

## **SASTRA DEEMED UNIVERSITY**

### **Maintenance Polices & Procedures**

SASTRA has ensured the maintenance of its physical infrastructure by employing appropriate manpower. It is carried out through civil, electrical and communication wings of the maintenance department. The Mechanical workshop also provides the necessary support to address specific needs. The personnel come in shifts round-the-clock to ensure continuous functioning of essential support services. Adequate budget is provided to undertake the maintenance of these resources to put them to productive use without any breakdown.

#### **Physical Facilities**

Dean, Planning & Development, coordinates the development of additional infrastructure facilities & learning resources and also augments the facilities to improve the learning ambience. SASTRA constantly upgrades the lab facilities through the Research & Modernization Scheme in addition to the regular upgradation.

#### **Resource Optimization**

To ensure improved performance and maximum utilization of resources, the different branches functioning as departments were integrated to form Schools. Each School is housed in a separate, spacious and self-contained building(s) to cater to teaching, research and co-curricular activities. Every School has sufficient number of classrooms, laboratories, smart classrooms, office room, common room, staff rooms and rest rooms. A fully air-conditioned auditorium with multimedia and acoustic facilities is provided in each building. All these have been well structured to accommodate the needs of students and staff members. Lifts, ramps and wheel chairs are available for people with disabilities.

#### **Library Resources**

The Library Advisory Committee (LAC) comprising members from all Schools meets at least twice a year and is responsible for the library resource planning and development. The LAC advises, recommends and monitors the entire library transactional mechanisms and suggests various methods to render the library services user-friendly. The Committee takes final decision on purchase of valuable collections both on print media and online databases to the Central Library, considering the relevance and needs of under graduate, postgraduate and research scholars. The LAC also reviews the utilization of various e-resources subscribed by the University to decide on renewal and assess additional demands. Students provide feedback on the availability of books for all the courses though online feedback system. The Deans & Associate Deans analyse the feedback and recommendations are sent to the Librarian for appropriate action. Faculty members and research scholars also suggest books and journals for procurement.

*h<sub>2</sub>*



### **IT Resources**

SASTRA permits only licensed software to be installed in the systems. For any new requirement of multi-user software, SASTRA uses approved trial versions from the authentic suppliers.

The IT service takes care of the purchase, maintenance, management and upgradation of hardware and software for the entire campus. Onsite support engineers for vendor specific machines, AMC for servers and network equipment help in the maintenance of computers and accessories.

Proprietary as well as open source resources are used. All these tools are also available for students and faculty members for download from a central repository. Generic licensed software like operating system, word processing tools and related software assets are maintained by the IT Service. Other software assets pertaining to Schools are maintained by them.

### **Maintenance**

SASTRA has outsourced the house keeping activities in the hostels and academic buildings to ensure proper hygiene and cleanliness. Landscaping has been taken up to ensure a pleasing green environment using recycled water. The installation of the sewage treatment and biogas plants provide recycled water for gardening purposes. Dustbins are provided at various locations to keep the campus clean. The traffic within the campus is regulated and the vehicles are parked only in the designated parking areas. The faculty and students are provided with bicycles to commute within the campus thereby reducing the noise and carbon footprint.

The Civil Maintenance wing oversees day-to-day activities like cleaning, sweeping, gardening, all kinds of civil, repairs, maintenance of RO and sewage treatment plants, arrangements for functions, etc. Extension works and periodical disinfections of the buildings are also carried out.

The Electrical Maintenance Wing takes care of the maintenance of substations, immediate restoration of power supply, electrification and maintenance works across the campus. Uninterrupted power supply is ensured not only to the laboratories but also to the hostels. Both preventive and periodic maintenance of various resources like building, furniture, electrical accessories, etc. are carried out.

The entire air conditioning and IT resources are covered by Annual Maintenance contracts with the respective suppliers. The companies depute resident engineers who are available round-the-clock for immediate trouble shooting and servicing. Regular house-keeping in the academic, administrative and hostel buildings are out-sourced.



**REGISTRAR**  
**SASTRA DEEMED-TO-BE-UNIVERSITY**  
**THANJAVUR - 613 401.**