

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

POLICY ON CLASS ROOMS

General:-

1. JUIT has academic infrastructure which is located in two buildings within the Campus. All Academic departments less Civil Engineering Department are located in the Vivekananda Bhawan and Civil Engineering Department is located after the faculty residences of Malviya 'B' Block.
2. The academic infrastructure includes Auditorium, Lecture Theatres (LT), Tutorial Rooms (TR), Class Rooms (CR) and various labs.

Layout of Class Rooms

3. The following is the spread of academic infrastructure at both locations:-

		CR	TR	LT	Auditorium	LRC
a)	Vivekanand Bhawan	17	7	3	1	1
b)	Civil Engineering Department	3	2	-		
	Total	20	9	3	1	1

Utilisation of Academic Infrastructure

4. All academic infrastructure at JUIT is to be utilized for activities which fulfill the objective of imparting education to students either through classroom teaching, seminars, workshops, co-curricular activities, guest speakers, JYC activities related to ibid etc.
5. Whilst Time Table Committee of JUIT lists out the engagement of academic infrastructure during working hours, the organizers of various academic events e.g. workshops, conferences, seminars etc can book the premises off academic hours as well as during academic hours based on availability of the resource.
6. Any organizer wishing to book academic premises should download a form available on website, fill it and submit to Admin Coordinator (Mr. Akhilesh Kumar Singh) to ascertain the availability of the resource on desired date and time. Based on availability the resource is approved by Registrar.

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Maintenance of Academic Infrastructure

7. All academic infrastructure is under the admin coordinator for getting any maintenance/repairs or modification etc to be carried out.
8. Complaints of routine civil/electrical nature are reported by Admin Coordinator to Maintenance Department who shall attend to the defects on priority.
9. Housekeeping of Academic Infrastructure is coordinated by Housekeeping Supervisor and completed during the time 6 A.M. to 9 A.M. so that the premises are clean before academic hours commence.

Security of Academic Infrastructure

10. Security Incharge will ensure that security deployment is so carried out that Academic Infrastructure has adequate guards at all times to prevent any theft/hazard related incident as well as for security of students.
11. The guard deployed for opening/closing of all rooms must inform security in case of any lost/found item or any tampering of locks.
12. CCTV Control Room must constantly monitor the various CCTV cameras installed at various locations for any untoward movement/incident.

Signature		
Name	Maj Gen Rakesh Bassi (Retd.)	Prof. Rajendra Kumar Sharma
Designation	Registrar	Vice Chancellor