

“University Knowledge Repository”, where scholarly articles authored by the faculty members and scholars are preserved, is a unique feature of ‘University Library’. The users can access this facility at URL: (<http://kr.cup.edu.in>)

Facility of reputed plagiarism softwares, like TURNITIN and URKUND is provided. (<https://secure.urkund.com/account/auth/login> AND https://www.turnitin.com/login_page.asp?lang=en_us)

To facilitate checking of spellings and grammatical errors in thesis and dissertations, facility of “Grammarly Software” is being provided by library (<http://www.grammarly.com/edu/students>)

Maintenance of ICT Facilities

In the university, the Computer Centre and its support staff maintains the ICT facilities including computers and servers at university level. The staff provides assistance to both the academic and administrative block. The users may lodge the complaints online, in the staff complaint books or through phone. The minor repairs are handled mostly on the same day. The computer center in order to minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus wired and Wi-Fi network are maintained by the computer center staff and the resident engineer provided by the vendor.

The computer centre maintains two labs in the student hostels and one in the library in addition to nearly 160 computers provided in the computer centre to help students access computers after office hours.

To avoid e – waste the outdated electronics are put on buy back as per norms and new items are procured.

Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview. Stock registers, asset registers, log books, are maintained by the respective laboratories to record entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the competent authority. Standard operating procedures for all high end equipment's are made available to the users. In-campus users register in the log books and are responsible for the safe handling of the equipment's. Breakage and repair if any, are reported to the Head of Department or the faculty-incharge as the case may be and suitable measures are taken for speedy functioning of the equipment. The condemned/obsolete items are discarded as per the procedure and the same are entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipment's and high end servers.

Utilization of Advanced Research Lab and the Central Instrumentation Lab Advanced research labs housing sophisticated equipment's operate for the benefit of the research scholars. They are maintained by a faculty-in-charge. Entry to the labs is through log book registration. Users must duly submit a service requisition form available in the Institution website to the faculty incharge. Access to equipment's and service for recording analytical and computational data is given on first-cum- first served basis on nominal charges. Same procedure is followed with regard to samples from other institution users.

Maintenance and Utilization of Tissue Culture Labs and Animal House Animal house and plant tissue culture laboratories are maintained by the faculty in charge.

For Proper utilization of Laboratories, a safe and secure working environment needs to be provided in the labs. The labs have guidelines regarding how to perform a laboratory process or experiment safely and effectively. In addition, each Laboratory maintains the manual that includes working procedures which should be carried out in the laboratory, have standard operating procedures for the experiments to be carried out in the laboratory. The labs carry out risk assessments for the tasks involving hazardous chemicals and high risk procedures. Do & Don't rules that are appropriate to the particular laboratory are required to be written and displayed in the labs. In case of injuries, first aid kit are maintain in each lab. In case of fire mishaps fire extinguishers are located next left to the main exit door and Fire exit plan are displayed in corridors on each floor. Separate fire safety corridor are also available in between two blocks. Lab audit is conducted annually.

Maintenance of Sports and Games Facility

The sports equipment's, fitness equipment's, ground and various courts the Campus are supervised and maintained by Faculty members of Physical Education Department. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipment's. Seasonal maintenance of all equipment and ground are carried out regularly by the Physical Education students as part of their curriculum. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education.

Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by estate office as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions

Central university of Punjab has a very systematic approach and procedure for maintenance and utilization of different physical, academic and support facilities. Indeed, for major decisions and planning, there are committees with outside experts: Building Committee, Library Committee and Sports Committee. The suggestions of these committees are assessed, analysed and taken through the approval procedure of university's governing bodies.

CUPB ensures optimal utilization of its facilities by engaging students and faculty to use these and by calculating occupancy rate of the various equipment. The central instrumentation lab incharge maintains the record of the usage of the sophisticated instrument in a register and the hours of usage is then reported regularly to the competent authority. The CIL facility is also open for students of other universities. The classrooms are fully engaged and have 100% occupancy rate.

For any query, please contact:
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