Procedures and policies for maintaining and utilizing physical, academic and support facilities at IGIDR

Formal procedures have been set up at IGIDR for maintaining and utilizing physical, academic and support facilities. The relevant information is also available on the institutional website.

Library Resources:

The library (http://www.igidr.ac.in/library-2/) has an excellent collection of books, journals, and databases in the institute's areas of study and research. For the effective utilization of its resources and physical facility, the library is kept open for 16.30 hours a day and 360 days in a year starting from 8.00 am till 12.30 Midnight with extended timings during exam time. All the members of the library have borrowing privileges as per the library rules and get access to e-resources through campus network 24x7. It has made available links to online e-journals, e-resources, a list of monthly additions of books, new arrivals, e-library, digital library, open index initiative, and catalogue from its website, and home page of the library OPAC (http://opac.igidr.ac.in). All of the datasets and e-documents have been given access through E-Library through the campus networks. It has also established a network with different academic and research libraries for undertaking resource sharing.

For the upkeep of the physical space, the library undertakes regular cleaning activities and it is fully air-conditioned with cubicles and Wi-Fi to provide a congenial environment for library users to study and research.

Computing Facilities:

The web site link for IT facility is http://www.igidr.ac.in/about-us/infrastructure/computing/

Day to day service of the two main Computer Centres and IT facilities provided to all administrative staff, faculty and students are being provided by the Helpdesk team consisting of technical staff, coordinators. The audio visual equipment's are maintained by the concerned vendors. Trained technicians are deployed during the operation of these equipment. Support staff also provides training to users on how to use various IT services like, WiFi, computers, Email and other IT services. All computers and audio/visuals equipment are under annual comprehensive maintenance. Quarterly preventive maintenance is being done by the vendors to keep the computers and equipment in good working condition.

Computer centre is open 24/7 for users. Class rooms and seminar rooms are being utilized by booking and scheduling of the same by the Admin assistance and soffice through software.

Infrastructure Facilities:

The IGIDR has physical and support facilities in the campus which includes office spaces, residential buildings for faculty and staff, student hostel, guest house, library, recreation center for indoor games, outdoor tennis court, classrooms, gymnasium, swimming pool, air conditioning systems, and lifts. The institute has a dedicated Estate Department to carry out the necessary maintenance activities. The routine maintenance activities and services are carried out through annual contracts with third party contractors.

The maintenance complaints from users are monitored through Helpdesk Ticket platform "Kamdhenu". The infrastructure civil repair works are scheduled periodically, based on the review and requirement. The painting works of buildings are carried out after periodic time as per Institute policy.

All facilities are accessible to campus residents. Special systems have been set up for the utilisation of Gym and swimming pool facilities. To access these facilities, community members of the Institute are required to fill up the membership enrolment form and after enrolment these facilities can be availed as per the Rules and Guidelines of the Institute. All community members can utilize the game/sport facility during the time-frames set by the Institute.