

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.

Centurion University of Technology and Management strives to provide physical and support facilities for an excellent academic environment in a clean and green campus. In order to achieve this objective, the University has a General Maintenance Department which has established systems and processes for regular maintenance and for proper utilization of resources like buildings, classrooms, laboratories, hostels, sports, yoga/meditation facilities, gardens/lawns, etc.

There are policies formulated for annual, periodic and preventive maintenance as per the operation manual of the OEM. The policies ensure that all equipment relevant to laboratory , IT system, sports and gym, waste to wealth ,STPs, solar power system etc have updated annual maintenance contracts wherever necessary, or are serviced by trained in-house staff so as to be available for service 24X7.

The policies pertaining to campus cleanliness such as no waste policy, no smoking policy, etc., are strictly adhered to. In order to redress issues faced by students, faculty and staff, there is an established system whereby the concerned student/faculty/staff can lodge complaints through an ERP system which ensures that the same is resolved in a timely manner by the respective unit (Plumbing, IT, Electrical, Carpentry, Sanitation, Waste disposal and waste to wealth etc.). This is reviewed every week by a committee.

The General Maintenance Department ensures uninterrupted power and water supply, effective sanitation and cleaning, apart from keeping the entire campus green, neat, tidy and plastic-free. Maintenance of computers and other IT equipment is done in-house by the IT maintenance cell. The procedure is clearly mentioned in the guidelines The General Maintenance Department is headed by an Administrative Head at each campus to ensure the availability of the facilities, with proper management of men and materials.

The Administrative Head also coordinates the University's efforts for disaster preparedness (fire, earthquake, cyclone, etc.) at each campus and is responsible for conducting mock drills with staff and students for the same. Apart from the indoor facilities, the outdoor areas are also overseen.

As a policy, the faculty members, staff/laboratory assistants and other service personnel are given responsibility to maintain the equipment under their supervision. and report to their respective department Heads/Administrative head. Maintenance and utilization reports are submitted periodically. Any incident beyond the scope of SOP is reported to the Administrative head, who assigns the task to a team of capable and dedicated maintenance personnel within the University itself. External equipment manufacturers are referred to when efforts within the University fail.

A series of process maps and SOPs have been developed for maintenance and purchase activities connected to infrastructural maintenance. Last but not least, there is a committee for procurement, which looks after all the purchases. There is a policy for purchase, maintenance and disposal of equipment/material.