

SERVICES / AMENITIES
INSTITUTE WORKS DEPARTMENT

Institute Works Department (IWD) is primarily responsible for the maintenance of capital assets for providing the following utility services to the resident community:

- Civil, Electrical and Air-conditioning Maintenance Services
- Water supply and sewage disposal
- Power Distribution
- Estate Management
- Sanitation and upkeep
- Horticulture Development & Maintenance
- Furniture repairs
- Roads

In addition to the above, IWD also executes development Projects from concept to commissioning. It comprises of the following units for facilitating operation & maintenance of services and construction activity, under the control of the Superintending Engineer.

| SI. No. | Unit | Responsibility | Unit-in-charge |
|---------|---------------------------|---|-----------------------------|
| 1 | Civil Division-I | Maintenance, up-gradation and development works, water supply, roads. | Executive Engineer |
| 2 | Civil Division-II | Maintenance & development works | Executive Engineer |
| 3 | Electrical Division | New Electrical as well as maintenance works of electrical. | Executive Engineer (Elect.) |
| 4 | Air-conditioning Division | New A.C. as well as maintenance works of Air-conditioning. | Executive Engineer (A.C.) |
| 5 | Horticulture | Development & maintenance | Superintending Engineer |
| 6 | Sanitation Unit | House Keeping of various buildings | Superintending Engineer |

Works under execution

| SI.No. | Name of Work | Plinth Area (In Sqm) |
|--------|---|----------------------|
| 1 | Construction of Hall of Residence for Girls (Phase-II) | 13,884 |
| 2 | Construction of Hall of Residence for Boys No. XII.(A&B) | 34,802 |
| 3 | Construction of International Students Housing. | 5050 |
| 4 | Construction of Multi –storied residential flats (48 nos.). | 12,362 |
| 5 | Construction of multi-storied Type –II residential flats (56 nos.). | 6,374.62 |
| 6 | Construction of building for Flexible Electronic Centre. | 5483 |
| 7 | Construction of building for Aerosol Test Facility (Phase-I). | 1709 |

Works under planning

| SI.No. | Name of Work | Plinth Area (In Sqm) |
|--------|--|----------------------|
| 1 | Construction of Research Complex. | 15,435 |
| 2 | Construction of Institute Club. | 3491 |
| 3 | Extension of VH. | 4560 |
| 4 | Health Centre. | 1986 |
| 5 | Construction of New Engineering Core Lab Building | 31,431 |
| 6 | Retro fitting of building for Aero Space department. | 20,596 |
| 7 | Construction of multi-storied Type –III residential flats (70 nos.). | 12,654.29 |
| 8 | Construction of Shopping Centre near type-II. | 1106.46 |
| 9 | Building for Earth Sciences Department/ Engine Research Lab | |
| 10 | Remaining works of NOIDA Extension Centre such as Construction of Auditorium, Class rooms and Incubation centre. | |

STORES AND PURCHASE SECTION

The Stores and Purchase Section is an important service unit to cater to the needs of departments/units by procuring various equipments, chemicals, glassware, hardware, consumables, stationery, medicines/pharmaceutical products, industrial gases etc., for teaching, research and general purposes. These materials / equipments are procured from within India as well as abroad.

The Import Section handles clearance of all foreign consignments from customs and also obtains Import Licenses/Custom Duty Exemption Certificates/ Excise Duty Exemption Certificates and other certificates from Government of India. The re-export of consignments to the suppliers for repair/ replacements is also done through this section.

During the financial year 2015-2016 the Purchase Section placed 1185 orders amounting to Rs. 1,48,05,51,540=00 which included import orders 259 numbers amounting to Rs. 30,13,19,741=00 and indigenous order 926 numbers amounting to Rs. 1,48,05,51,540=00. The purchase orders and their values under various categories are as follows:

| Category | No. of P.O. | Amount (in Rs.) |
|-----------------------------------|-------------|--------------------------|
| Import :- | | |
| (A) Institute fund | | |
| Consumable | 15 | 40,35,069.00 |
| Non consumable | 26 | 3,40,07,123.00 |
| (B) Project fund | | |
| Consumable | 90 | 1,46,27,623.00 |
| Non consumable | 128 | 24,86,49,926.00 |
| Total Import (A&B) | 259 | 30,13,19,741.00 |
| (C) Indigenous :- | | |
| Institute fund | | |
| Consumable | 199 | 83,28,80,393.00 |
| Non consumable | 153 | 7,80,49,526.00 |
| Maintenance | 28 | 3,08,84,539.00 |
| Services | 43 | 4,17,74,747.00 |
| (D) Project fund | | |
| Consumable | 154 | 2,29,43,707.00 |
| Non consumable | 335 | 16,86,95,852.00 |
| Services | 14 | 40,03,035.00 |
| Total Indigenous (C&D) | 926 | 1,17,92,31,799.00 |
| Total Value | 1185 | 1,48,05,51,540.00 |

This Department procures highly technical items as and when required by the different departments to maintain the pace with science and technology development. It stocks some items of consumable in nature like stationary, hardware, and liveries etc. The department has four units, namely Purchase Unit, Import Unit, Bill Unit and Receipt/Issue Unit. The department is headed by a professionally competent officer assisted by a professionally competent team of 18 personnel.

The department also maintains the records of disposal of unusable and scrap materials. Clearance of parcels and dispatch of rejected materials to both local and foreign firms for repair/replacement is also done by this section.

This department also undertakes reconditioning of wooden & steel furniture by appointing an outside repairing / re-conditioning agency. During The Financial year 2015-2016 the department has reconditioned different types of furniture and issued them to various departments. The details of reconditioned furniture are as follows. :

(1) Chairs 35 nos (2) Office Tables 30 nos. (3) Almiras 19 nos (4) Racks 18 nos (5) Book Case & Misc. items 25 nos.

The department has been successful in computerizing all functions of Stores and Purchase department. All Indents are now processed through the software developed by Automation Division. The department generates all kinds of material reports as and when required.

The department has been applying modern methods of inventory management to reduce procurement cost. Timely delivery and quality of goods are the primary consideration for user and hence user satisfaction has to be measured on these criteria. Keeping this in mind, the department has been making all efforts to provide quality material on time on competitive rates to its Institutional customers. The department has also moved towards e-procurement to reduce time and procurement cost and also to make the procurement system more effective through simplified and standardized purchasing processes.

ESTATE OFFICE

The Institute has a sprawling area of 960 acres having total population around fifteen thousand. Being a residential campus with 1289 houses (including 216 SBRA and ACES Quarters) in various categories far away from the heart of the city, the Institute had to create its own infrastructure and civic amenities such as sanitation, water supply, sewage disposal, shopping complexes and similar other facilities, which are required for day-to-day living.

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The estate office is entrusted with various kinds of activities including house allotment, commercial shop management, eviction of unauthorized occupants, realization of license fee and electric/water charges from shopkeepers & house allottees, estate management and civic amenities.

The Institute has various types of residential accommodation, i.e. Type-1A, IB, I, II, III, IV & V for Faculty members, Scientists, Research Engineers, Group-A Officers and other staff members of this Institute. We have mainly five shopping complexes at various locations, one of which is in the heart of campus called as main shopping complex., the others are at Type-II complex, at security crossing, at new SAC and at Type-I area consisting of various kinds of shops, which fulfill the basic needs of the residents.

Besides the above shopping complexes, we have 11 hostels for student's accommodation out of which nine are for boys and two are for girls. Every hostel has shop like which mainly fulfills the immediate needs of students.

Further, a cable network for T.V. is also being operated round the clock by the Institute to provide entertainment to the entire campus community.

There was no decent canteen/lounge facility available in the campus for faculty and officers and their guests. They were to go at staff canteen alongwith their guests. 1968 batch donated 50% cost of the lounge (Rupees 25.00 lakhs) for creating a decent lounge facility in the campus, known as "Lounge - 68" and rest of the money was added by the Institute. The Lounge - 68 is now to be operational by M/s. Cafe Coffee Day.

Besides, the estate office is also managing different types of activities related to the estate successfully and cautiously by way of taking precautions to solve various types of problems. During the financial year 2015-16, the office has realized about Rs.1,55,25,949.00 (One Crore Fifty Five Lakh Twenty Five Thousand Nine Hundred Forty Nine Only) from the different sources (it is notable that the tendering process of unserviceable materials has already shifted to central stores from August 2009.)

The break up of the above amount is as follows:

| S. N. | Particulars | Amount in Rs. |
|-----------|--|-----------------|
| 1- | Amount collected through temporary houses allotment, Community Center – II Rooms & Lawn Booking | |
| A | Rent & Electricity Charges From Temporary House allotment & Temporary Stall | 153576 |
| B | Rent & Electricity Charges From booking of Community Centre – II Rooms | 272860 |
| 2- | Amount collected towards rent and electricity charges for Shops, Canteen & Non Institute Employee Houses | |
| A | Charges for electricity | 9892772 |
| B | Rent for Shops, Canteen and House to Non-Institute employees & Administrative charges for delayed payment of Licence fee | 4153130 |
| 3- | Tender Process | |
| A | Sale of Tender forms (Rs. 21400/-) + VAT (Rs. 1040/-) | 22440 |
| C | Sale of Amla (Rs.3,070/-) Mango (Rs. 30,620/-) & Beri Fruits (Rs. 2,750/-) | 36440 |
| D | Amount from Oxidation contractor | 15972 |
| 4- | Amount collected towards Penal Charges, Eviction, Retirement, Death & Resignation | |
| A | Licence Fee + Water Charges | 431137 |
| B | Electricity Charges | 369352 |
| 5- | Amount collected through issue of Mobile Passes & Collection of amount at Cycle Stand, IIT/K | |
| A | Amount collected at Cycle Stand | 72000 |
| B | Charges for Entry passes, | 11040 |
| C | Amount of shopkeeper passes, Rickshaw pullers, Supplier and vendor | 89100 |
| 6- | Amount collected through Penalty Charges by damage of divider | 6750 |
| | Grand Total | 15525949 |

Consolidating slowly but steadily towards the goals set, we, at Campus School tried hard to improve the overall ambience of the school. We have been successful in developing the school as a social space because conceptual development is a continuous process of deepening and acquiring new layers of meaningful perceptions. The endeavor is to train the students to not only acquire academic excellence but also acquire life skills so that they grow into balanced individuals.

Like the past years this year too, the new entrants of K.G., Class I and other classes were given a warm reception and the new session started on Monday, 4th April 2016. Mass transition from Kislaya to class I and reverse transition from Private/Public schools to Campus School was a very positive change that was noticed in last academic session and this year too it was the same. This session too class I had four sections. For the first time Campus School Governing Board decided to allow the wards of non IITK employees to be admitted in the school. Nearly 35 students took admission under this category. The total strength of the school was 456 and the total fee collected was Rs.29,50,900 - (Rupees Twenty Nine lacs Fifty Thousand Nine Hundred only).

A Parent Orientation Program was held in the school to acquaint the parents to Continuous Comprehensive Evaluation (CCE) introduced three years back. CCE provides a well balanced Curriculum and Evaluation System which helps in identifying the aspects of student growth spread over the entire span of the academic session. It also provides diagnosis of learning gaps hence enabling us to use corrective measures. It even gives feed back to the teachers and students for their self evaluation.

The idea of having our own set of compiled worksheets for all the subjects from classes KG to V has proved very helpful to the teachers and has also been very well received by the parents. This session too, the same were provided to the students after making the required changes. These worksheets were the outcome of long process of deliberations and tireless effort of the teachers.

Reference books along with NCERT books were introduced two years back to give in depth knowledge to the students. Introduction of EVS for classes I and II in the last academic session proved very effective as the underlying idea was to make the students aware and sensitive to their surroundings.

The students of Campus School participated in International Olympiad of Computer, Science,

Mathematics and English. A total of 266 registrations were made viz NCO-21, NSO-52, IMO-114, IEO-79. Many of our students have achieved State ranks and will also be receiving prizes. It gives me immense pleasure in sharing that school average marks of each class in Cyber, Science, Math and English are even better than the international average marks (relevant document attached).

The table shows the total number of medals bagged in all the four Olympiads-

| | Gold | Silver | Bronze | Gold Medal of Excellence |
|----------------|------|--------|--------|--------------------------|
| Cyber Olympiad | 4 | 0 | 0 | 1 |
| Sci Olympiad | 4 | 3 | 3 | 1 |
| Math Olympiad | 5 | 5 | 6 | 3 |
| Eng Olympiad | 5 | 4 | 4 | 5 |

Since last two years Saturday has been made working for classes III to V and this has provided ample of time for arranging extracurricular activities as well as visits to different labs, air strip, nursery etc. Last two periods on Wednesdays are also used for arranging activities of music, arts, dance, craft, clay modeling, origami, personality grooming, quizzing, acquiring communicative skills etc. A list of various activities spread over the session was circulated in the school almanac and were carried out earnestly.

A workshop on Disaster Management in view of the tremors that were experienced was organized. Prof Samit Ray Choudhary had an extensive session with the students of classes III, IV and V highlighting the causes, frequency and preventive measures to be taken during an earthquake. Mock Drill for evacuating the school in least time was conducted in the school after the first tremor and the school was evacuated in less than 2 minutes when the earth quake struck the second time.

The students of classes KG to II went to Air Strip and gained practical knowledge about the working of air craft. They were also made to sit in the gliders.

The students of classes III, IV and V went to Parle G factory, Industrial Estate, Kanpur and saw the working of a Biscuit Factory. The students of Classes IV and V went to T20 Lab MSE Department and learnt about the casting of metals.

Summer camp was arranged and thoroughly enjoyed by more than 100 students. Fun games, Badminton, football, narration of English and Hindi stories, book reading, music, art & craft, camping and ice cream party was enjoyed by one and all alike.

Like the last years, various celebrations were held in the school. A new initiative of Mass Dining was started last year and this year also the students ate freshly cooked tehari with curd and enjoyed Fun Games.

Annual Sports day-EKLAVAYA was held on 12th Dec 2015 in the school ground with great pomp and show. Finals of the various heats were held along with various other presentations like peacock dance, Bunny's Jingle in jungle, Aerobics, Ti Kwando, Shastrasastra etc. Games for the parents were appreciated a lot. Prof. C S Upadhyaya (Aerospace Engineering Department) was the Chief Guest for the day.

Open House was held on 20thFeb 2016 wherein all the activities done in the class in various subjects including art and craft were showcased. The spontaneity and confidence with which the students explained their demonstrations was well observed and appreciated by the visitors. Here again the major charm was 100 percent participation. Prof. Depobam Das (Aerospace Engineering Department) was the chief guest. Ornithopter Display under the guidance of Prof. Das was liked by all the guests especially the students.

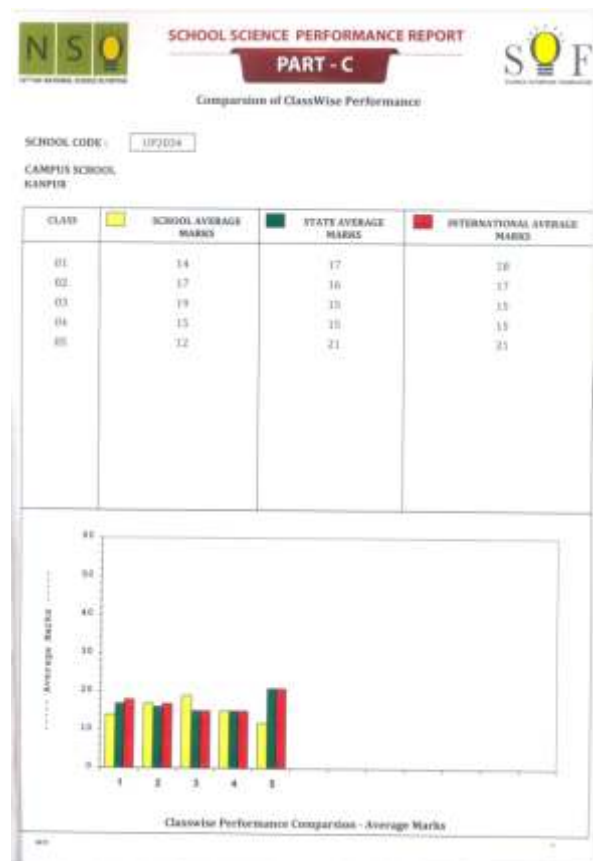
Besides this Independence Day, Republic Day, Teachers

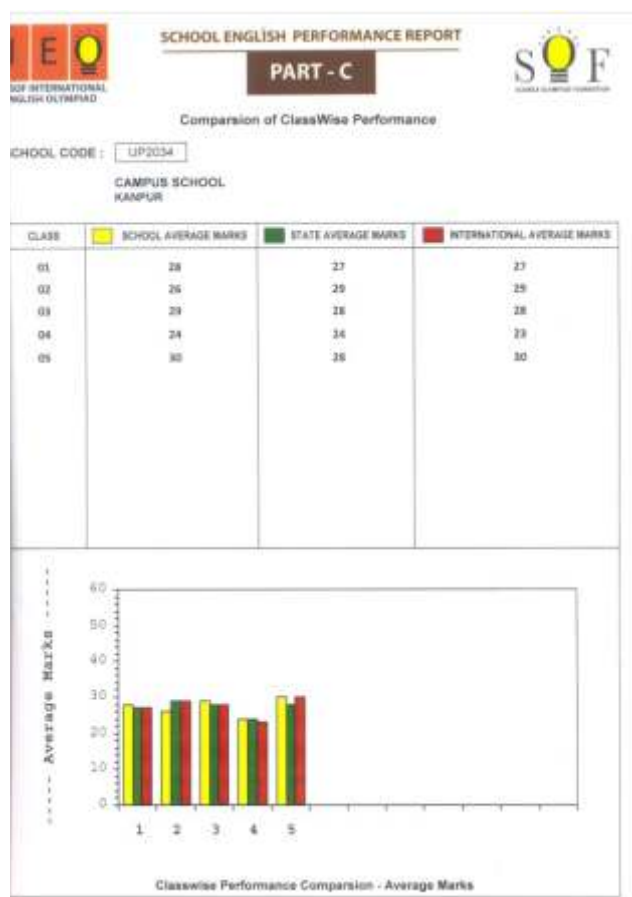
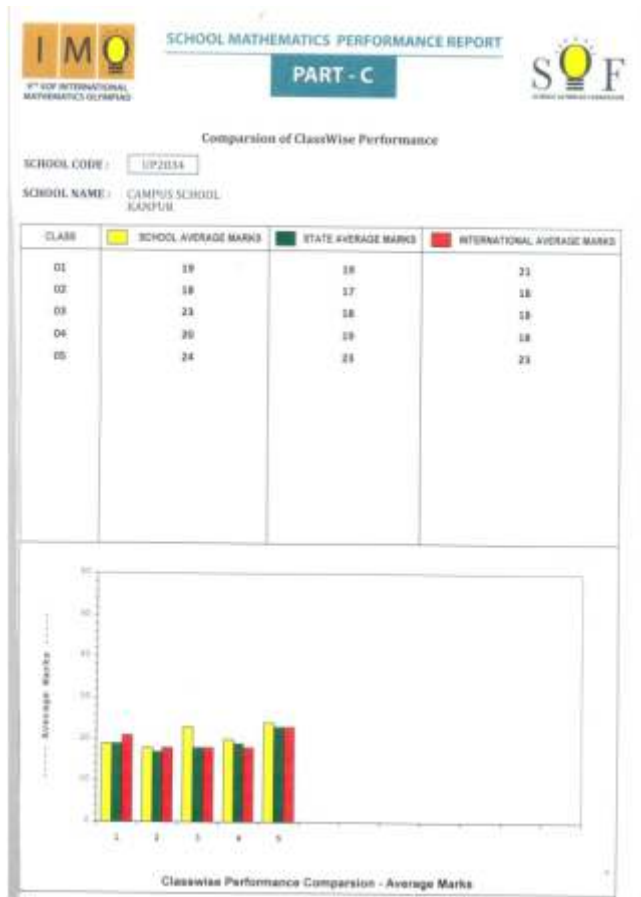
Day, Childrens' Day, Dusshera, Deepawali, Janmashtami, Eid, Christmas were celebrated with great enthusiasm. Various steps were taken for proper maintenance of the school. Rejuvenation of play area was done. Atom Swing, Loop Rung, Trampoline, Fun Station, Merry go round have been installed. Six Computers, a Projector and a screen has been purchased for English Lab. Woven daris have been purchased from a part of the endowment fund received this academic session.

11 posts were advertised for Asst Project Manager and 3 Project Associates. The existing strength of the Campus School staff is 3 permanent teachers and the principal, 31 project employees, permanent supporting staff 6, 3 as Project Assistants and 3 on work assignment mode.

I would like to sum up by thanking the immense support & guidance rendered to us by our Chairman Prof. Indranil Manna, Prof. Ajit Chaturvedi Deputy Director, Former Institute Nominee Prof, Anish Upadhayaya, Present Institute Nominee to Campus School Governing Board Prof. Kumar Ravi Priya, Members of the Governing Board. I would also like to acknowledge the support received from Dean R&D and DORA. I also wish to extend my gratitude to all the stake holders for their immense support.

We, at Campus School aim at making children capable of becoming active, responsible, productive, and caring members of the society. Ideally, education is supposed to encourage the student to analyze, evaluate their experiences, to doubt, to question, to investigate – in





HEALTH CENTRE

Health Centre has been established with the objective of addressing health needs of the Institute Community. Health Centre provides services round the clock to meet out the objective. Health Centre is manned by a team of Medical Officers, In-charge Health Centre and a Medical Advisor. A Hostel Medical dispensary exclusively for students located at hall-10 is manned by 2 Medical Officers.

The details of the Health Centre services provided for the period with effect from 01.04.2015 to 31.03.2016 are as follows:

| SI. No. | Particulars | Number |
|---------|---|--------|
| 01 | Number of patients treated in OPD (H.C.) | 70312 |
| 02 | Number of students treated in OPD (H.C. + H.M.D.) | 34258 |
| 03 | Number of patients manually registered | 603 |
| 04 | Number of patients treated in Indoor | 536 |
| 05 | Number of patients treated in Homeopathy including students | 11152 |
| 06 | Number of patients treated in Physiotherapy | 5528 |
| 07 | Number of Plastering | 21 |
| 08 | Number of Surgical Dressing | 5045 |
| 09 | Number of Injections given to patients | 61433 |
| 10 | Number of Tetvac Injections given to patients | 1718 |
| 11 | Number of babies attended in Well Baby Clinic | 596 |
| 12 | Number of babies attended-National Pulse Polio Programme | 47 |
| 13 | Number of Anti Rabies Injections given to patients | 360 |
| 14 | Numbers of ECG done | 400 |

Immunization is done round the year in the Health Centre for protection against Typhoid, Tuberculosis, Diphtheria, Pertussis Tetanus, Polio, Measles, Mumps, Rubella. Facilities for maternity management, Family Planning Counseling and Tubectomy operations are also available.

VISITORS' HOSTEL

Housed in an imposing doubled storied building and located at a central place, Visitors' Hostel provides boarding, loading & Conferencing facilities for the Institutes guests, newly appointed faculty and staff members, delegates and participations attending various conferences, seminars, symposia and workshops. Visitors' Hostel has some allied facilities on the campus and in New Delhi also for the benefit of the Institute Visitors.

Allied Facilities are

- 1) Visiting Faculty Apartment at IIT-Kanpur
- 2) Faculty Apartment at New Faculty Apartment
- 3) Visitors' Hostel Extension at IIT Kanpur
- 4) Outreach 69 & 80 Building at IIT-Kanpur
- 5) Main Auditorium
- 6) NOIDA Outreach Center, Sector-62, NOIDA
- 7) Institutional membership of "India International centre".

The Visitors' Hostel and Allied Facilities are operated as a non-profit activity to mainly support the academic and research activity on the campus with a homely atmosphere and ambience, traditionally acclaimed for its environs of hygiene and food of homely relish and richness. Following are the various activities undertaken by the team managing the affairs of the Visitors' Hostel and Allied Facilities.

1. Accommodation

- a) Visitors' Hostel is equipped with fully furnished 70 Standard AC rooms, and 15 Deluxe AC rooms. It can accommodate a maximum of 170 guests at a time on twin sharing basis. All the rooms are fully furnished, have attached bathrooms with all modern amenities.
- b) Visitors' Hostel Extension has 44 guest rooms, of which 16 are Standard AC with LCD and cable connections and 28 are Non-AC rooms. It can accommodate 88 guests on twin sharing basis.
- c) Visiting Faculty Apartment has 12 Apartments, out of which 8 are 1-BHK and 4 are 2-BHK. All the apartments are fully furnished and equipped with all modern amenities.
- d) Faculty Apartment is a fully furnished 3-BHK apartment with all modern facilities at B-102, New Faculty Apartment.

2. **Dining Facility:** Visitors' Hostel provides dining facilities to In-house guests of Visitors' Hostel, Visitors' Hostel Extension, Visiting Faculty Apartment and for important Institute events. The

Visitors' Hostel has 2 Air-Conditioned Dining Halls with capacity of 30 and 70 guests respectively. One of the dining halls has a well furnished sitting room attached with it.

3. Conferencing Facilities

a) VH Lounge (round table)

| | |
|-------------------------|----|
| VH Lounge (round table) | 16 |
|-------------------------|----|

b) Pioneer Batch Continuing Education Centre:

| Sl. No | Name of Facility | Max-Capacity |
|--------|--|--------------|
| 1 | PBCEC Lawn | 250 |
| 2 | PBCEC Conference Room (U-Shaped table) | 18 |
| 3 | PBCEC Small Class Room | 36 |
| 4 | PBCEC Big Class Room | 65 |
| 5 | PBCEC Committee Room | 11 |

c) Outreach 69 & 80 Building :

| Sl. No | Name of Facility | Max-Capacity |
|--------|----------------------------------|--------------|
| 1 | Outreach Auditorium | 210 |
| 2 | Outreach Seminar Room | 40 |
| 3 | Outreach Video-Conferencing Room | 30 |
| 4 | Outreach Lawn | 300 |

(d) Main Auditorium:

| Sl. No | Name of Facility | Max-Capacity |
|--------|-----------------------|--------------|
| 1 | Main Auditorium | 1250 |
| 2 | Main Auditorium Lawn | 2500 |
| 3. | Main Audi Foyer | |
| 4. | Main Audi Prayer Hall | |

4. **NOIDA Outreach Centre**, NOIDA, Sector-62 has become operational since December 2015. There are two blocks,

- a) The Guest House Block - consists of the following facilities:
 - Meeting / Conference room (15 persons)
 - Office spaces (one office and one meeting room, capacity 10 persons)
 - Two (2) class rooms (capacity 25 persons each)
 - Thirty two (32) S-type (two independent beds) rooms

- Five (5) D-type (double bed) rooms
- Dining Hall and kitchen (for 100 persons)
- Reception / Guest house lobby

The above facilities are fully air-conditioned and have telephone and internet connectivity. All guest rooms have well furnished arrangements with furniture, wardrobe and luggage storage space, TV, refrigerator, electric kettle, cups etc. The bed room has attached toilet/bath and the drawing room has a small pantry with a dining table. All rooms are fitted with card locks which shall be used as a master switch also for putting room electrical power on and off.

The staff at the reception and housekeeping is available round the clock for check-in and check-out. The dining hall facility is available for serving breakfast, Lunch and Dinner. The room rent is inclusive of complimentary breakfast and bed tea. Open parking space is available.

- b) The Service Block - houses arrangements for Electrical (with DG set back up) and water supply and a dormitory for drivers/attendants.

5. **India International centre-** IIT-Kanpur is an Institutional member of India International centre, New Delhi. Located near Lodhi Gardens, it offers a number of facilities including boarding, lodging and meeting rooms. As institutional member, we can book up to **four rooms** at a time for stay, with first two bookings charged at lower rate than next two.

6. **Additional Facilities:**

- Centralized booking system for all facilities at VH & Allied Services through a common requisition form. All the forms are made available in departmental offices as well as downloadable from the website of Visitors' Hostel at <http://www.iitk.ac.in/vh>
- Facility of intimation of confirmation of booking through an e-mail.
- All the guest rooms, Meeting Lounge, PBCEC and Dining Hall have Wi-Fi connectivity. No IP address, user ID or password is required for accessing the Wi-Fi enabled internet services through laptop.
- Guidelines for Wi-Fi access in VH guest rooms are available with the Reception at the time of Check-in.
- For detailed information, website of Visitors' Hostel can be accessed at <http://www.iitk.ac.in/vh>

Management of day to day hospitality service has been outsourced to a private agency. An increase in facilities, services and a more professional approach has led to more transparency in day to day functioning of the system and increased occupancy rate, thus achieving more financial visibility in terms of operational expenditure.