

Hemvati Nandan Bahuguna Garhwal University
Srinagar Garhwal (Uttarakhand)

Procedure and policy for maintaining and utilizing physical academic and support facility infrastructures- Laboratory, Library, Sports complex, computers, classrooms etc.

The university has three Campuses - Srinagar with extension Campus Chauras, SRT Campus, Badshahithaul, Tehri and BGR Campus Pauri. In all the campuses most of the Departments have separate space comprising of class rooms, laboratories, Faculty rooms, seminar rooms, administrative space etc. In addition to this, Library, Hostels, Common Hall/Auditorium, Guest House, Sports and other support facilities and Residences of faculty and administrative staff are also available. The University has a Construction and Maintenance Section comprising of civil and electrical wings headed by Executive Engineer to maintain the physical infrastructure of the University.

I. Utilization of Library:-

Librarian is the officer-in-charge for the Library of the Campuses. Following operating procedures are followed in Libraries.

1. Every student must procure a Library Card at the time of admission.
2. The library card can be used for issuing books. Number of books and the time period for retaining the books is followed as per the rules in force.
3. Every student can access online journals and magazines through computer terminals available in the e-Library.
4. The student must have Identity card and sign in the register upon arrival in the e-Library.
5. All the students are free to use the central reading rooms available in the campus, which are open from 8.00 A.M. to 8.00 P.M.

II. Utilization of Laboratories:

1. All the departments with practical subjects have laboratories and these are used as per the teaching schedule for the subject. In addition, some high precision equipments are housed in the University Scientific Instrumentation Centre that are used mainly for the research purpose.
2. Standard Operating Procedures for handling various chemicals and equipments are strictly followed.
3. Assets in the laboratories are properly maintained in the Stock Register as per the Consumable and Non-Consumable items.
4. The unusable equipments/items are written off and disposed of following the standard procedure.

III. Utilization of Class Rooms:

1. Common Classrooms are allotted to different subjects as per the student strength and time table ensuring best utilization of the resources.
2. In most of the Departments, class rooms for PG are available and used accordingly.

IV. Utilization of Computers:

1. The Students of the departments can use Computer lab facility available with the departments.
2. The upgrading of the computers and the maintenance required time to time are done by the departments through their Departmental purchase committee constituted for the purpose or as per the procedure in force.

V. Utilization of Sports and other support facilities:

The procedure and rules for the use of all the sports and other support facilities of the university have been clearly defined and given below in the tabular form.

**PROCEDURE AND POLICY FOR MAINTAINING PHYSICAL ACADEMIC AND SUPPORT FACILITY
INFRASTRUCTURES**

The maintenance policy of physical infrastructures of the University for periodic maintenance, in general, is as per CPWD norms and other special repair/renovation and alteration/addition work plan is as per the requirement of the users subject to the availability of funds and rules for the same. Being in hill area, there are frequent issues of sinking of land, landslide and other natural disasters causing the issues of cracks and seepage etc. and such issues need to be addressed on immediate basis.

Maintenance Procedure:

1. The user/department in need of repair and maintenance work has to register the complaint in the engineering office of the university giving the details of the maintenance required.
2. Technical staff visits the site and complete the day to day maintenance task as required.
3. To ensure successful completion of the maintenance work done a Job Completion Certificate duly signed by the user/Head of the department is obtained.
4. To undertake all the maintenance work the provisions of the GFR are followed.

In addition to the above, the University has a separate wing for sanitation and housekeeping of the infrastructure and these activities are undertaken on routine basis.

SPORTS INFRASTRUCTURE AND FACILITIES
H.N.B.G.U., Srinagar Garhwal, Uttarakhand

POLICIES AND PROCEDURE FOR UTILITY AND MAINTENANCE

S. No.	Existing Sports Facilities	Utility	Maintenance	Fees/ Hiring Charges
1.	Indoor Hall (Birla Campus, Srinagar Garhwal) <ul style="list-style-type: none"> • Badminton courts • Multi Gym 	The facilities are utilized by the <ul style="list-style-type: none"> • Bonafide students. • Faculty and Staff of the University. • Outside people from the society. • B.P.Ed. Students for their practical classes • Hired by outside institutions and organizations 	Regularly maintained by the Construction and Maintenance section of the University and staff of University Sports Board.	Fees Structure: <ul style="list-style-type: none"> • Students- 20/- per month • Staff-150/- per month • Outsiders-500/- per month • Hiring of Badminton court-3000/- per day
2.	Administrative Ground (Basketball, Volleyball and Handball)	----do-----	-----do-----	Hiring charges: Administrative ground- Rs. 2000/- per day For students and Staff it is free of cost in morning and evening time.

3.	<p>Multipurpose Hall (Chauras Campus, Srinagar Garhwal)</p> <ul style="list-style-type: none"> • Table Tennis • Multi- Gym • Weight lifting room • Boxing Ring • Yoga/Judo Hall 	----do-----	-----do-----	<p>Multi-Gym Fees Structure:</p> <ul style="list-style-type: none"> • Students-20/- per month • Staff-150/- per month • Outsiders-500/- per month • Hiring Charges:- • Indoor Hall Chauras- 3000/- per day • Boxing Ring-1000/- per day
4.	<p>Outdoor Sports Facilities Multipurpose Practice ground</p> <ul style="list-style-type: none"> • Football • Hockey • Handball • Volleyball • Kho-Kho • Kabaddi 	----do-----	-----do-----	<p>All the outdoor sports facilities are free of cost for students and staff of the university at morning and evening time.</p> <p>Hiring Charges:- Outdoor Practice ground- 5000/- per day</p>
5.	Cricket outdoor practice Pitches	----do-----	-----do-----	Cricket outdoor practice pitch is free of cost for

				students and staff of the university at morning and evening time. Note: The cricket practice pitches in the Sports Complex, Chauras shall be used exclusively by the University.
6.	Athletics(Track and Field) Partially damaged during the 2013 flood	----do-----	-----do-----	Athletics (Track and Field) Use of the damaged stadium is not permitted for safety reasons
7.	Basketball court	----do-----	-----do-----	Basketball court is free of cost for the students and staff of the University Hiring Charges:- Basketball Court- 5000/- per day
8.	Lawn Tennis court	----do-----	-----do-----	Lawn Tennis court is free of cost for the students and staff of the University Hiring Charges:- Lawn Tennis Court- 5000/- per day
9.	Rock climbing wall	----do-----	-----do-----	Hiring Charges:- Rock climbing wall-3000/- per day

Terms and conditions of the use of different sports and games facilities of the University in Srinagar and Chauras Campus

Games and Sports facilities	Officer authorized to grant permission to use the facility	Permitted activities	Fee and security deposit	Nodal office for submission of requisition
All Sports Facilities of Birla and Chauras Campus	Dean students welfare on the recommendation of Director Physical Education	University Sports or Sports organized by the Government organizations and educational institutions under mutual understanding with the University	As per the terms and conditions of the mutual understanding	Office of the Sports Board

General Guidelines for Utilizing the Sports Facilities:-

1. The requisition for the use of the facilities shall be submitted to the concerned office at least one week in advance.
2. The allotment of the facilities will be done after receiving the prescribed chargeable fee in full and security deposit in form of demand draft payable to Finance Officer, HNB Garhwal University, Srinagar Garhwal.
3. The security deposit shall be refunded after inspection of the facilities that is to be handed over to the university without any damage. The security deposit shall be forfeited if any damage has been caused to the facilities. In case the damage is more than the amount of security deposit the excess amount will have to be borne by the user. Also, in such case the user

can be denied permission for subsequent allotments. The allotment of facilities shall be done on the basis of “as is where is” on the day of allotment.

4. The university reserves the right to cancel allotment in case of an emergent university meeting/function needs to be organized in some facility.
5. In case the activity organized requires catering facilities the same will be placed in the designated place ensuring that no damage is caused to the facility. Separate fee for the same will be charged.
6. No eatables will be allowed inside the hall/facility.
7. Electricity charges shall be extra as per use of the facility.
8. Separate requisition forms are available for hall/facilities.
9. Registration forms are available for Gym and Games and Identity cards are issued for regular usage by the members.
10. Proper fee receipt is given to the members for their monthly fee deposited.

OFFICE –ORDER

Consequent upon the approval of Hon'ble Vice Chancellor, the terms and conditions of the use of different facilities of the University in Srinagar and Chauras campus namely: 1- Multipurpose hall in ACL building 2- Senate hall in Student Activity Centre 3- Games and Sports facilities 4- Swami Manmathan Auditorium 5- Mini Auditorium in Centre for Folk and Performing Arts 6- Conference and Seminar Halls in Academic Activity Centre and 7- Community Hall recommended by the Committee as per the enclosure shall be applicable, with immediate effect.

2- The nodal offices of facility concerned and the officer authorized to grant the permission to use the facility shall strictly follow the terms and conditions/general guidelines while considering the allotment of the facilities.

3- Each nodal office shall prepare an inventory list of the fixtures/articles and shall ensure the proper verification before and after the use of the facility by the concerned.

4- The allotment of the facility shall be made on the basis of "as is where is" basis on the day of allotment.

5- The concerned nodal office of the facilities may formulate a requisition form for the grant of the facility and shall maintain a comprehensive record in this regard.

This issues with the approval of Hon'ble Vice Chancellor.


Dr. (A.K. Jha)
Registrar

H.N.B. GARHWAL UNIVERSITY, SRINAGAR (GARHWAL) UTTARAKHAND
(A Central University)

Ref. No.: RO/2018/504

Dated : 21/12/2018

Copy for information and necessary action to:

1. Prof. A.R. Nautiyal, Convener of the Committee/other members.
2. All Deans of the Schools/HODs/Director(s) of the Centres/Cells.
3. Campus Directors (Pauri/Tehri/Chauras)
4. DSW/Proctor/Chief Hostel Warden/Librarian/Director Physical Education (I/c) /Controller of Examinations.
5. Finance Officer.
6. Joint Registrar/All Deputy Registrar/Assistant Registrar.
7. System Manager for uploading to University website/Executive Engineer/All Assistant Engineers.
8. Nodal Offices of the facilities.
9. PS to VC for kind information of Hon'ble Vice Chancellor.
10. Guard File (terms and conditions of the use of different facilities).


Dr.(A.K. Jha)
Registrar

Enclosure to the Office Order No. HNBGU/RO/2018/ 504 Dated: 21/12/2018
Terms and Conditions of the use of different facilities of the university in Srinagar and Chauras campus

Birla Campus, Srinagar

Name of the facility	Officer authorised to grant permission to use the facility	Permitted Activities	Fee & Security Deposit	Nodal office for submission of requisition
Multipurpose Hall in ACL Building	Dean Student Welfare	Seminar, Conference, Workshop, Lecture Series and other functions organized by the university or government organizations falling under above categories only	For university, wherever applicable: Rs. 3000/- per day & Security Deposit - Rs. 5000/- For government organizations: Rs. 5000/- per day & Security Deposit - Rs. 10000/-	Office of the Dean Student Welfare
Senate Hall in Student Activity Centre	Dean Student Welfare	Seminar, Conference, Workshop, Lecture Series, Meetings	Rs. 2000/- per day for other than university Security Deposit - Rs. 5000/-	Office of the Dean Student Welfare
*Games and Sports facilities	Dean Student Welfare on the recommendation of Director Physical Education	University sports or Sports organized by the government organizations and educational institutions under mutual understanding with the university	As per the terms and conditions of the mutual understanding	Office of the Sports Board

Chauras Campus

Swami Mannathan Auditorium	Vice-Chancellor on the recommendation of the Director, Chauras Campus who shall make recommendation only after ensuring the fulfilment of the eligibility criteria and other terms and conditions prescribed for the use of the facility	Seminar, Conference, Workshop, Lecture Series of university departments, INSPIRE Camps and Government Programmes falling under above categories only.	For university, wherever applicable: Rs. 5000/- per day & Security Deposit - Rs. 10000/- For government organizations: Rs. 15000/- per day & Security Deposit - Rs. 25000/-	Office of the Director, Chauras Campus
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Mini Auditorium in Centre for Folk and Performing Arts	Director, Chauras Campus on the recommendation of Head/Incharge of the Centre	Seminar, Conference, Workshop, Lecture Series, Cultural programme	For university, wherever applicable: Rs. 2000/- per day & Security Deposit - Rs. 5000/- For other organizations: Rs. 5000/- per day & Security Deposit - Rs. 10000/-	Head/Incharge, Centre for Folk and Performing Arts
Conference and Seminar Halls in Academic Activity Centre	Registrar on the recommendation of Incharge of the facility	Seminar, Conference, Workshop and Meetings of the University.	Rs. 4000/- per day for each hall and Security Deposit - Rs. 10000/-, wherever applicable	Office of the Incharge, Academic Activity Centre
*Games and Sports facilities	DSW on the recommendation of Director Physical Education	University sports or Sports organized by the government organizations and educational institutions under mutual understanding with the university	As per the terms and conditions of the MOU	Office of the Director Physical Education
Other Facilities				
Community Hall in Srinagar	Registrar	Exclusively family functions of university staff	Rs. 8000/- per day or as per the existing fee whichever is higher. Security Deposit - Rs. 10000/-	Registrar office

* Electric Charges shall be extra as per use of the facility.

**In view of the promotion of sports, use of the games and sports facilities may also be allowed to other organizations on payment of nominal charges as under:

1. Indoor Hall, Srinagar - Rs. 3000/- per day
2. Outdoor sports ground (in front of Administrative Block) - Rs. 2000/- per day (Rs. 1000/- for basket ball ground only)
3. Indoor Hall, Chauras campus - Rs. 3000/- per day
4. Boxing Ring, Chauras in Indoor Hall Complex - Rs. 1000/- per day
5. Lawn Tennis Court, Chauras - Rs. 5000/- per day
6. Basket Ball Court, Chauras - Rs. 5000/- per day
7. Rock Climbing Wall, Chauras - Rs. 3000/- per day
8. Outdoor practice ground in the Sports Complex, Chauras - Rs. 5000/- per day

Note: The practice cricket pitches in the sports complex, Chauras shall be used exclusively by the university. The use of the damaged stadium shall not be permitted for safety reasons.

General guidelines:

1. The requisition for the use of the facility shall be submitted to concerned office at least one week in advance.
2. The allotment of the facility will be done after receiving the prescribed chargeable fee in full and security deposit in the form of demand draft payable to Finance Officer, HNB Garhwal University, Srinagar Garhwal.
3. The security deposit shall be refunded after inspection of the facility that is to be handed over to university without any damage. The security deposit shall be forfeited if any damage has been caused to the facility. In case the damage is more than the amount of security deposit the excess amount will have to be borne by the user. Also, in such case the user can be denied permission for subsequent allotments. The allotment of facilities shall be done on the basis of "as is where is" on the day of allotment.
4. The university reserves the right to cancel allotment in case an emergent university meeting/function needs to be organized in some facility.
5. In case the activity organized requires catering facility the same will be placed in the designated place ensuring that no damage is caused to the facility. Separate fee for the same will be charged.
6. No eatables will be allowed inside the hall/facility.



Dr. (A.K. Jha)

Registrar



**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL**

UNIVERSITY HALL/FACILITY REQUISITION FORM

DETAILS OF REQUISITION:

1. NAME OF HALL/FACILITY _____
2. DURATION From: ____/____/____ (_____ Hrs.)
To: ____/____/____ (_____ Hrs.)
Total Days _____
3. PURPOSE _____

4. EXPECTED NO. OF PARTICIPANTS _____

REQUISITIONER'S DETAILS

Name (in block letters)	_____
Official Address	_____
Contact Details	_____
Email	_____

Accommodation may please be provided as per the above details.

Name (in Block Letters): _____

Signature: _____

RECOMMENDATION OF THE IN-CHARGE OF FACILITY

Signature: _____

Designation: _____

APPROVAL OF THE AUTHORITY

Accepted /Rejected

Signature: _____

Designation: _____

PAYMENT DETAILS

Uses Charges: Amount (in Rs.) _____ (in words) _____

#Security Deposit (Conditionally refundable): Amount (in Rs.) _____ (in words) _____

Mode of Payment : Cash/DD/Cheque/NEFT _____

Transaction Details (Cash Receipt No./DD No./Cheque No./UTR No.) : _____

Date of Payment : _____

* Details of halls/facilities with terms and conditions and charges of uses can be seen on University Website (www.hnbqu.ac.in)

Security deposit shall be forfeited in case of any damage/misuse of the hall/facility.