

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

POLICY FOR THE MAINTENANCE AND UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES



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The college ensures optimal allocation and utilization of the available resources and the availability of latest equipment's and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment.

LIBRARY RESOURCES

- The institute will have a library equipped with physical and digital resources, which include books, journals, magazines and newspapers, as per the requirements of the affiliating university, GGSIPU Delhi.
- These resources will be upgraded on an annual basis with new additions to ensure that the library holdings are up to date with the state of knowledge in the three programs of study at the institute.
- The institute will also take membership of various national depository/ library resource services to access the vast resources at the disposal of the national agencies.
- The library will also act as the nodal centre for the selective dissemination of information for all faculty members.
- The library will also serve as the custodian of various teaching manuals prepared by the faculty for teaching of various courses.
- The library will maintain a reference section to ensure that one copy of every book purchased always stays in the library for ready reference.
- The library will also have reading room facility for users to access newspapers, journals and magazines.
- Given below are the rules for the activation of these policy measures:
 - ✓ The matter related to library resources are discussed in the library committee meeting and put-up to the management for further action.
 - ✓ Weekly library usage report is prepared and submitted by the library committee to the Director.
 - ✓ The requirement and list of books is taken from the concerned departments and HOD's are involved in the process.

- ✓ The finalized list of required books is duly approved and signed by the Director.
- ✓ Catalogues of various publishers for the concerned requirements are to be obtained.
- ✓ Compare and prepare of consolidated statement for approval of top management.
- ✓ Appropriate purchase order is raised.
- ✓ Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- ✓ Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- ✓ There is annual stock verification of all library books in June & July.

IT INFRASTRUCTURE

In the modern world, literacy and education are inseparable from the New Information and Communication Technology resources as these are force multipliers of granting access to not only learning resources but also classroom learning experience as the pandemic has demon started. To this end, the institute lays the utmost emphasis on keeping its IT infrastructure well upgraded to the levels of requirement of the business and industry.

- Bearing this in mind, the institute will have all types of IT infrastructural resources as per the requirements of the affiliating university, GGSIPU, Delhi. These will include a computer centre comprising two computer labs with 30 computer systems in each lab and other peripherals.
- Each of these labs will be upgraded from time to time to stay abreast of the changes in technology so that the students may be given training on the latest configuration of IT resources.
- The software requirements for each of these IT resources will be as per the demands of the academic curricula decided by the university for each of the three programs of study. These will be reviewed on a periodic basis to ensure that the software versions on these machines are the latest.
- The institute IT resources will have high speed broadband connectivity to facilitate online collaboration, accessing of online resources and in-house and external communication.

- The institute will also have Wi-Fi connectivity so that the faculty and students may be able to have seamless online connectivity to the Internet.
- The mode of purchase and maintenance of these resources given below:
 - ✓ The matter related to IT resources is discussed in the IT Systems Maintenance committee and put-up to the management for further action.
 - ✓ The Institute has appointed two system administrators and one systems manager to provide regular support services relating to computer hardware and software's.
 - ✓ They also monitor the allotment of Wi-Fi passwords to students, faculty and staff members.
 - ✓ Maintenance of complaint register and ensure that necessary action has been taken on the suggestions
 - ✓ The IT requirement is taken from the departments and system administrators.
 - ✓ The finalized list of required IT items is provided by the HOD IT and duly approved and signed by the Director.
 - ✓ Quotations of various vendors for the concerned requirements are to be obtained.
 - ✓ Compare and prepare of consolidated statement for approval of top management.
 - ✓ Appropriate purchase order is raised.
 - ✓ The Institute have Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners, laptops and biometric attendance machine.
 - ✓ There is annual stock verification of equipment's & Computer Labs.

PHYSICAL INFRASTRUCTURE

- A state of the art physical infrastructure that is conducive to the needs of all the users is very essential in the case of an educational institution.
- To this end, the institute premises will comply with all building safety norms as specified by the government agencies, which includes earthquake resistance, approved building plan with fire safety provisions such as fire exits and firefighting equipment, and facilities for the physically challenged.
- As water is a scarce natural resource, the premises of the institute will have ground water recharging and water recycling facility.
- As global warming is a major issue, the institute will install solar panels for harnessing this renewable resource and feed the grid with the power produced. Also, efforts will be made to conserve electricity through its frugal and optimal use.
- Greening of the campus will be undertaken through trees and plants.
- The campus will also have waste management system to ensure the recycling of waste.
- For the upkeep of the campus and purchase of materials, the following procedure will be put in place:
 - ✓ The Administration department looks after the maintenance of Institute building, Security, purchase and maintenance of all furniture, fixtures, equipment and machines.
 - ✓ The matter related to physical infrastructure is reported by the Admin Officer to the Admin Head and put-up to the management for further action.
 - ✓ Maintenance of complaint register and ensure that necessary action has been taken on the suggestions
 - ✓ The physical requirements are taken from the departments.
 - ✓ The finalized list of required physical items is provided by the Admin Officer to Admin Head and duly approved and signed by the Director.
 - ✓ Quotations of various vendors for the concerned requirements are to be obtained.

- ✓ Compare and prepare of consolidated statement for approval of top management.
- ✓ Appropriate purchase order is raised.
- ✓ For proper safety and security of the premises, CCTV cameras have been installed in and around the campus.
- ✓ Solar panels have been installed on the rooftop from where 40 KV energy is generated which has substantially reduced our electricity bill.
- ✓ The Institute has Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of fire management system, water coolers, Air Conditioners, lift & Solar panel.
- ✓ The campus area is well maintained kept green as far as possible for which lawn, plants are well maintained for which we have a Gardener to maintain the lawns and plants of the Institute.
- ✓ The Housekeeping of the entire premises has been outsourced to a third party, who provide manpower to maintain cleanliness, hygiene and sanitation.
- ✓ All electrical installations are maintained by an Electrician.
- ✓ Security concerns of the Institute are taken care by the Security Guards who are on the rolls of an outside agency.
- ✓ All the sports activities and tournaments are arranged by the Institute on hired grounds. The seminars, conferences, workshops are arranged in the auditorium in the Institute also in outside auditoriums.