



VIKRAMA SIMHAPURI UNIVERSITY

Nellore – 524 324, Andhra Pradesh, India

Procedure and Policies of Maintenance and Utilization of the Infrastructure Facilities

The maintenance of infrastructure facilities is carried out with the support of the Heads of the concerned departments/sections. The Heads of the departments with the support of non-teaching staff look into the upkeep and maintenance of infrastructure such as laboratories, scientific equipment, books and journals, classrooms & computers etc.

Civil Maintenance:

The University Engineer monitors civil maintenance on the campus in terms of water facility buildings, carpentry, electrical and gardening. Each building/block is allotted to an engineer and a supervisor who in turn engages skilled workers to attend to the maintenance activities. “Annual Maintenance Contract” for sanitary maintenance was given to the Agency “Sulabh International”.

Laboratory Equipment:

The equipment and machinery in the laboratories has been maintained by the Laboratory Technical Assistants and Lab Assistants. The maintenance will be carried out by Head of the Department along with Faculty In-charge, Laboratory Assistants, Lab attenders by utilizing annual financial resources allocated to the departments.

Botanical Garden:

The University Botanic Garden is basically intended to educate the students, researchers and common man about plant biodiversity and its importance in human well-being. Botanic garden is living repository of indigenous exotic, cultivated and wild plants. It is a place where a wide variety of plants are cultivated for scientific, educational, and ornamental purposes. It also includes a library, a herbarium, and green houses. At present, the Botanic garden enriched with more than 200 living species and more than 3000 individual plants. The total botanical garden is spreading about 5 acres in the VSU Campus. Botanical Garden of the University is maintained by the Departments of Biotechnology and Botany with the support of gardeners and water boys.

Computers and Software, Internet:

The computers in the University are maintained by “IT & Network Cell”. This division provides integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, University website, biometric services, troubleshooting

of hardware, networking equipments including internet connectivity. University established for the maintenance of all computers and biometric attendance devices in the campus.

Vehicles and Transport:

There are 02 Buses, 01 Van and 5 Cars on the campus. The buses and vans are used to provide the conveyance to the faculty, non-teaching staff and students from University to Nellore Railway station, which is around 25 kms away and vice versa. These vehicles have also been used for field trips for the students. The Emergency Van (Ambulance) is available in the University all round the clock for students and faculty during emergencies. All these vehicles have been maintained by the University Maintenance and Purchase Section.

Electrical Maintenance:

The electrical maintenance section is headed by the University Maintenance and Purchase Section, supported by Supervisor and Electricians, who attend to the electrical works from time to time on the campus. Generators are available for the uninterrupted power supply. All the electrical items like Power generators, Online UPSs, ACs, Fans and lights have been maintained by University Maintenance and Purchase Section.

Library:

VSU library in the University campus is headed by an assistant librarian in-charge. He is supported by supporting staff (Senior and junior clerks) for Journal and Reference sections. In addition to the above staff, attenders help in maintaining the titles in racks and in ensuring a clean library conducive for serious study

The Sports Board:

The Sports Board is headed by an associate professor. The supporting staff of the Sports Board plays important role in- training students in games and sports. The Board also facilitates staff and students of the University in games and sports and provides free yoga training and self defense training to students. The Sports Board also conducts special yoga classes after the college hours for the benefit of students for which separate wings are arranged to facilitate yoga and meditation.

An open gym facility is available for both staff and students in the campus, which is maintained by the Sports Board. Intramural sports and games are being conducted annually for all the students including the staff and also during the special days such as college day, Independence Day, republic day etc. to build team spirit and positive attitude. The students are encouraged to organize National events with full stretch of marching with the beats of students band coupled with cultural programmes performing interesting formations involving gymnastic and yoga techniques under the supervision of excellently trained faculty. Physical health education campaigns, aerobic camps, yoga and meditation programmes are planned frequently throughout the year for both staff and students to provide physical, mental, social and spiritual wellbeing. Students with special talents in sports and extracurricular activities are trained specially to excel at zonal, inter-zonal, state

and National Youth festival competitions both in individual and group events. In every year, the Sports Board has been conducting Intra-University Tournaments for the University and affiliated college's students.

Primary Health:

First-Aid and medicine for some emergency cases are provided for students and staff. The university has a tie-up with Jai Bahrat hospital for the treatment both staff and students. The emergency cases are treated for first aid and transferred within 20 minutes to hospitals by through university vehicle to Nellore for better treatment.

Hostels for Girls and Boys:

The University also provides hostel accommodation for the benefit of its students. There are four separate hostels (6 blocks) built in modern Architecture with all required facilities, separately, for girls and boys. The Hostel Buildings have adequate facilities and the University takes all the precautions to provide all facilities at the Hostels. Both Men & Women Hostels are having sophisticated dining halls with same structure and design. These hostels are named after the tributaries of PINAKINI for Boys Hostel, SWARNAMUKI Hostel for girls. Chief Warden for all these hostels supported by 4 deputy Wardens. Boarding and accommodation is being maintained by the University.

University Clean & Green Committee:

The committee is constituted for the Maintenance of a clean pollution free campus. Creating awareness towards cleanliness and conservation of natural resources amongst students, teachers and employees. Ensure maintenance of greenery on the campus by undertaking tree plantation program on a regular basis. Organize different types of competitions addressing environmental protection and conservation. Invite renowned environmentalists on the campus to deliver expert lectures. Organize rallies in the neighbouring area for keeping the residential colonies neat and clean. Coordinate with NSS in interrelated areas covering greenery, pollution free campus and awareness creation activities. Proper management of E-waste and handing it over to pollution control board for disposal. Vermicomposting by using the food waste of Hostel and canteen.

Center for Extension Activities:

VSU College NSS volunteers have enthusiastically participated in the Kishori Vikasam (KV) Phase-2 in 10 public schools (2-Upper Primary Schools and 8 High Schools) located in Venkatachalam Mandal. The University formed 950 Multi Disciplinary Teams (MDTs) during Mavooru- Janma Bhoomi (Our Village – Native Place) programme, Govt. of Andhra Pradesh, January 2019 in which Faculty, Research Scholars, and Students actively participated. The Department of Social Work organizes Rural Camps every year. The Department of Economics undertakes Socio-Economic surveys in the rural and urban areas on the topics of contemporary interest. One of the important activities of the Centre for Extension is to train the rural women, farmers and rural unemployed youth in the production

of bio-pesticides, biofertilizers, tissue culture, production of horticulture and medicinal plants, mushroom culture, and motivating them to take up these as small scale enterprises. Demonstrations and training programs will be conducted to create awareness among rural people of this region regarding the benefits of organic farming and also creating awareness about the hazards caused by the use of chemicals.

Centre for Incubation and Innovations:

Intends to create an ecosystem for promoting innovations and start-ups for students and scholars of Vikrama Simhapuri University.

Center for Best Practices:

The University Center for Best Practices has taken up the following activities: a. Roof top solar system, b. Vermicompost preparation, c. Rain harvesting pits and d. Medicinal Plants garden.

Internal Complaint Committee:

Internal Complaint Committee is constituted to look after the students, Research Scholars and Staff in V.S. University, Nellore problems and grievances and to ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures. To uphold the commitment of the Institute to provide an environment free of gender based discrimination.

Anti Ragging Committee:

To aware the students of the dehumanizing effect of ragging inherent in its perversity. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence in the campus.

E-office Technical Committee:

The Vikrama Simhapuri University of Nellore (VSU) has adopted the “e-office”, a web based smart office solution, transforming the varsity into a digital, paperless and environment friendly working place, which handles end to end flow, movement of files between seats and offices. The “e-office” will create, access and forward digital files/documents on the fly anywhere and anytime with fool proof security measures in place including Document Locking and Authorized Access and Digital Signature Login.

Students Grievance Cell:

Students Grievance Cell is constituted to look after the grievances of students of VS University, Nellore. The Grievance Redressal Cell is in the formative stage and the cell would attempt to address genuine problems and complaints of students of various nature suffered by the students. Once the grievance redressal cell is formed, students can approach the members of the cell or any of their other teachers as is comfortable to them. The objective

of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the university.

Women Grievance Cell:

The Cell is constituted to look after the welfare of Women Employees, Research Scholars and Students of VS University, Nellore. It is meant to safe guard and promote well being of all women employees of the campus. It takes care of all complaints on sexual harassment of women of women at workplace and action taken for redressal of complaints.

OBC Grievance Cell:

The Cell is constituted to look after the grievances and welfare of OBC Staff, Research Scholars and Students of VS University, Nellore. The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the University. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

SC/ST Grievance Cell:

The Cell is constituted to look after the grievances of SC/ST Students, Research Scholars, Staff of VS University, Nellore. To deal with the representations received from Scheduled Castes, Scheduled Tribes and Other Backward Castes candidates regarding their admission, recruitment, promotion and other similar matters in the campus.

Minority Cell:

Minority Cell is constituted to look after the welfare of the Minority Employees and students in V.S.University, Nellore. To facilitate financial support to students from minority communities from governmental agencies and other sources. To be aware of the minority students regarding various scholarships program of State and Central Government. To ensure protection and reservation as provided in the constitution of India.

Legal Aid Cell:

The Cell is constituted to support and guide Students & Staff issues regard to legal aspects. Legal aid mainly means **providing free legal aid services for free to the needy or the poor section in the university.**

Students Welfare Cell:

It creates facilities for the welfare of the students in Campus the students and various co-curricular activities other than the academic work. The Cell, Students' Welfare provides the program of student counseling and help in the placement . The ultimate objective is to groom the students to become good citizens of country by personality development and skill for better living.

Placement and Career Counseling Cell:

The University has started a Placement Cell at University campus. Offering information, advice, guidance and support for job-seeking students of both post-graduation and research are considered the primary responsibilities of the University. The VSU Training & Placement Cell in collaboration with Science, Arts and Management Departments/Centres at VSU is committed to offer advanced hands-on training to enhance the communication and employability skills of the university students. The VSU Training & Placement Cell provides opportunities for students to gain experience in their discipline to create a network of contacts and to determine, if they have, an interest in a particular career. University in association with Andhra Pradesh State Skill Development Corporation (APSSDC) has been organising Job-Mela every year. Vikrama Simhapuri University has organized a One Day Workshop on University- Industry Interaction on 14th February 2019 with an objective to understand the expectations of industry from the academicians. The University has also decided to organise such a workshop on 14th February every year.

Skill Development Cell:

The Skill Development Cell enhances the students' Communication skills, behavioural, technical and overall personality to meet the corporate needs. Students complete the course with abundant academic knowledge but inadequate practical expertise. To equate this discrepancy, the Skill Development Cell conducts various subject-related training programs for the students of VSU.

Competitive Examination Cell:

The VSU constituted a Competitive Examination Cell to prepare the students to face the different competitive examination like UPSC / APPSC, Banks and other exams. The current era is full of competition and the students should appear for number of competitive examinations. The students should be encouraged and guided to prepare for such challenging examinations. Through this cell, the university organizes various activities for the development of the students. The Cell conducts special lectures, different competitions and provides the quality ambience to increase the students' success rate to enter administrative services.

Internal Quality Assurance Cell (IQAC):

IQAC was first established in the University on 09-01-2016. The main objectives of the IQAC are to ensure certain qualitative improvements in the systems and operations of the University and to deliver qualitative services to all its stakeholders. The primary functionality of IQAC is to design and implement Annual Plans and accordingly prepare Annual Quality Assurance Reports (AQARs). The IQAC was reconstituted in March 2019 and it has been striving its best to achieve the following main objectives. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution, To promote measures for institutional functioning towards

quality enhancement through internalization of quality culture and institutionalization of best practices.

Coordinator Students' Welfare:

Coordinator, Students' Welfare is responsible for all the student welfare activities. The Coordinator undertakes Extra-Curricular Activities, Skill Development Activities etc. He also organizes literary, cultural and sports events and lead teams to Inter-College, Inter-University and National events. He also takes necessary measures to make the campus ragging-free.

Center for Distance Education:

Proposed to establish the Center to cater the needs of the people in the region especially the rural youth. Distance Education Bureau, UGC, New Delhi has been requested to give permission to the University.

University Clean and Green:

Clean and Green Campus initiative is all about waste management, well maintained rest rooms in all the buildings and maintaining cleanliness in the entire campus. VSU NSS cell in association with Social Forestry Department, Govt. of Andhra Pradesh, Nellore has taken up Akira Miyawaki method of tree plantation in our University Campus to make it a green campus with a walking track along the boundary wall.

University Research Forum:

University Research Forum provides a platform to the faculty and research scholars to make presentation of the findings of their research projects, field surveys etc.. The Forum organizes presentations twice a month (one for Arts and other for Science Departments) in the University.

Alumni Association:

VSU is taking necessary initiatives to strengthening the existing VSU Alumni Association (ViSUAA) and enrolment is in progress.

Gandhian Studies Center (GSC):

In association with Gandhi Ashram, Pallepadu, Nellore is offering a three months certificate course on "Gandhian Thoughts and Ideologies" to inculcate the Gandhian thoughts and ideologies in students and to promote value system, morale and personality in students and research scholars and to give a better citizen to the society.

NSS UNIT:

The Vikrama Simhapuri University has two Units of NSS approved by the University authorities, University Students, both male and female, may join any one unit under the guidance of a Programme Officer who is a member of the teaching staff. Its regular activities include adoption of a village, road repairing, cleaning the college premises, mass literacy

campaign and various other social service campaigns. NSS Units hold Seminars and Workshops time to time to keep the students aware of different social and cultural problems related to AIDS, Thalacemia and other diseases and evils. Besides these units organize Blood Donation Camps at different times of the year. Participation in NSS is compulsory.

Security:

The VSU campus security maintenance was given to the M/s Care Detective security Services, Guntur and it is Annual Maintenance Contract. The Security officer allots and assigns duties to the security guards to maintain security and patrol the University campus throughout.

- ✓ **Anti Ragging Committee Nellore**
- ✓ **Anti Ragging Committee Kavali**
- ✓ **E-Office Technical Committee**
- ✓ **Intemal Complaints Committee**
- ✓ **Appointment of various Committees**
- ✓ **Nomination of Committee**
- ✓ **Conduct of Technical Committee**
- ✓ **Constitution of Resource Mobilization Center**
- ✓ **Skill Development Centre**
- ✓ **Competitive Examination Cell**
- ✓ **Emergency Conversion Cell**
- ✓ **Miniority Cell**
- ✓ **NSS Coordinator**
- ✓ **Placement and Carrer Council**
- ✓ **Student Welfare Cell**
- ✓ **Vigilance Cell**
- ✓ **Women's Cell**
- ✓ **Disciplinary Committee**
- ✓ **SC ST Grievance Cell**
- ✓ **OBC Cell**


REGISTRAR
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NELLORE - 524 324.

