

#### 4.4.2 Physical facilities, Academic facilities and Support Facilities - Procedures and policies for maintenance and utilization

##### 1.0 Physical Facilities

Envisaging the capacity building of our Institution, the administration carefully plans the installation and effective use of infrastructure well ahead of time. The Institute has a sprawling campus with an area of 720 acres.

The physical infrastructure of the Institution is categorized under three domains:

- a) Academic Infrastructure
- b) Administrative Infrastructure
- c) Residential Infrastructure with amenities.

##### 1.1. Academic Infrastructure:

- a) ICT-enabled rooms / learning spaces available in the Institute.
  - i) All the classrooms in the campus are equipped with LCD projectors and Wi-Fi facility. This facilitates quality education through access to all intranet and internet e-resources.
  - ii) Seminar Halls/ Gallery classrooms in each departments are equipped with audio and video equipment along with LCD projectors and PC with **video recording facility**. The expert's lectures are offered through ZOOM/GMEET which enable the students acquire knowledge in latest trends and technologies.
  - iii) A separate studio with sophisticated equipments is also available in the department of Electronics and Media Technology for the video recording of learning resources.
- a) Facilities extended to faculty for the preparation of computer-aided teaching-learning materials.
  - i) Faculty members are provided with desktops and laptops along with internet to enable them prepare the Course content, lectures and updating latest information in their relevant fields.
  - ii) Opportunities are given through training at the beginning of every academic year for the faculty members to update their skills in the preparation of e-learning materials as well as to use online resources. Workshops are also conducted to augment their knowledge in the utilization of the academic software.
  - iii) The Department of Electronics and Media Technology has hi-tech audio and video studios and edit suites with **Apple iMac computers** which are used by the faculty members in lecture video recording and editing.
  - iv) Central facilities comprising of Computer Technology Centre (19 labs – 3,614 sq.m), Library (3 floors - 2986.83 sq.m), 180-Seater Gallery Classrooms (8), 5 Auditoriums (14,676 sq.m), Amenity centres (2), First year Laboratories (Basic Sciences, Engineering

Drawing, Workshop, English and Computer lab) are adequately used based on the CBCS class timetable and for extra reading hours and skill development Programs.

- v) In addition, every department has adequate classrooms, laboratories, seminar halls, department library and computer lab facility. These facilities are optimally utilized based on the CBCS timetable which includes inter-departmental and inter-school curriculum-based activities. The facility also includes Director's office, HoD's office, faculty rooms and women care room.
- vi) The research facilities to house major instruments are planned well ahead of time by involving all the relevant departments and the usage is monitored by the parent department.

## 1.2 Administrative Infrastructure

- i) The Administrative infrastructure includes Vice-Chancellor's office, Pro-Vice Chancellors' offices, Registrar's office, Student Affairs office, Academic Affairs office, Finance office, Admission office, Human Resources (HR) office, Alumni Cell, Directorate of Physical Education, Office of the Controller of Examinations, Patent filing office, Industry Collaborations office, Internal Quality Assurance Cell, Centre for Extension Activities, Centre for Placement and Training, Office of the Legal Affairs, International Students office (IAESTE).
- ii) Further, essential infrastructure is available for Purchase department, Transport department, Construction and Maintenance department, Stores, Grievance Redressal Cell, Sexual Harassment Prevention Cell and Security office.

## 1.3 Residential Infrastructure with amenities:

- i) Spread over **70 acres**, the existing hostel facility (**15 hostels**) caters to the needs of around 8000 **students** whose accommodation, catering and other amenities are **provided** based on yearly planning and feedback received from the students periodically.
- ii) Extensive sports facilities cater to both mandatory sports activity and for extracurricular activities spread over 15 acres. The need for newer facilities are periodically projected by the department of physical education and the Institution ably executes the requirements.
- iii) **Residential facility** caters to more than 60 % of the staff involving teaching, non-teaching and essential staff of the Institution.
- iv) SEESHA Karunya Community **Hospital** houses **50 bed facilities** with Casualty, Operation Theatre, Dentistry, Physiotherapy, Rehabilitation Centre and a Dispensary.
- v) Other **amenities** like Guest House which can accommodate 253 guests including 6 suite rooms, Bank, Post Office, ATMs, Utility Centre, etc. are also available within the campus.

Additional infrastructural facilities required due to increase in students intake need to be proposed by the respective department to the Administration well in advance. The Administration decides on the requirement and allocate the necessary funds.

The existing facilities are put to optimal use by structuring the time table accordingly. The **Computer Technology Centre** houses about 19 labs which are dedicated to various Schools and Departments

based on the slots system in the timetable at least 2 months before the commencement of the semester. All the class rooms and laboratories are used optimally during working hours and timetable is prepared accordingly. Add-on programs and coaching classes are also conducted in class rooms beyond working hours.

A fully furnished **air-conditioned central library** functions from 8 am to 11 pm on all working days with books, Journals, back volumes and reports which are extensively used by staff and students of the Institution.

The **gallery halls, auditoria and seminar halls** are used for conducting common programs and teach **mega classes**. The institute provides access to Government/Non-Government agencies to conduct special programs and symposia.

#### **1.4 Creation of a conducive physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services**

- All the faculty members of the Institution have access to all our research laboratories and are provided with individual laptop/computer. The following are some of the facilities available in the Institution:
- **Centres of Excellence, Training Laboratories with industry collaboration, Inter-disciplinary research laboratories and NABL accredited testing facilities** create a conducive environment for faculty to engage in research.
- **Central library with Digital library** facility to access e-journals provides adequate backup for research. Faculty have the access to e-journals through intranet facility.
- Institution facilitates **consultancy and testing** which encourages faculty to **interact with other universities and industries** to share and update their **knowledge on the current technologies**.
- Institution collaborates with **premier industries and research foundations** to establish training cum research facilities to aid innovation, incubation and entrepreneurship. For instance: **SIEMENS Centre, Karunya-Salzer Innovation Cell, DST-INCITE Cell (Mazumdar Shaw Foundation)**, etc.
- A **Translational Research Centre** spreading over 50 acres, to enhance research and prototype development in the area of Biomedical and Engineering Sciences is currently underway. **Wi-Fi** connection and **24 x 7 water and power supply** are available in the entire campus.

#### **1.5 Facilities provided in the departments such as office room, common room and separate rest rooms for women students and staff**

The Institution has provided all departments with facilities like Office room, common room, separate rest rooms and women care rooms for women students & staff.

- Every Department is provided with an **office room and a visitors' lounge**.
- Faculty members are provided with **individual office cabin**.
- **Common room** is available in the departments for women staff.
- **Separate rest rooms** are provided for women students and staff.
- **Department library with common reading rooms** are available in all departments.
- **Grievance Redressal Cell / Sexual Harassment Prevention Cell** is also in place.

- In addition to the above facilities, **discussions cum group study rooms / recreation rooms / exclusive fitness centres for women students and staff** are also available in the ladies hostel.

### 1.6 Infrastructure facilities for disabled

- All buildings have **ramps/lifts to help differently-abled students** to move in wheel chairs without any difficulty.
- **Parking of three wheeled motorized vehicle** is permitted close to the entrance of the building for orthopedically handicapped students.
- A **battery operated car** to help the disabled persons to travel from the gate to any building is also available.
- **Special provision to write End Semester Examination** in the close proximity of the office of the Controller of Examinations and Scribe for visually disabled students is provided.

### 1.7 Catering to residential students

KITS provides **comfortable accommodation** to nearly **8000 students** in **15 separate hostel complex** arranged in cozy single, double and four bedded rooms (**A/C & non A/C**). The hostels are equipped with controlled internet lease lines, clean toilets and **sixteen spacious and separate dining halls** serving wholesome and nutritious food to cater to **North Indian, South Indian, and International Students**.

The hostel administration involves the Director (Student Affairs), Chief Warden, Joint Chief Wardens, Wardens, **Assistant Wardens**, Senior Residence Advisors (SRAs), Student Counselors and other faculty and staff. The students can avail tutor facilities at the residences.

#### Other essential amenities:

##### i) Residences:

- 24/7 drinking water supply
- 24/7 uninterrupted power supply
- Solar Water Heater **& 24 x 7 hot water**
- Laundry facilities
- **Beauty parlors**
- Centralized Cable Television
- Food courts
- Lifts for multi-storied blocks **as per building norms**
- Utility Stores / Canteen facilities
- ATM
- Dedicated transportation facilities for women.
- Indoor and Outdoor sports complex
- Photo copying and binding Centre

##### ii) Institute Premises

- Fully furnished Guest House for Parents
- Post Office

- Police Station
- Photo copying and binding Centre
- Bank & ATM

### 1.8 Capacity of the hostels and occupancy (to be given separately for men and women)

As a residential Institution, KITS has **9 hostels for men** and **5 hostels for women**.

The capacity of the hostels are as given below:

Sl.No	Name of the Residence	Capacity
<b>Men's Hostels</b>		
1	Father Duraisamy	691
2	Edward George	392
3	Hephzibah	580
4	Angelina	676
5	S.G. Bob Raj	620
6	Jerry Manuel	620
7	Johnson Victor	624
8	Bethany	638
9	P.R.Garg	432
<b>Women's Hostels</b>		
1	Sundararaj and Extension	756
2	Sevugapandian	380
3	Dakshinamoorthy	404
4	Sundararaj Extension	376
5	Evangeline	640
6	Oprah	520

Recreational facilities available in the hostels other than sports are:

- TV / Music room in all the hostels
- Meditation room in all hostels
- Discussion room
- Well furnished common rooms/visitor's lounge with TV connections
- Wi-fi internet facility
- Gallery type sports stadium
- Chapel
- First aid facilities
- Open air cultural events
- Pavement and Park audio systems

### Broadband connectivity / Wi-Fi facility in hostels

KITS has two Internet leased line connections from the Internet service Providers - **BSNL and Reliance with a total bandwidth of 1300 Mbps** provided through the National Knowledge Network backbone. The Institute has provided Wi-Fi connectivity to all hostels through **700 access points**. The students have the comfort of accessing the intranet and Internet resources from their rooms.

### 1.9 Medical facilities for its students, teaching and non-teaching staff living on campus

The Institution offers excellent medical facilities to the staff, students, and others in the community through the following features:

1) **SEESHA Karunya Community Hospital**, a **50 bedded** multi-specialty hospital with 70 dedicated staff catering to the needs of the residents of KITS and 22 villages in and around Karunya. SEESHA offers the following medical facilities:

- a) **24/7 Out Patient Facility:** Doctors are available 24 hours a day on all seven days a week. The emergency department is equipped for most of the medical or surgical emergencies. **Pharmacy and laboratory** services are available round the clock.
- b) **HDU Services:** A High dependency Unit (HDU) with 24 hour nursing care and on-call doctors are available at the hospital. **Continuous monitoring devices and ventilators are available in the hospital for emergency health care requirement.**
- c) **In-Patient Services:** **50** inpatient beds are available and include general, private and air-conditioned facilities.
- d) **Surgical Services:** The hospital offers advanced **minimally invasive surgeries. Advanced laparoscopic surgeries and Urology surgeries** are carried out.
- e) **Dental Services:** Dental services along with orthodontic treatment facilities
- f) **Physiotherapy and Pain Relief Services:** Advanced physiotherapy facilities and advanced pain management and palliative treatment facilities
- g) **Speciality Services:** Services of specialists like Diabetologist, Plastic Surgeons and Pediatricians are available on a regular basis and other specialists are also available on scheduled days.
- h) **Diagnostic Services:** CMC quality certified Laboratory with X rays, Ultrasound and diagnostic scopes are available in the hospital.
- i) Orthopedicians, Gynecologist consultants
- j) E.N.T. Specialist, Dermatologist consultants
- k) 24 x 7 Ambulance facility
- l) Canteen facility
- m) Psychiatric counsellor

#### 2) **Group Mediclaim Coverage (GMC):**

The faculty / staff members of the Institution are covered under the group mediclaim policy provided by **Star Health Insurance**. In general, the employees are insured for **Rs.1.5 lakhs** (employee + spouse + 2 children) under a tailor-made policy that benefits the employees at large. All major hospitals are included in this GMC coverage including services for **Obstetrics & Gynecology**.

3) **Health Camp:** The HR Team / CEA organizes **free medical camps** for the employees of the Institution which includes **eye, dental and Master Health check up** at-least twice in a year.

## **1.10 Special facilities available on campus to promote sports and cultural events / activities**

### **1.10.1 Sports**

Sports, games and physical fitness have been a vital component of Karunya Institute of Technology and Sciences, as the Institute strongly believes that students with healthy body and mind never fail and thus it encourages the students not only to excel in academics and cultural activities but also in sports and games.

The Physical Education Department at Karunya Institute of Technology and Sciences is committed to promote a variety of recreational and competitive sports. It also encourages all the staff and students to participate sports and games. It is also committed to provide adequate sports facilities on campus and also ensures effective utilization of all the facilities.

#### **Policy Statement/Principles**

- 1.1. High quality standards are expected of all students engaged in sports at Karunya Institute of Technology and Sciences both in academics as well as in sports.
- 1.2. Student-athletes representing Karunya Institute of Technology and Sciences are required to progress satisfactorily toward attaining their qualification. Their achievement rates as student-athletes shall not differ significantly from those of non-athletes.
- 1.3. Student-athletes are provided with exceptional and diverse opportunities that promote healthy active lifestyles in a safe and inclusive environment. Recreation and physical education encourage people to lead healthier active lives while at the same time valuing honesty, teamwork, safe lifestyles, fun, protection and inclusivity.

#### **Scope/Application**

This policy applies to all undergraduate, postgraduate students, research scholars as well as teaching and non-teaching staff of Karunya Institute of Technology and Sciences.

#### **Roles and Responsibilities**

The Sports Advisory committee for Department of Physical Education is constituted with the following members:

- |                             |                |
|-----------------------------|----------------|
| 1. Vice Chancellor          | - Chair Person |
| 2. Pro Vice Chancellor (QS) | - Member       |

3. Pro Vice Chancellor (RC)	- Member
4. Registrar	- Member
5. Dean (E&T)	- Member
6. Dean (Agriculture & Biosciences)	- Member
7. Dean (Science, Arts, Media and Management)	- Member
8. Director (Student Affairs)	- Member
9. Deputy Registrar (Student Affairs)	- Member
10. Director (Physical Education)	- Member Secretary

Responsibilities of the Sports Advisory committee:

1. To provide the student with a unique opportunity to engage in a competitive athletic endeavor to gain the benefits and pleasures in it.
2. To provide the student the opportunity to participate in sport activities in order to gain skills such as leadership, responsibility and decision making.
3. To provide professional guidance, support facilities and an administrative framework for the sports clubs.

The Department of Physical Education is headed by a full-time Director, assisted by Instructors, Coaches and a team of ground staff. Director (Physical Education) is responsible for overall coordination of various sports events. He is also responsible for organizing National level/State Level/ South Zone Inter-University Tournaments. He is also responsible for creating adequate facilities as per the sports standards for the students and for the staff. The sports complex is maintained well with the support of ground markers. A budget is allocated for the maintenance of the facilities during each academic year.

#### **A. Sports Facilities:**

A massive sports arena covering **15 acres** which includes two **indoor stadiums** of **(9449.25 sq.m)** and about **876.50 sq.m** for outdoor activities in a sprawling landscape of about 15 acres is dedicated for an enchanting experience for the student populace. This includes separate facilities for men and women.

- a) **Well-laid out and well-maintained courts with flood light** facilities are available for Football (2 fields), Volley Ball (10 courts), Kabaddi (5 courts), Basketball (4 courts), Ball Badminton (4 courts), Badminton (9 courts).
- b) Cricket Nets for practice (2 Nos), Hockey (1 field), Handball (1 court) & Tennis (2 courts) – without flood light facilities.
- c) **State of art indoor sports facilities** are available for Badminton (3 courts), Basketball (1 court), Table Tennis (8 tables), 14 Carom boards and Kabaddi (court), Tennis (1 court) and 40 Chess boards.
- d) **Two standard 400 m 8 lane tracks** are available in the campus.
- e) **Ten Galleries with stage** for audience to watch and enjoy the events are available.
- f) **Seven sophisticated well equipped fitness centers** with modern facilities like Treadmill, Elliptical, Spin Bike, Twisting Machine, Stepper Machine, Peck Deck Machine, Leg Curl Machine and Abdomen Machine are available in the hostels.

B. Details of sports facilities and fitness facilities available in the hostel and the campus are shown below:



**Details of Sports and Fitness facilities available in the Hostel and Institution**

**a) Outdoor Sports Complex**

<b>S. No.</b>	<b>Description</b>	<b>Available</b>	<b>Total Area</b>
1	<b>Gym facilities (7 Nos)</b>		
	Father Duraisamy Residence	1 No	92.72 sq.m
	Angelina Residence	1 No	80.25 sq.m
	Sevugapandiyan Residence	1 No	104.58 sq.m
	S.G. Bobraj Residence	1 No	154.86 sq.m
	Evangeline Residence	1 No	168.3 sq.m
	Father Duraisamy Residence (additional)	1 No	80.25 sq.m
Johnson Victor Residence	1 No	154.86 sq.m	
2	Physical Education Department Office	1 No	370.54 sq.m
3	First year Store & Coach room	1 No	225.28 sq.m
4	<b>Standard 400 m Track and Field (2 Nos)</b>		
	Father Duraisamy Residence	1 No	14594 sq.m
	New Sports Complex	1 No	14594 sq.m
5	<b>Basketball Court with Concrete (4 Nos)</b>		
	Father Duraisamy Residence	1 No	5040 sq.m
	Angelina Residence	1 No	5040 sq.m
	Sevugapandian Residence	1 No	5040 sq.m
	New sports complex	1 No	5040 sq.m
6	<b>Ball Badminton Court (4 Nos)</b>		
	Dakshinamoorthy Residence	1 No	288 sq.m
	New Sports Complex	3 Nos	864 sq.m
7	<b>Badminton Court (9 No)</b>		
	S.G. Bobraj Residence	1 No	81.74 sq.m
	Jerry Manuel Residence	1 No	81.74 sq.m
	Johnson Victor Residence	1 No	81.74 sq.m
	Bethany Residence	1 No	81.74 sq.m
	Oprah Residence	1 No	81.74 sq.m
	Evangeline Residence	1 No	81.74 sq.m
	Dakshinamoorthy Residence	2 Nos	163.48 sq.m
Sevugapandian Residence	1 No	81.74 sq.m	
8	<b>Cricket Nets for Practice (2 Nos)</b>		
	Father Duraisamy Residence	1 No	72 sq.m
	New Sports Complex	1 No	72 sq.m
9	<b>Foot Ball Field (2 Nos)</b>		
	Father Duraisamy Residence	1 No	6720 sq.m
	New Sports Complex	1 No	6720 sq.m
10	Hockey Field	1 No	4950 sq.m
11	Handball Court	1 No	800 sq.m
12	<b>Kabaddi Court (5 Nos)</b>		
	Father Duraisamy Residence	2 Nos	300 sq.m
	New Sports Complex – with flood lights	2 Nos	300 sq.m

	Sevugapandian Residence	1 No	150 sq.m
m	Tennis Court (FDR)	2 Nos	521.74 sq.m
	<b>Volleyball Court (10 Nos)</b>		
14	Father Duraisamy Residence - with flood light	2 Nos	324 sq.m
	Sevugapandian Residence	2 No	324 sq.m
	Oprah Residence	1 No	162 sq.m
	Angelina Residence	1 No	162 sq.m
	New Sports Complex – with flood light	4 Nos	648 sqm
15	<b>Gallery with Stage</b>	<b>10 Nos</b>	
	Volleyball – New sports complex – 1000 seating capacity	1 No	
	Basketball – 1000 seating capacity – New sports complex	1 No	
	Kabaddi – 500 seating capacity – New Sports complex	1 No	
	Football & Athletics– 3000 seating capacity – New Sports Complex	2 No	
	Volleyball – New Sports Complex 500 seating capacity	1 No	
	Ball Badminton – 500 seating capacity – New Sports Complex	1 No	
	Basketball – Angelina Residence – 500 capacity	1 No	
	Football – Angelina Residence – 500 capacity	1 No	
	Sevugapandian Residence	1 No	

**b) Indoor Stadium (Father Duraisamy) : 876.50 Sqm**

S. No	Description	Available
1	Badminton - International standard (Synthetic flooring)	2 Courts
2	Table Tennis	3 Table
3	Carom	4 Board
4	Chess	20 Nos

**c) New Indoor Stadium: 9449.25 Sqm (Bro. D.G.S. Dhinakaran Centre)**

S. No	Description	Available
1	Basketball	1 Court
2	Badminton	3 Courts
3	Tennis	1 Court
4	Table Tennis	5 Table
5	Carom	10 Carom
6	Chess	20 Nos

**Sports Quota / Scholarship:** In order to encourage sportsmanship, the Institution has instituted sports quota scholarships to students who are aspiring to shine in the sports along with academic studies.

## g) Special Events

**Inter University South India Level Sports Meet: Karunya Evangeline Memorial Tournament (KEMT)** is an annual mega sports event with participants drawn from all Southern states of India. Experienced Referees, Qualified Coaches and Officials from various sports and games are involved in the conduct of the events such as **Football** (Men), **Hockey** (Men), **Basketball** (Men/Women), **Volleyball** (Men/Women), **Kabaddi** (Men/Women) and **Athletics** (Men/Women). Field and track events for physically challenged is also organized during KEMT every year. KEMT is also extended to the boys and girls of various Schools during the summer holidays.

## 2. Library as a Learning Resource

The library space, title to volume ratio, subscription to e-Journals, facility for competitive exams, and digital library are as shown below:

2.1 The Library Advisory Committee comprises of the following members:

- |                             |                    |
|-----------------------------|--------------------|
| 1. Vice Chancellor          | - Chairman         |
| 2. Pro Vice Chancellor (QS) | - Member           |
| 3. Pro Vice Chancellor (RC) | - Member           |
| 4. Registrar                | - Member           |
| 5. Dean (SET)               | - Member           |
| 6. Dean (SSAMM)             | - Member           |
| 7. Dean (SAB)               | - Member           |
| 8. Chief Librarian          | - Member Secretary |

The following significant initiatives have been taken by the Committee to render the library services student / user friendly.

1. The library floor space is extended to three floors covering **2986.83 sq.m.** to accommodate **1,04,000** book volumes and to facilitate more reading area, digital library, dedicated reference section, current journal section, Touchscreen Kiosk, Civil Service/GATE/GRE Study Cell and current literature - Research Group discussion cabin for the benefit of the students and faculty members.
2. Library timings have been increased and is open on all working days from **8.00 am to 11 pm** to enable the students and staff to spend more time in reading and preparing.
3. Separate spacious digital section has been provided highlighting the e-resources subscribed.
4. **OPAC** (Online Public Access Catalogue) system for easy access and search of books from the database is used to make it user friendly.

Central library is fully automated through an ILMS AutoLib Software web based supporting all housekeeping operations of the library.

Year	Name of ILMS Software	Nature of Automation (Full/Partial)	Version
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2016-17	AutoLib	Full Automation, web based application	Advanced university version
2017-18	AutoLib	”	”
2018-19	AutoLib	”	”
2019-20	AutoLib	”	”
2020-21	AutoLib	”	”

- AutoLib software supports the web-centric applications of traditional library functions such as circulations, cataloguing, public access, acquisitions and serial control.
- AutoLib includes resource entry, e-resources link, newspaper clippings, question bank, full text e-book uploading, binding books, department library, user payment, journals entry and it supports all types of reports etc.,
- AutoLib software is a high-performance library management system providing an end to end solution that is easy to deploy, manage and use.
- The web OPAC is accessible throughout the campus in any system <http://library.karunya.edu>. The library website also provides information about the library.

The library makes all efforts to acquire useful books including rare books, reports, theses and other knowledge resources to enrich its collections. Like other holdings of the library, the collection of rare books also support and enhance the teaching-learning process. The special collections include books which are first edition, highly priced books, proceedings, reports and theses.

#### Special collections

Sl. No.	Descriptions	Total No.of books
1.	Rare books (1826-1950)	1358
2.	Conference proceedings	218
3.	Ph.D. Theses	339
4.	Dissertations	102

The library provides knowledge resources, e-journals, e-books, e-thesis and online databases. Remote access facility is also created. The following e-resources are subscribed.

- Springer e-books
- Proquest e-books
- Springer e-journals
- Elsevier-Science direct e-journals
- IEEE e-journals

#### Online database

- EBSCO
- Scopus

Details of the Library area, seating capacity and working hours:

Total area of the library (in m <sup>2</sup> )	-	2986.83
Total seating capacity	-	525

#### Working hours

On working days	-	15 hrs.
On holidays	-	9 hrs.
Before examination	-	15 hrs.
During examination	-	15 hrs.
During vacation	-	9 hrs.

#### Layout of the library

Ground floor (1030.66 sq. mts.)	1 <sup>st</sup> Floor (978.08 sq.mts.)	2 <sup>nd</sup> Floor (978.08 sq.mts.)
<b>Librarian office</b>	Librarian office	Special collection of books
Processing Section	Reference books bay	CDs-browsing
Lending books bay	Question papers	Research group discussion room
Reading area	Project reports	Digital library
Current journals and magazines	Thesis and Dissertations	Back volumes
Circulation counter	Book bank	Books on Religion
Online catalogue	Photocopy	Touch-screen Kiosk
Touch-screen Kiosk	Touch-screen Kiosk	Old news papers
Newspapers	Online Public Access Catalogue (OPAC)	Reading area
New Arrivals	Reading area	
Publishers catalogue display		

**Individual reading carrels:** 8 study carrels are available for individual reading

**Lounge area for browsing and relaxed reading:** Separate digital library with 30 computers for browsing and a separate conference room for group discussion are available.

**IT zone for accessing e-resources:** The digital library with intranet web portal provides access to library materials and e-resources (e-journals), (web OPAC).

- **Clear and prominent display of floor plan:** The floor plan is prominently displayed at the entrance of the library.
- **Adequate sign boards:** Adequate sign boards are kept in the stock areas and in all the rooms.
- **Fire alarm:** 81 fire alarms are kept inside the library covering all the areas.
- **Access to differently-abled users: Ramp and Lift** facilities are provided for differently-abled students/staff to use the library.
- **Mode of access to collection:** All the books are arranged subject-wise according to Dewey Decimal Classification (DDC) number for easy retrieval of books. Students identify the

availability and location of books using OPAC either from the library or remotely through <http://library.karunya.edu/opac/>

## 2.2 Tools the library deploy to provide access to the collection

- **OPAC:** Online Public Access Catalogue (OPAC), Touchscreen Kiosk and Web OPAC for Campus wide access to all Library resources
- **Electronic Resource Management package for e-journals:** Autolib software linked with electronic resource management package for e-journals.
- **Federated searching, tools to search articles in multiple databases:** Autolib software linked with e-resources for search of multiple databases.
- **Library Website:** [www.karunya.edu/library](http://www.karunya.edu/library)
- **In-house / remote access to e-publications:** <http://library.karunya.edu/opac/>

## 2.3 ICT facility in the Library

- **Library automation**

The library is fully automated through Autolib software. The book circulation is registered based on student's bar coded identity card and barcode on books.

- **Total number of computers for general access**

30 Computers, 3 Touch screen Kiosk, 1 LCD

- **Total number of printers for general access**

Centralized printer in all floors – Heavy duty Xerox machine is available connecting all the computers in the library for taking print-out, scanning and photocopying.

- **Internet band width speed - 1300 Mbps**

- **Institutional Repository**

Question bank, conference proceedings and e-thesis are stored in library server and it is given access through web OPAC.

- **Content management system for e-learning**

<https://courses.karunya.edu/login/index.php>

- **Participation in resource sharing networks / consortia (like INFLIBNET)**

Member in DELNET, INFLIBNET

- **e-journals and e books :**

2430 e-journals and 998 e-books are subscribed and given access all through the campus, residences and hostels.

#### 2.4 Details of specialized services provided by the library with regard to

- **Reference**

Separate reference section housing reference text books, journals, back volumes, hand books, dictionaries, competitive exam guides and previous year question papers are available.

- **Reprography / scanning**

Photocopying facility is available in the central library and copies are provided at nominal cost to the students. Scanning machine is also available for the users.

- **Inter-library Loan Service**

Inter-library loan service is provided through DELNET to the users who request for books which are not available in the library. The books are provided to them for 15 days.

- **Information Deployment and Notification**

The information on each subject is notified to all the schools through email by scanning the content page of selected journals.

- **OPACs**

The online public access catalogue is available through **intranet** web portal <http://library.karunya.edu/opac/>. The **Autolib software** facilitates the access to catalogue throughout the campus.

- **Internet Access**

A digital library housing 30 computers with high speed internet leased line connection is available. The students and staff members can access internet through digital library and also are permitted to bring their laptops to access internet through Wi-Fi system.

- **Downloads**

Facilities to download e-journals like Science Direct, IEEE ASPP, Scopus, EBSCO, Springer link etc., and e-books are available in the Library.

- **Printouts**

Printouts of proceedings are available in the Central Library for faculty and students. Manuals and catalogues are also available in department libraries for the students and staff.

- **Reading list / Bibliography compilation**

The new arrival list is sent to all the schools/departments through emails and also the same is available in OPAC. The compilation of bibliography is done in the library on any topic requested by the users and the full text articles are delivered to them using DELNET.

- **In-house / remote access to e-resources**

The e-resources subscribed are Science Direct, IEEE ASPP, Scopus, EBSCO and Springer link. All these e-resources are accessible in-house and also through remote access. Link is given through the **web OPAC** for easy access.

- **User Orientation**

- i) The user orientation to **students** is given on the first day of the orientation after enrolment
- ii) For **research scholars**, the orientation is given on the day of the registration
- iii) The **Faculty members** are oriented during the Faculty Induction program.

The orientation on e-journals and E-books access are given to students and staff by the publishers once in a year.

- **Assistance in Searching Databases**

Personal assistance is given to staff and students in searching the databases by Librarian / Library staff.

- **Inflibnet / IUC facilities**

The central library is the member of INFLIBNET and DELNET. Through INFLIBNET the soft copy of the theses are uploaded in [www.shodhganga.inflibnet.ac.in/](http://www.shodhganga.inflibnet.ac.in/). Through DELNET, articles are procured to meet the requirements of users.

- **Content of journals**

Current Awareness Services (CAS) on the titles of publications in various journals for each month is available in the library in the form of a literature titled “Research alert”

- **Book exhibitions**

Book exhibitions are conducted twice a year by inviting the standard book sellers, displaying their books in the library. Students and faculty members are provided with special discounts to enable them to buy text books.

## 2.5 Initiatives taken to make the library a ‘happening place’ on campus

- The central library is fully air-conditioned.
- The library is modern with the latest technology like Wi-Fi and touchscreen Kiosk for easy access of Library resources.
- Library is open till 11 pm; Transport facility to ferry students from various hostels.
- A circulation system with barcode is available to quicken the library transaction by the users.



- The entire transaction of the central Library is automated which includes access to latest academic information like question bank, Journals, e-books and catalogues.
- WebOPAC provides access to e-resources throughout the campus
- Dedicated space and resources for civil services / GATE / GRE exam preparation and “current-literature” group discussions are also available.

2.6 The following information services are provided to the users.

1. Reference services.
2. Institutional repositories through digital library
3. Digital library (24 hours campus wide access) web OPAC
4. Online access of e-journals (ScienceDirect, EBSCO, Springer link and Scopus)
5. Question papers through online access
6. Placement information online access
7. E-newspapers
8. IPR-information services
9. Reference materials online access
10. User training programme

### 3.0 IT Infrastructure

The Institution has one of the largest academic computer networks in India. A state-of-the-art campus network with **16.343 kms fiber optic** cable interconnects all academic, hostel and administrative buildings through **10 Gbps** backbone. The Computer Technology Centre (CTC) is a dedicated, centralized facility which provides world class computing, network, educational technology services for the academic and research community of Karunya. The computing resources include **35 high-end servers** including IBM Flex System Enterprise, IBM blade servers and rack servers.

3.1 Maintenance of computers and their accessories.

- The computer technology centre has qualified, well-trained and experienced computer technicians to maintain the IT infrastructure. **16** technicians work in separate teams for server maintenance, network services, hardware services and other IT enabled services.
- The UPS in the campus are maintained by a dedicated electrician and by the vendor through annual maintenance contract (AMC).
- The LCD projectors are also maintained by the vendors through AMC.

3.2 National Knowledge Network connectivity

The Institution has availed the National Knowledge Network connectivity. The Institute currently utilizes an Internet bandwidth of **800 mbps** through NKN. The **NKN connectivity** is used to update the **NPTEL** contents hosted in the intranet.

Programs and workshops conducted were viewed by faculty members and students through NKN. The Institution has also subscribed for the National Mission in Education through ICT

(NMEICT) Campus LAN project and investment to a tune of **Rs. 10 Lakhs** has been invested to BSNL.

### 3.3 Web resources and other education enhancing resources.

The Institution has facilitated the faculty members, researchers and students to access online educational resources for academic and research. A knowledge repository of NPTEL, OCW and other video lecture content is also made available in intranet. All educational sites are allowed to be accessed by the firewall. During working hours, only educational videos in YouTube can be accessed. All websites that provide, distribute, or sell school essays, projects, or diplomas and all identified unwanted sites are denied access by the firewall to prevent plagiarism.

### 3.4. Plans envisioned for the gradual transfer of teaching and learning from closed Institution information network to open environment.

The Institution is promoting the use of **Open-Course-Ware (OCW)** for its internal teaching. The contribution to the OCW by faculty members is in progress. The faculty members are encouraged to prepare their course content in electronic format so as to use the materials in an open environment. They are also educated about flipped classrooms.

Provisions are given to students to opt for courses taught by other disciplines as **free electives**. Plans are on the anvil to offer the courses taught at Karunya as MOOCs (**Massive Open Online Course**).

## 4. Maintenance of Campus Facilities

### 4.1 Construction and Maintenance Department

KITS has a Trust Office headed by Director (Trust). Under him the construction and campus maintenance team operates with a Chief Engineer, Senior Executive Engineer, Executive Engineer and a team of Senior Supervisor, qualified electricians, plumbers, pump operators and civil skilled workers to take care of every day needs of all schools and sections and meet their various requests for service. The upkeep of campus and buildings is carried out by experienced labour force.

**A few campus specific initiatives undertaken to improve the physical ambiance are given below:**

#### **Campus up-keeping and Garden development**

- Thirty male and ten female workers attend to the maintenance of KITS campus. Sophisticated imported gardening equipment along with a power tiller is used to achieve the desired outcome. The annual average expenditure is Rs.20 Lakhs.
- Sweeping and scavenging at the Institution campus is carried out daily by forty workers. An annual amount of Rs.15.36 lakhs is spent on this.
- An additional amount of Rs.2.64 lakhs per annum is spent for the housekeeping of staff quarters.
- The upkeep of both gents and ladies hostel campus is outsourced with an expenditure of Rs.60 lakhs per annum.

- Amount of Rs.13.20 lakhs is spent for campus upkeeping and gardening of the Guest house.

### **Pest Control**

Cockroaches, rats, rodents, etc. at kitchen and dining hall areas of all hostels and dormitories are periodically eliminated through pest treatment and effectively controlled by an out-sourcing agent engaged through AMC. The annual expenditure on this is 4.91 lakhs.

### **Water supply and Sewage Treatment Plant**

Eleven pump operators and twelve plant operators are taking care of uninterrupted water supply to the campus including staff quarters, round the clock throughout the year. Treated water from the sewage treatment plant is recycled for use in farming and gardening.

### **Power supply and electrical maintenance**

Power supply is maintained by the regular staff of the KITS through proper system and stringent measures. Supply is maintained through electricity board or captive gensets all the 24 hours.

### **Civil works and Miscellaneous**

Seven Semi-skilled workers comprising of Masons, painters and welders take care of the respective work. Major construction is done through suitable contractors.

#### **4.2 The infrastructure facilities, services and equipment's maintained.**

The infrastructure of the Institution is under the supervision and management of the **Director (Trust)**. Under him the construction and campus maintenance team operates with a **Chief Engineer, Senior Executive Engineer, Executive Engineer, supervising staff, and electrician** for maintenance of electrical power supply and plumber for maintenance of water supply. The other equipment like **Air Conditioners, UPS**, etc., are maintained through **Annual Maintenance Contract**. Housekeeping is outsourced to a professional agency and closely supervised by our staff.