

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

Kannur University adopted and followed the same policies and procedures for maintaining and utilizing facilities as per Government rules and regulations. Physical facilities are maintained in the University departments with the support of the engineering division of the University. Since Kannur University is having a multi campus system with different campuses located in three districts of northern Kerala, each campus is having a group of academic, technical and supporting staff to maintain the physical facilities. The team include HODs, Administrative officers, Librarians, Technical staff etc led by a Campus Director. The departments maintain stock and usage registers for the proper monitoring of the functional status of laboratory equipment which are serviced and maintained at definite intervals. Selected higher end equipment are under Annual Maintenance Contract. Most of the systems related to library are automated and the University is taking earnest steps to switch over to e-learning resources. Standard operating and maintenance protocols are followed for scientific testing and analytical instruments. Calibration of sensitive analytical equipment are done as and when required. Heavy analytical equipment in the laboratories are calibrated during fixed intervals by the concerned departments themselves. Internet facility is managed and distributed under the supervision of IT Cell of the University and Central Library. Most of the class rooms are smart and is being maintained by the University IT cell and Engineering Unit. There is a well-established library system in the University with trained Professional Assistants and it is their duty to maintain the library. The routine service and maintenance of the equipment in the labs are responsibility of the Technical Assistants under the supervision of the faculty in Charge. Most of the Kannur University Campuses are having student amenity centres including canteens, hostels (mainly for girls), facilities for recreation etc. There is a full fledged Directorate of Physical education in the University which is taking care of the sports and physical activities of the academic community. The Mangattuparamba campus of Kannur University is where the Directorate of Physical Education is located is having a state of the art Synthetic Track, Swimming pool, indoor stadium, Gym and other facilities. The Directorate of Physical education is led by a Director and supported by Assistant Director. All the campuses are having Wi-Fi and are maintained by a central system and locally maintained by the campus library staff. Most of the computing facility is under annual maintenance contract. The engineering wing of Kannur University headquarters do the general supervision of the maintenance of Physical facilities. The time bound execution of maintenance work of available major facilities are often outsourced under the supervision of University Engineering wing. Kannur University is following the rules stipulated by Govt. of Kerala for the procurement, installation and maintenance of facilities. As part of the e-governance initiatives, Kannur University is preparing to implement a software based Stock and Asset Management system which will make the process end user friendly.