

Policy for maintaining and utilizing  
physical, academic and support facilities –  
laboratory, library, sports complex,  
computers, Class rooms, toilets etc.

Vellore Institute of Technology



**VIT**<sup>®</sup>

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**Vellore Institute of Technology**

(Deemed to be University under section 3 of UGC Act 1956)

## **Policy for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, Class rooms, toilets etc.**

### **1 Introduction**

**1.0.** VIT a deemed-to-be University has a rich tradition of Teaching, Research, Innovation with special emphasis on project based learning and Research based learning. It is dedicated to the spread of knowledge for the purpose of building a modern technologically enabled India. In addition to offering formal undergraduate, post-graduate courses and research programmes leading to Ph.D., VIT endeavours to support its faculty, students and all others involved in the process of transfer of knowledge to the student. Hence, it is the bounden duty of the institute to have all necessary facilities and using them in an optimal way. As a result of this we have followed a policy for maintaining and utilizing physical, academic and support facilities. We are following this policy for more than 10 years and after getting sufficient experience we have reformed this policy and it was passed in 56<sup>th</sup> Board of Management meeting held on 04.04.2019.

### **2 Aim of the Document**

**2.0** VIT wants to be a model university, aiming to imbibe best practices in the way it engages the resources available at the disposal of the organization.

#### **Computers**

VIT is having well established laboratories in all the schools with sufficient space. The capital equipment will be purchased through the purchase office and wherever necessary we will have AMC with the company. The computers will be purchased through purchase department in consultation with Centre for Technical Support (CTS). Similarly help from CTS will be sought for the purchase of software packages. Each instrument will have an in-charge who will maintain the log book of the users and also he will make sure that the running of equipment is in order. The faculty will be supported by technical staff and other supporting staff to maintain each and every instrument in order. If any problem occurs the concerned faculty will inform the company through HoD and Dean of the School for rectifying the problem. The lead time for rectification will be kept as minimum as possible. Stock register is maintained in each and every department for each and every equipment.

Similarly consumables will also be purchased through the purchase department and it will be entered in the stock register and depending on the experience the faculty will indent the consumables further on requirement basis.

## **Library**

Since VIT encourages knowledge transfer and bench marks best universities in the globe, the library becomes a very essential and indispensable part of VIT. We are having a well maintained library which is having more than two lakhs of books and all available data bases, journals including e-journals and repositories which are very much essential for promoting research. Every year for online journal subscription the subscriptions are renewed and every year we are adding many journals in the data base based on the requirement from faculty and student. The library advisory committee meets atleast once in a semester to take stock of the situation. This meeting is open to all the faculty members. The faculty members are encouraged to give their suggestions to improve the quality of library and the quantity of the book or journal. Throughout the year we have facility of recommending book by students as well as faculty members.

## **Sports facilities**

The Department of Physical Education was set up in the year 1984. The Department of Physical education is located in VIT Shopping Complex. This complex has a magnificent air conditioned gymnasium and Snooker Hall. A separate fitness centre for men and women has also been established in the respective Hostels. A swimming pool of international dimension is also available in the campus in both Men's Hostel and Ladies Hostel.

At VIT students are groomed to be complete personalities. In order to be mentally and physically fit, VIT provides state of the art facilities with many play grounds, stadium, indoor courts as well as a number of centres for physical education & sporting activities that help students stay as fit as a fiddle and to develop a spirit of sportsmanship.

## **Objective:**

The main objective is to inculcate sports consciousness, encourage skill development, provide recreation and promote the values of integrity, among the Students.

**Intramural tournaments:**

In order to encourage the students in sports activities the Department of Physical Education conducts Intramural tournament in various sports and games for Men and Women separately.

- Fresher's tournament
- VIT Premier League (VITPL)
- Hostel Tournament

Department of Physical Education feels concerned about the health and fitness of VIT employees also and organizes a tournament in various sports and games for Men and Women separately.

**Selection Trials:**

The Department of Physical Education conducts selection trials every year to raise University teams in various disciplines for Inter University and other tournaments.

**Extramural tournament:**

In order to motivate the students Department of Physical Education helps the students to participate in various Extramural tournament i.e., All India Inter University, South Zone Inter University, Inter National, National, State & District level tournaments after getting approval from higher authorities. Participation in extramural tournament shall be treated as OD "Official Duty"

**Sports Scholarship:**

VIT offers several scholarships and monetary awards in sports to encourage outstanding performers and medalists in sports every year.

**Laboratory**


Each school is provided with laboratories according to their need and it will vary upto 100. We have more number of teaching laboratories in Engineering schools and more number of Research laboratories in Sciences. These laboratories are maintained by a lab in-charge (faculty members) supported by technicians and supporting staff. As far as teaching laboratory is concerned in the beginning of each semester the lab in-charge will place the orders for consumables and instruments, if any, through purchase section. Then the quotation will be called for and finally orders will be placed. When the semester starts all the laboratories will be having necessary consumables and instruments in the working condition. In the middle of the semester if anything is required again the lab in-charge will raise the purchase indent and it will be procured immediately. In the research laboratory this entire process will be taking place throughout the year. The budgeting for both the labs will be done in the beginning of the financial year keeping in view the amount spent in previous year and the requirement of the current year.

### **Classroom**

We have well equipped 238 classroom and 22 smart class rooms. Each class room is fitted with smart board with LCD projector. The capacity of each room is normally 60 and few rooms are available with a capacity of more than 60 and we have 5 Gallery halls, each can accommodate more than 200 students. Each school will be the in-charge of the class rooms in the respective floor as well as adjacent floors. If any problem with respect to in LCD or smart board it will informed to school secretary who in-turn will inform the CTS or the academic staff college as the case may be to rectify the problems.

### **Toilet**

Each block is provided with sufficient number of male and female rest rooms and cleaning is being done round the clock by the cleaning staff. At regular intervals it will be disinfected and any problem related to the toilet will be informed to the facility manager who will immediately take the necessary steps to set right the problem.

  
20/6/2020

**REGISTRAR**  
Vellore Institute of Technology (VIT)  
(Deemed to be University under section 3 of UGC Act, 1956)  
Vellore-632 014, Tamil Nadu, India