

**DEPARTMENT OF LIFE SCIENCES**  
**CHRIST (DEEMED TO BE UNIVERSITY)**  
**POLICY FOR MAINTAINING AND UTILIZING FACILITIES**

University and the management ensure that the required facility is in place for all the curricular and needed co-curricular and extra-curricular activities of the students.

**1.1 CLASS ROOMS**

There is a well-maintained classroom for each class with audio-visual facilities, a notice board, adequate number of lights and fans, electrical plug points, black/green board and/or white board and furniture. Most of the theory classes would be handled in the class rooms. With the permission from the HoD, these class rooms would be used by the other department for their classes as well, if the class rooms are free.

**1.2 LABORATORIES**

Well-developed and maintained laboratories are the back bone for the successful training of any science student for the development of their skills and research aptitude. University provides good infrastructure facilities for the department with all needed equipment and other required items.

**1.2.1 Purchase and maintenance of laboratory facility**

- 1.2.1.1 There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities in the laboratory. The budget of the department will have the budget for the laboratory infrastructure and maintenance.
- 1.2.1.2 The allocated funds have to be utilized by the concerned department during the academic year for the purchase of lab equipment, service and maintenance.
- 1.2.1.3 There are separate laboratory in-charges for UG, PG and research Laboratories.
- 1.2.1.4 The faculty in-charge for the course that need any specific requirement may request the same to the laboratory in-charge.
- 1.2.1.5 The laboratory in-charge may submit the requirement to the resource mobilization committee.
- 1.2.1.6 Resource mobilization committee takes a decision on the modalities for the purchase of the same with the policy of the committee and with the approval from the HoD.

- 1.2.1.7 The approved list for purchase would be sent to vendors to get quotation and the lowest quote with best technical specification/needed specification will be finalized for purchase and would be forwarded to the office of Chief Finance Officer for final approval.
- 1.2.1.8 The approved quote will be submitted to the facility management team for preparation of the purchase order.
- 1.2.1.9 The procured items will be entered in the stock register before passing the bill to the office of accounts for payment.
- 1.2.1.10 At the end of financial year, stock verification will be done and submitted to the HoD.

### **1.2.2 Maintenance of Laboratory**

- 1.2.2.1 Stock Register is maintained in all departments to enter purchased items regularly.
- 1.2.2.2 Trained lab-assistants are appointed in laboratories
- 1.2.2.3 Internal stock verification is done every year
- 1.2.2.4 Maintenance servicing is done for routinely for microscopes at least once a year and it is done as needed for other equipment.
- 1.2.2.5 Whitewashing / painting is done as and when needed, during the vacations/holidays.
- 1.2.2.6 Fire extinguishers are installed and maintained in all laboratories.

### **1.2.3 Utilization of laboratory**

- 1.2.3.1 Laboratories are mainly used for the teaching and training of students to develop skills.
- 1.2.3.2 Infrastructure facility of the laboratories are also used for UG and PG research projects.
- 1.2.3.3 Research laboratories are mainly used by the faculties and research scholars for active research and development works
- 1.2.3.4 Consultancy and extension works are carried out in the laboratories

## **1.3 LIBRARY**

Library is that strength of any education institution. Adequate number of quality books and the usage of the same by the students and faculty is very important for the success of any education institution. CHRIST (Deemed to be University) is committed to provide quality books in adequate number to its stakeholders.

### **1.3.1 Purchase policies and procedures for library**

- 1.3.1.1 There are two types of library facility for the students in the department. One is the central library by the university and the second one is the department level library.
- 1.3.1.2 Department library will have books given by the publishers as complementary copies and the books donated by students. Students can take the books from the library with the permission from the faculty after entering the details in a register and the books need to be returned within a week's time.
- 1.3.1.3 The faculty and students can recommend books and other publications for purchase to the Central Library.
- 1.3.1.4 The Librarian would then check for duplication and then place the list of recommended books before placing the order.
- 1.3.1.5 On recommendations of the faculty, the library may purchase multiple copies of those books which are found to be in great demand

### **1.3.2 Maintenance and utilization of Library**

- 1.3.2.1 Maintenance of library is based on the policy of the library.
- 1.3.2.2 Basically, the library has two sections, one with books only for reference and the other with the books that the students can borrow.
- 1.3.2.3 All students are permitted to use the library and borrow books as per the limit given in their student account.
- 1.3.2.4 The working hours of the library is between 8.00AM to 9.00PM on Monday-Saturday during working days of the university and between 8.00AM to 5.00PM on Monday-Saturday during vacation. The library remains closed on Sundays and Public Holidays

## **1.4 IT FACILITIES**

### **1.4.1 Procurement and Procedure for IT facility**

- 1.4.1.1 IT facilities of the department is provided by the central IT team. Faculty can request for any IT facility with the approval from HoD and the IT department will respond to it based on the IT policy of the University.
- 1.4.1.2 Audio-visual facility of the class rooms is also provided by the IT department of the University
- 1.4.1.3 All students are entitled to get the wi-fi configuration for one laptop for free usage of the internet connection from the IT services.

1.4.1.4 The faculty are entitled to get the wi-fi configuration for one laptop and one mobile for free usage of the internet connection from the IT services.

**1.4.2 Maintenance of IT facility**

1.4.2.1 The servicing and maintenance of the IT infrastructure of the department is done by the IT services of the University.

1.4.2.2 All personal laptops of students and staff should be having a complete version of antivirus and malware protection software for wi-fi configuration.

1.4.2.3 All desktops and laptops provided by the IT department is protected with a complete version of antivirus and malware protection software



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