CHITKARA UNIVERSITY

Users' Guide to Demanding & Maintaining Space & Infrastructure

ACADEMIC AREAS

CU/PB/Admin/ 1/2022

Appropriate and adequate space is required for every school/college/department of the campus to perform their tasks and conduct classes /workshops/research etc., This space would need to be equipped with furniture, fittings, and fixtures. The aim of this document is to provide the users clarity on the processes to be followed for the space to be allotted and maintenance of the infrastructure.

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CHAPTER 1
ASSIGNING SPACE

1. **INTRODUCTION** - The endeavor of Chitkara University has always been to create and provide state-of-the art physical infrastructure to make the goal of world class education and research, a reality. Various teams have been designated the task of maintaining the infrastructure and various facilities. Not withstanding the same, it is the responsibility of each and every stakeholder in the campus to utilise the facilities and infrastructure to the fullest, and at the same time to take good care of the infrastruture.

2. Administration of space is a dynamic endeavor, and the requirements of the space could change as and when a requirement arises. The space available shall be put to the best use, based on the requirement at the time. It is the responsibility of each Dean/Director to ensure that the space allotted to them is utilized for the purpose it is allotted and intended for, and in the best way possible. They should ensure that all guidelines in handling the space are followed in true letter and spirit.
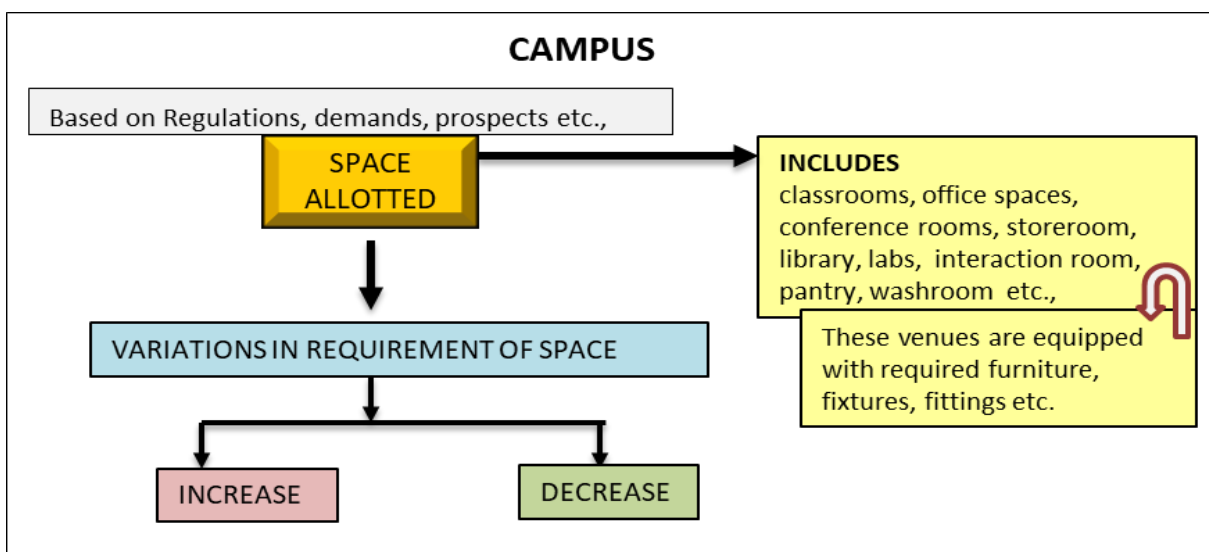
Figure 1.1 Space Allotment to all Schools/Colleges/Departments

3. **AREA ALLOTTED** - Every college /department/ school is allotted some area in the campus which would include classrooms, office spaces, conference rooms, storeroom, library, interaction room, pantry etc. This is allotted based on the strength of students, staff, and faculty as well as the regulations laid, and the specific demands raised by the concerned college /department/ school. The college /department/ school shall be responsible to ensure that these areas are utilized for the purpose for which it is allotted and used only for the said purpose. In case a change is required in the usage of any specific venue/area, the same would need to be brought to the knowledge of the Administration and the changes may be made, only if approved. Further, the layouts are laid for every building room/office space. Any change in the layout of the rooms /office space shall be permitted only after clearance for

the same from the Office of Architecture & Design (OAD). The areas shall be allotted to the concerned schools/colleges/departments by the Administration, based on approvals and hence strict adherence is expected. No user would be allowed to use any venue/space without the consent of Administration.

4. Effective management of space of the University should be monitored. All venues would be handed over in appropriate manner to the users and the venues have then to be managed with utmost care. This includes checks that the university space is maintained clean, tidy, and hygienic, and the space and assets effectively utilized and for the purpose it is meant for.

5. **VARIATION IN SPACE REQUIRED** - A variation could arise in the space requirement projected by any college /department/ school. This could be a demand for more space or could be a request for reduction in space allotted.

6. **REDUCTION IN SPACE ALLOTMENT** – A reduction in the space allotted could be due to reduction of human resource or students, change in any course guidelines, or any such reason where the venues already allotted would not be used. The users, in such cases, are expected to liaise with the Administration and handover the space that is not required. This space shall be further allotted to other users as per demand and approvals.

7. **REQUIREMENT OF ADDITIONAL SPACE (OFFICE SPACE / CLASSROOM/ HALL/ TUTORIAL)** - Demand for additional space could arise for various reasons. Concerned user (college /department/ school) should take up the matter with the Administration. Matter shall be further discussed with OAD based on venue availability/ feasibility and only once approvals are provided from the Management, these venues shall be made ready and allotted to the user. Users are advised to raise these demands well in advance.

8. **REQUIREMENT OF ADDITIONAL / NEW LABS** – When any college /department/ school has a need for an additional lab, the work would need complete designing and setup of the venue and hence shall be taken up by the user with the Planning Board. Once the approvals of the Planning Board is in place the required action shall be initiated by OAD for the works.

9. **DEMAND FOR RENOVATIONS IN EXISTING VENUE** – There could be demand for renovation of an existing lab, infrastructure, offices, rooms, complete electrical fixtures etc. This would need a change in the existing setup / layout.

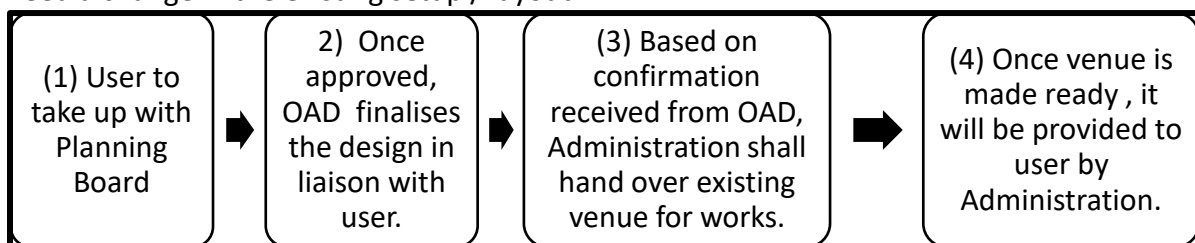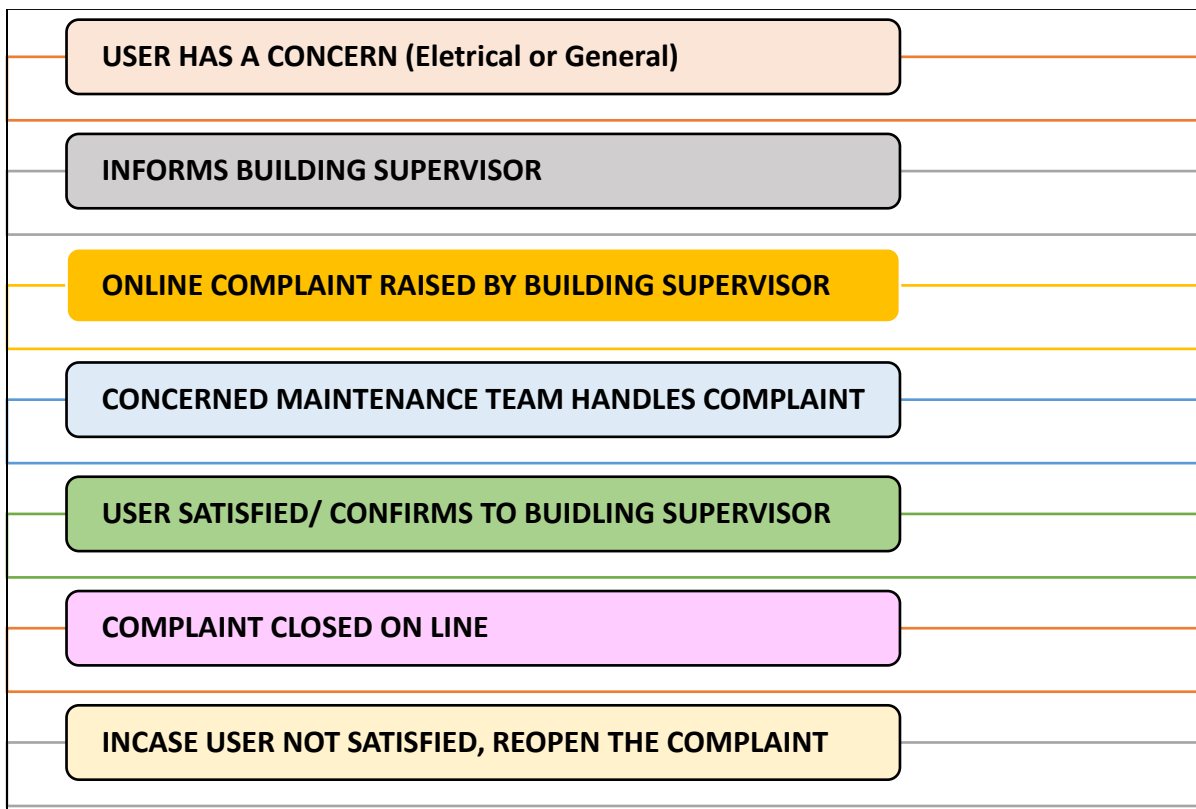| (1) User to take up with Planning Board	2) Once approved, OAD finalises the design in liaison with user.	(3) Based on confirmation received from OAD, Administration shall hand over existing venue for works.	(4) Once venue is made ready , it will be provided to user by Administration.

Figure 1.2 Renovation of existing facility

For this work, the existing venue of the user would need to be vacated. Once the renovation work is completed the venue shall be provided to the user. In this case, if there is a need for alternate accommodation for the user, the same needs to be catered to by Administration, based on confirmation from OAD.

10. **ASSETS (FURNITURE/FIXTURES & FITTINGS)** – Any venue without the required furniture/fixtures and fittings shall be incomplete to serve the purpose it was created for. The aim of the Administration is to ensure that all staff and students are provided required comfort and support in their work and study spaces in campus. For this, fixtures, fittings, and furniture are provided in every venue/space. To ensure desired standards and uniformity in décor, these assets are provided based on the designs and layouts approved by the OAD and management. Assets may be utilized to the fullest, with due care and any kind of misuse needs to be strictly monitored and curbed; and for this each stakeholder is considered responsible.

11. **RECORDS OF INVENTORY** - "All that is measured shall be managed" well and that applies for the assets issued to various users (college /department/ school) too. Each and every asset of the venues (indoors and outdoors) need to be accounted for and maintained. The records of the inventory (furniture and fixtures) of the academic buildings and refreshment areas are held with the Administration. Users are advised to not shift any furniture or fixture without the explicit approval of Administration as the inventory is accounted for and to make sure that the layout of any venue is not changed.

12. **MAINTAINING THE ASSETS** - Due to usage, assets may need maintenance. Concerns pertaining to furniture and fixtures may be brought to the notice of the building supervisor. All colleges /departments / schools are advised not to hold extra furniture or to retain broken furniture. Extra furniture should be returned to Administration and complaints logged for assets that need repair. Broken furniture should either be sent for repairs (based on online complaints) or returned to Administration store (with NOC). As regards assets the users could have the following requirements:
    a) Repairs and Maintenance Requirements
    b) Demand for additional/ specific furniture, fixture, or fittings
    c) Demand for additional/ specific electrical fixture or fittings
    d) Request for returning furniture back to the store

CHAPTER 2
REPAIRS & MAINTENANCE OF INFRASTRUCTURE

1. **REPAIRS & MAINTENANCE (R&M) REQUIREMENTS** - Routine Maintenance issues can arise in cabins /offices, in the LHs or in any common area including the washrooms. These complaints may be brought to the notice of the Building Supervisor for further action. Each building in the academic area is handled by an Administration Team. This team shall be responsible to handle the maintenance of the building and its surroundings. User is expected to provide necessary details so that the complaint can be understood easily by the Building Supervisor. These complaints could either be of "general nature" which includes carpentry, masonry, plumbing and water supplies, painting, glass panes etc., or of "electrical nature" which would include issues of fans, lights, AC, refrigerator repairs, microwave repairs etc. The building supervisor shall liaise with the concerned Maintenance Teams to have the complaints taken care of.

> **USER HAS A CONCERN (Eletrical or General)**
>
> **INFORMS BUILDING SUPERVISOR**
>
> **ONLINE COMPLAINT RAISED BY BUILDING SUPERVISOR**
>
> **CONCERNED MAINTENANCE TEAM HANDLES COMPLAINT**
>
> **USER SATISFIED/ CONFIRMS TO BUIDLING SUPERVISOR**
>
> **COMPLAINT CLOSED ON LINE**
>
> **INCASE USER NOT SATISFIED, REOPEN THE COMPLAINT**

Figure 2.1 Process of Raising R & M Complaint

A. **ONLINE COMPLAINTS** - Complaints are raised online. To avoid doubling of complaints, authorized users (building supervisors/ lab in-charges etc.) are provided access through chalkpad. These employees raise the online complaints. The complaints, once raised, should be monitored till closure. Once the complaint is raised, the concerned maintenance team shall assign manpower to handle the work. In case the complaints have not been cleared within reasonable time, reminders may be raised. If a follow up of

the matter is desired by a user, the Complaint Log Number may be asked for, from the building supervisor.

B. **TYPES OF COMPLAINTS** - Complaints can be of 3 types - routine, urgent and emergency. For a complaint to be marked as emergency or urgent, the complainant should specify the necessary logic. The priority of the complaint is assessed on the base of the details provided in the complaint. The works required against the complaints are allotted to the workers by the concerned Maintenance teams. These workers shall report to the concerned venue to handle the complaint. In case the workers cannot be allowed access to any specific location/venue on a specific day (due to any reason like classes in progress, or any scheduled event or so), the same should be confirmed to the maintenance team, to avoid any waste of time. The staff for the work shall be detailed by the Maintenance team accordingly.

C. In case there is an emergency, users are expected to call the concerned buildings supervisors and convey the details to enable immediate response.

D. **WORK COMPLETION**
   i. In case there is a delay for a complaint to get closed, the user may check with the building supervisor for the status. Where a delay is expected, the reason shall be clarified to the user.
   ii. When the work is complete, and if user is satisfied with the work done, user is expected to confirm to the Administration Supervisor, so the complaint can be closed.
   iii. In case the work is not completed satisfactorily, user should keep Administration informed immediately. In such cases, the complaints, even if closed, are reopened, and monitored further.
   iv. Further queries, if any, on the matter, can be taken up with Director, Administration.

Note: Complaints or works required related to **equipment/ machines** pertaining to departments /schools/colleges, like those held in labs etc., would need to be raised by the concerned School /department (in most cases through Lab-in-charges).

CHAPTER 3
DEMANDS/ RETURN of
FURNITURE/FIXTURES / APPLIANCES

1. **DEMAND FOR ADDITIONAL / SPECIFIC FURNITURE, FIXTURES AND FITTINGS (EXISTING VENUE)** - All facilities/ venues are provided with the furniture as per the laid requirement of the user and the approved décor and design. It could happen that a user may have a demand for additional furniture or furniture of a specific design for any specific purpose. The requirement could arise due to a new joinee, increased strength of students or staff, to replace an existing furniture etc. This would need to be raised with Administration. Once such a demand is received, Administration shall check the existing furniture stock. If the same is available (as per design and décor), and is within authorized furniture, the user shall be provided the same.

2. In case sufficient furniture is not available in existing stock, the matter would be taken up with Office of Architecture & Design. The furniture could be slated for preparing through the in-house maintenance team or campus contractor or for procuring it readily from the market. Based on the decision, the F (29) (to prepare the furniture through Maintenance team or an earmarked contractor) shall be raised by OAD or online indent (to procure from market) shall be raised by Administration. This process would take time as the furniture has to be as per the demand, the required decor, availability in market, time to prepare the
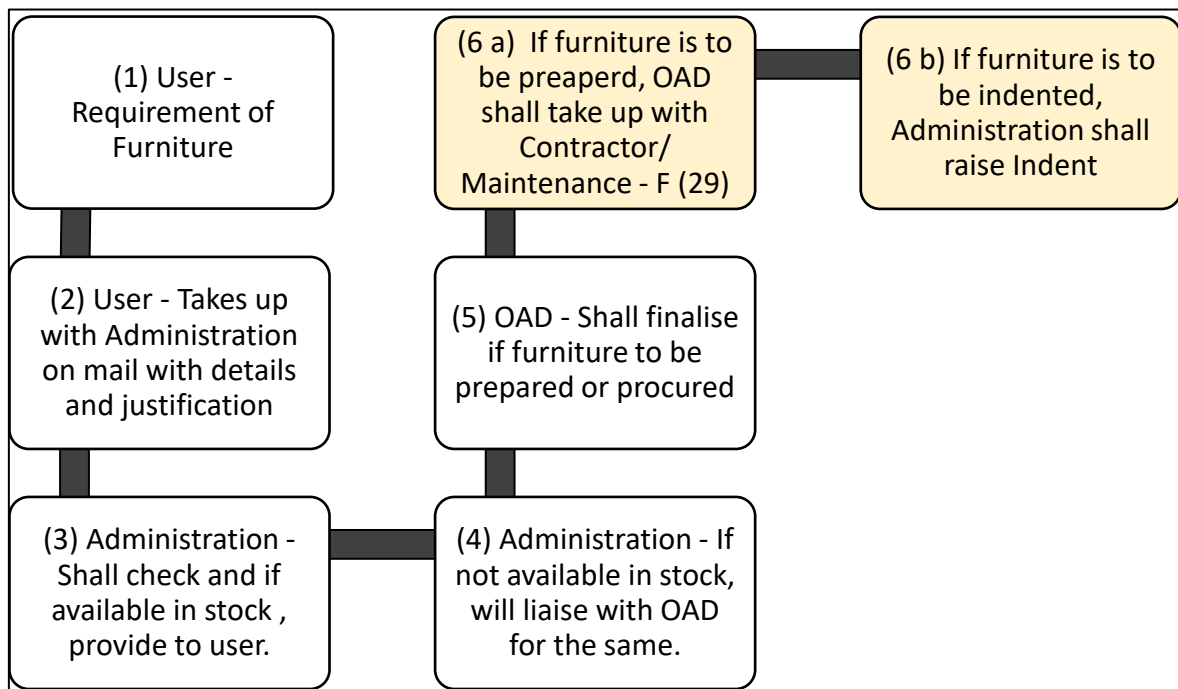

Figure 3.1 Diagrammatic Flow Chart for Demanding Additional Furniture

furniture etc. Hence, in prudence, users should analyze demands, and project the requirements, well in advance.

3. **DEMAND FOR REPLACING OLD FURNITURE (EXISTING VENUE)** – A situation could arise where the user desires that the existing furniture be replaced with new furniture. This requirement would need to be taken up by the user with Administration. This furniture could be repurposed for any other location or shifted to the Furniture Yard for use at any other venue on a later date. The final decision would be based on discussion with OAD. The required furniture if available in stock shall be provided by Administration or the indent for the new furniture shall be raised by Administration.

4. In case such a demand arises for new furniture, the process would be the same as in the earlier case of demand for additional furniture. The indent for new furniture shall be raised by the Administration, based on final discussion with OAD.

5. **FURNITURE FOR NEW VENUES** - All furniture for new venue is finalised by the OAD. In case old furniture, in stock, is required to be repurposed at this venue, OAD shall discuss with Administration for the required furniture. In case furniture of any other venue needs to be provided in the new venue, the same shall also be informed to Administration by OAD, for required action.

6. **ADDITIONAL ELECTRICAL FITTINGS / FIXTURES** - The requirement of additional electrical fitting/fixture would need to be raised by the head of the department/school /college (E.g., additional lights and fans). Once Administration receives the demand, matter shall be taken up with the electrical team to check the feasibility and discuss further with OAD for final decision. Procurement would be based on the online indent.
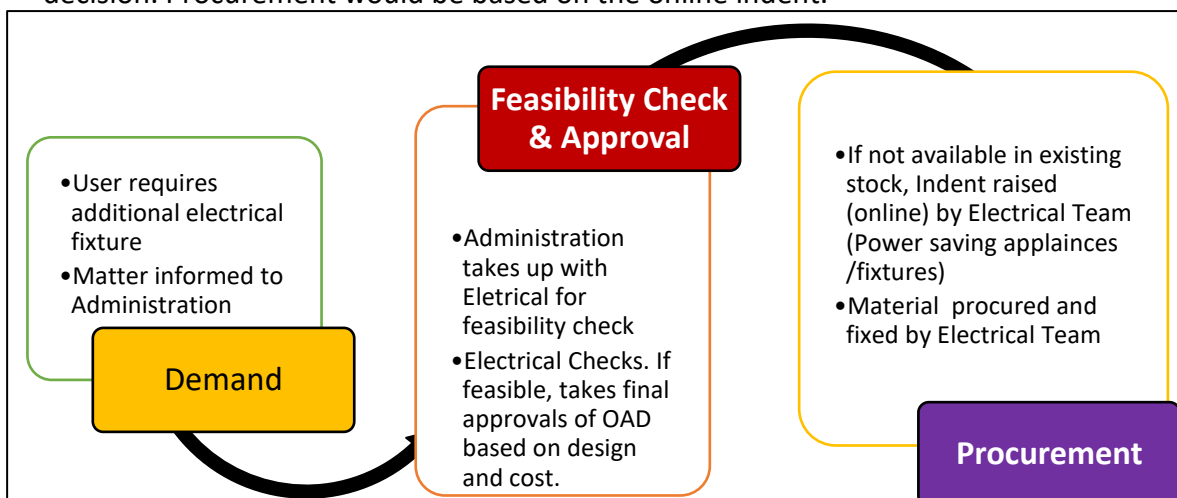

Figure 3.2 Process of Demand for Additional Electrical Fixtures

13. ELECTRICAL APPLIANCES

Sl. No.	REQUIREMENT	PROCESS FOR DEMANDING / WHO WILL PROVIDE
1	Electrical Appliances for new pantry (Refrigerator, Induction top, Kettle)	Electrical department shall provide to the user. Indent to be raised by Electrical Department
2	Repairs of electrical appliances of the pantry	A complaint shall be raised online by the Admin Building Supervisor. The electrical team shall handle the complaint. If repair is time consuming, standby arrangement would need to be made by the Electrical department. If appliance is not repairable economically, NOC shall be raised by Electrical department for the scrap disposal process. Electrical department shall keep Admin informed of the same (and close the complaint). Indent shall be raised for the same by Electrical department, after ensuring that there are no appliances in stock. The appliance shall be provided to the user under intimation to Administration.
3	Requirement for Intercom	Once a user is provided a seat, an authorised user can raise the demand with Administration for further liaison with Electrical team for an intercom. Complaint for repair of the intercom shall also be raised through Administration, online
4	Water Filter / Purifier	Drinking Water Coolers are provided water filters. For new venues, these are provided by the Electrical department. The data of the water filters provided along with date of installation etc., is to be shared by Electrical team with the Administration when the venue shall be handed over. This would help with the monitoring of the servicing and the AMCs. Repairs (after the year of warranty/ guarantee) of this equipment, shall be monitored through Administration with help of General Maintenance (Plumbing). Till then Electrical department shall liaise for the same.
5	Water Cooler	For new venues, electrical department shall provide the water coolers. Repairs of coolers are handled by the Administration through the General Maintenance (for plumbing concerns) or Electrical Maintenance (for electrical concerns). In case a major repair is required, the electrical department shall have to arrange for a standby cooler. In case a water cooler is not repairable

		economically, the NOC for scrap disposal shall be raised by the Electrical team and the complaint closed. The demand for new water cooler shall be raised by the Electrical department after they make sure sufficient water coolers are not available in stock.
6	Extension Cords	In case any user needs extension cords for any event, they shall need to liaise with the Electrical department and provide the requirement at the earliest. These are provided on a temporary basis. For permanent requirements in any specific lab or classroom, the user would need to liaise with the Administration who shall further check/liaise with the electrical department for the required support.
7	Desert Cooler	The demands for the desert coolers are raised by the Electrical department. All concerns pertaining to painting of the coolers or the change of grass etc., is handled directly by the electrical department. The requirements of stands as well as the painting of the desert cooler stands are also handled by the Electrical department directly.

Table 3.1 *Process for Demanding Electrical Appliances*
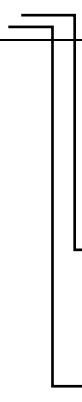
14. RETURNING FURNITURE/ FIXTURE

REASON FOR RETURN		ACTION TO BE INITIATED
Not Required Further		In case a specific asset is not required either as it is additional or because a replacement for the same has been provided or any other reason, the same may be returned to Administration Store. The school /college/department would need to confirm to the Administration for the same,
Broken Assets		In case an asset is broken, the same should either be taken up for repairs or should be disposed off.
	Repairable	In case the breakage is due to fair wear and tear and can be repaired, the building supervisor may be advised to raise the required online complaint and have the asset repaired.
		In case the asset has broken due to misuse, but is repairable, the same would need to be taken up for repairs, but the department to make sure the action taken against defaulter and informed to Administration
	Not Repairable	In case the asset has broken and is beyond economical repair, NOC should be raised and the asset returned to Central Store (as Scrap), under intimation to Administration.

Table 3.2 Process for Returning Furniture /Fixture

15. CONTACT TEAMS - REQUIREMENTS IN OFFICE SPACES / ROOMS

Support Required	Will Be Handled By
Cleanliness & Sanitization	Administration Team
Additional Furniture Demands	
Maintenance Concerns to be raised to	
Keyholder Boards / Honor Boards/ Notice Boards/ First Aid Box	
Nameplates / Vision Mission Display	Branding Team
Flowerpots in Office	Horticulture Team
Change of Writing Board	Department / School / College to raise Online Indent
Stationery, Clock,	
Crockery & Cutlery for Pantry	
Pantry – Electrical Appliances	Initially provided by Electrical Team
Additional Electrical Fixtures / Intercom / Calling Bell	Electrical Team
Renovation Demands	To be discussed and taken up with Office of Architecture & Design
IT Support	IT Team
Medicines for First Aid Box	Office of University Affairs
Material to be Procured	Indent to be raised Online to Central Purchase
	Requisitions Online to be raised to Central Store
NOC for Scrap Material (Furniture/ Machine/ Equipment that cannot be used further)	Scrap Disposal Committee NOC to be submitted to Central Store

Table3.3 *Reference Chart - Contact Points of Various Support Services*

16. **NEW JOINEE –** First impression matters. Faculty/ Staff that joins the Chitkara family newly should be accommodated comfortably in the concerned department/school /college. For this the Administration needs to be informed about the arrival details (which would include designation of the new joinee, and date of arrival) well in advance, (at least 2 weeks), so that the required infrastructural arrangements can be ensured. This responsibility lies with Department of Talent Management.

17. **F (29) (PURPOSE & FORMAT)**

    Purpose - Complaints of demands for additional furniture /fixtures is raised on F (29) manually.

Figure 3.4 *Format of F (29)*

18. NO OBJECTION CERTIFICATE - NOC – (PURPOSE & FORMAT)

A. **Purpose -** When an asset or an equipment has no further use (owing to it becoming obsolete or having worn out due to fair wear and tear or being destroyed by some reason and cannot be repaired further), the same is to be disposed off. The disposal of all material declared as scrap is handled centrally by a committee for the same.

B. **In case there is any equipment, machine or project** with any school/college/department, the concerned heads/deans may submit NOC to the Central Store, for further disposal action to be initiated by the said committee. The format to be submitted in such a case, giving reasons of why the material needs to be disposed off is the NOC Format. The format is provided below.

Figure 3.5 *Format of NOC*

19. **MAINTAINING REFRESHMENT JOINTS & TUCK SHOPS IN ACADEMIC AREAS**

There are many refreshment joints in the campus which include The Dhaba, Square One, Square Two, Circle One, Chai Chaska Bar, Juice Jar, etc. The Dhaba is permitted only for the invited guests (based on pre-booking demand) and all other venues are open for all students and staff.

A. **Vendor Area** - Vendors shall manage their respective areas for cleanliness and maintenance of infrastructure. All complaints pertaining to this area shall be taken up with the Events Refreshment Team who shall further liaise with concerned Maintenance Teams for the repairs and maintenance. Any additions or alterations or renovations in these areas shall be taken up by Events Team with Office of Architecture & Design.

B. **Common Areas** – The Dhaba and all common areas of the refreshment joints in the academic area shall be maintained by the Administration. The maintenance concerns and cleanliness shall be ensured and monitored by Administration. Any additions/renovations required in these areas shall be taken up by the Administration or Events Refreshment Team with Office of Architecture & Design.

C. The same process applies for the stationery tuck shops also.

CHAPTER 4
MAINTAINING CLEANLINESS

1. **INTRODUCTION -** Every academic building and refreshment joints in the academic areas are placed under the continuous monitoring of a dedicated Administration Team. The team would consist of an Administration officer, a Building Supervisor, and a team of housekeeping (HK) staff. This team shall make all efforts to provide a clean and comfortable work and study environment for the employees and students. In case of any complaints as regards cleanliness, the user may bring it to the immediate notice of the Building Supervisor. Departments / Schools /Colleges are encouraged to share all concerns as regards cleanliness of their schools /colleges /departments and surroundings.

2. While the Administration Team shall strive to keep all the buildings and surroundings clean and well maintained, the employees and students are also expected to help maintain the same.

3. **OFFICES** - Offices are the work areas of faculty and staff. Efforts shall be made by HK team to provide clean offices. But maintaining the cleanliness needs to be ensured by the staff/faculty using the offices too. Many offices are shared by staff/faculty.
    a. Stakeholders should not litter. Dustbins provided should be used.
    b. It needs to be appreciated that the dustbins in offices are meant for dry waste. Users should refrain from throwing food waste or wet waste into dustbins of offices.
    c. Dustbins are placed in all pantries and corridors for wet waste /food waste.
    d. Users should not store food material openly in the storage spaces provided as these attract rodents. Proper airtight containers with lids may be used.
    e. The storage facility/almirahs provided in offices should be maintained neat, clutter free and clean. These need to be dusted at regular intervals. Support of the HK staff may be availed for the same.

4. **CLASSROOMS** – The classrooms are cleaned daily. In case any classroom is found dirty before a class, the matter should be brought to the notice of the Administration. Littering, pasting of posters on walls, stickers on any furniture or fixture, scribbling on walls or any furniture etc., should be strictly not permitted in the classrooms. Sufficient dustbins are placed in classrooms which may be used for dry waste. The faculty is expected to clear the writing boards in the classroom before leaving the class and to ensure that a clean class and writing board is being handed over to the next faculty. Further students should be strictly advised to refrain from

misusing the assets or causing any breakages/damages in classrooms. In case there has been a spillage in the class, the matter should be immediately informed to the duty HK staff for clearance.

5. **WASHROOMS** – Washrooms are cleaned regularly as per the schedules laid. The cleaning schedules are available at the rear of the washroom doors. All staff and students are expected to follow washroom etiquettes and to leave the washrooms clean for the next user. In case of any complaint regarding cleanliness or maintenance, they may immediately contact the Building Supervisor / duty HK staff on the floor. Waste of water or electricity should be strictly avoided and curbed. All cases of leaks or seepages should be brought to the notice of the building supervisor or HK staff on floor.

6. **PANTRIES** – All schools/colleges /departments have been facilitated with a pantry and required related electrical appliances like refrigerator, microwave, induction tops, crockery /cutlery etc. The HK staff shall be responsible to clean the venue (including the dustbins, washbasins etc.,). The users are expected to maintain cleanliness, follow the decorum, and use the facility (including electrical appliances) with care. Unwanted/ old food articles may not be stored in the refrigerators and spillages should be got cleared immediately through the HK staff.

7. **STOREROOMS** - Departments / schools have certain storage rooms where records /materials or projects are stored. Keys of these rooms are held with the concerned departments/ schools. Such areas could be prone to termites or rodents which could lead to loss of records. As these rooms are not opened frequently, such issues could go unnoticed and could be a cause of concern.

8. For routine cleaning and maintenance of these rooms, access should be provided to building HK team at least once a month. The cleanliness shall be monitored by the concerned store in-charges. During the cleaning process, there should also be checks for entry of rodents, termite issues and other issues, like loose wires, non-functioning lights / switches, broken windowpanes etc. This is to enable necessary corrective action. In case cleaning is desired at increased frequencies by user, the same shall also be ensured by Administration Team.

9. It may be noted here that storing bundles / cartons of records or materials in the offices or in a classroom in not permitted. All records should be stored only in storerooms.

10. **COMPUTER LABS -** The computer labs of the various schools/ colleges of this University are an important part of our infrastructure. The cleanliness of these labs is to be ensured through the concerned lab attendants. Aim of the Administration would always be to ensure the best maintenance of the IT equipment in these labs and hence a dedicated team of HK staff would

be detailed to ensure vacuum cleaning of the IT equipment in all these labs, based on demands from the user.

11. The HK Staff so detailed would vacuum clean the IT equipment (i.e., Computer systems - CPU, Keyboard, Mouse & Display Screen) in the lab. The concerned departments would need to provide Administration a date schedule for the cleaning. Cleaning of each IT equipment in the lab be done at least once a month. A date schedule once provided by the user, would be checked for feasibility, and confirmed by Administration. The lab attendants / concerned lab staff would need to be present in the lab when the cleaning of IT equipment is in progress.

12. **SCRIBBLING & PASTING** - Scribbling on furniture, fixture or walls or any area of the campus is not permitted. Pasting any kind of stickers, paper pieces with information, instructions to students on paper pieces, decoration material etc. is not permitted on any wall, furniture, or fixture. Use of neatly made sun boards, flexes, etc. at designated areas shall only be permitted. Notice boards can be used for information to be displayed. For sheets that display "exam seating", certain stands are designated. These may be used.

13. **LITTERING** – Sufficient dustbins are placed in all building floors, including in corridors and in washrooms and in the pathways and grounds too. These should be used to throw waste. Littering should not be allowed by staff or by students. Students /staff should be strictly prohibited from throwing any waste out of the window or from the balconies or corridors.

14. **CLEARANCE OF ALL DOORS/ PATHS** - In many cases there may be 2 or more doors to a room/office and in routine may be only one door is used. There could be a tendency to stock records or may be use the space for some seating or placing some material etc. These are strictly prohibited. **Access to all doors and paths should ALWAYS be available**. (An example is the stairway to the terrace). This is necessary for easy exit in case of an emergency.

15. **ALL OTHER AREAS** - Be it the roads of the campus, the grounds, the fountains, open-air theatres, tree houses, parking areas etc., dedicated teams handle the cleanliness and monitor the maintenance of these areas. Sufficient dustbins are placed in these areas which are cleared at regular intervals. Stakeholders are expected to not litter and to help maintain the cleanliness of these areas. In case any complaint pertaining to the infrastructure is noticed, they are expected to make efforts to bring the same to the knowledge of the Administration.

16. **REFRESHMENT JOINTS** – There are many refreshment joints in the campus, and these are venues where students and staff sit at leisure to enjoy various delicacies. Cleanliness and hygiene of these areas are of topmost priority. In case the venue or any table at the venue is found dirty and unhygienic the same may be brought to the notice of the HK staff present at

the location. While each stakeholder should appreciate the importance of following good dining etiquettes at the venue, they should also take care to avoid any spillage or littering. In case of any spillage, the HK staff on duty should be alerted about the same for an early clearance.

17. **SOME POINTS TO NOTE** –

    a) **Movement to terrace of any building** is permitted only with prior approvals. Access shall be provided based on request from the concerned college/school/department head to the Administration. In case there is a movement to the terrace for any reason, it would be the responsibility of the users to ensure that no material is left back in the terrace and the terrace is cleared of waste, if at all any, due to the work /activity on the terrace. They may use the support of the HK team to clear the terrace; but handing over of terrace back to Administration shall be permitted only after the user has the area cleared.

    b) In case there is a heavy wind when classes are in progress, kindly double check that the **window stoppers are placed**. This is to avoid the banging of the windows and the glass panes falling off. This could be dangerous to anyone sitting on the plinth area of the building. For further safety it is suggested that in case of winds, students and staff should be strictly restricted from standing/ sitting on the plinth areas surrounding the buildings.

    c) **Usage of Blinds** - Blinds are provided at many venues including classrooms and offices. These need to be handled with care. Students/ staff and faculty should be guided to use them in the appropriate manner. In case there is a difficulty in using the same, support of HK team may be sought, rather than mishandling the blinds. Folding the blinds or rolling them up and tying them up etc., should not be permitted any time.

    d) **Avoid Wastage of Resources** – Staff and students should be encouraged to switch off lights/fans /ACs and other electrical equipment if not required. Water taps should also be closed after usage of water. Leakage of water taps should be brought to the notice of the Administration on topmost priority.

18. **PEST CONTROL** – Termites/rodents can cause damage to records and are unhygienic also. While stakeholders are expected to not leave food items open which could attract rodents, they are also expected to bring to the knowledge of Administration in case they notice any rodent entry points or any such issues of pests /rodent/termite attacks/ beehives etc... Concerns pertaining to termites, rodents or any pests may be brought to the notice of the Administration for an early solution. This can be done by informing the concerned building supervisor.

19. **SANITIZATION** - The pandemic COVID -19 brought with it a lot of fear and tragedies and also brought in the necessity of sanitizing our campus venues. Sanitization spray is undertaken in buildings. Further sanitizer stands are placed at specific entry points. Staff and students are advised to carry their own personal sanitizer bottles also. In case information of any student/staff being COVID positive is received, the concerned floor, the room/office, washrooms, corridor, and lifts of the building are all sanitized.