



**OFFICE OF THE REGISTRAR
BABA GHULAM SHAH BADSHAH UNIVERSITY
RAJOURI 185234, JAMMU & KASHMIR**

Phone: +91-1962-241002 Tele-fax: +91-01962-241001

E-mail: registrar@bgsbu.ac.in


No. BGSBU/Reg/21/5554- 55

Date: 31.05.2021

IQAC Coordinator,
BGSB University,
Rajouri.

Sir,

Kindly find herewith the Procedures and Policies adopted for maintaining and utilizing physical, academic and support facilities for academic year 2018-19 and 2019-20 for AQAR's 2018-19 and 2019-20.


Registrar
BGSB University
Rajouri - J&K

Copy to:-

1. SS to HVC for kind information of Hon'ble Vice Chancellor.
2. Office File.

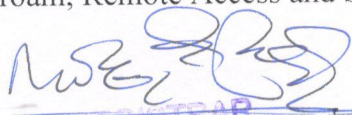


OFFICE OF THE REGISTRAR
BABA GHULAM SHAH BADSHAH UNIVERSITY
RAJOURI 185234, JAMMU & KASHMIR

Phone: +91-1962-241002 Tele-fax: +91-01962-241001

E-mail: registrar@bgsbu.ac.in

- 1. The University has well established Engineering Wing** headed by an Executive Engineer supported by other Officers including 01 AE (Civil.), Junior Engineer (2 Civil and 1 electrical), 03 Draftsmen and other supporting staff for overseeing the maintenance of buildings, classrooms and laboratories. In addition, they also oversee to the construction of new buildings in the Campus. Every year budget kept for university maintenance is being utilized appropriately for proper care of the Campus.
- 2. The Building and Works Committee and Project Monitoring Committee** of the University look into the matter related to new and works in process regularly.
- 3. Annual Maintenance Contract:** The University is also engaging various agencies under the Annual Maintenance Contract to maintain the equipment such as Photocopier, Generator Sets, motors, Online UPS, Lab Equipment's, and Water Purifiers. University has a system of an online complaint registration system for the engineering wing and other facilities.
- 4. The Swachh Bharat Abhiyan Wing** of the University is responsible for maintaining cleanliness and hygiene. The same wing does the daily cleanliness of Central Offices, Departments, Hostels, Laboratories, Libraries, Classrooms, Conference Halls, and other facilities.
- 5. The Provosts (Men & Women)** take care of the maintenance of University hostels, and the University Hygiene Committee is responsible for maintaining proper hygiene in canteens.
- 6. The Chief Medical Officer, Health Centre,** looks after the medical facilities of the Universities.
- 7. The Central Library System** consists of Central Library and Departmental Libraries. The libraries are well-organized and maintained by more than 15 professionals and other staff under the directorship of the University Librarian.
- 8. Central Instrumentation Centre and CITES** take care of maintaining the ICT infrastructure at the University, including Networking, E-Governance, computer labs, Internet facility, LAN connectivity, Wi-Fi connectivity, Websites, Hardware and Software systems, cyber room, Remote Access and Smart Classrooms.


REGISTRAR
BGSB University
Rajouri - J&K