



Masters of Business Administration (MBA)

Infrastructure Maintenance and Development Policy

(Amended as on 20th July, 2011 and applicable from 1st Aug, 2011)

Version	1.0
Authorized by	Director, JSPM's JSIMR

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Infrastructure Maintenance and Development Policy

Introduction:

The policy documents enables to oversee the sustainable, responsible and effective management of the institute physical infrastructure planning and maintenance and development activities related facilities management responsibilities, and related space management function. This policy enlists the guidelines for creating, maintaining and developing infrastructure facilities which includes infrastructure to teaching- learning process, curricular, co-curricular, extra-curricular activities: Building, Computers, Library, Computer Labs, Classrooms, Hardware Software and Internet Services etc.

The policy will serve as framework for the development of guidelines and implementation procedures to support this policy.

1. Objectives:

- ❖ To ensure that new infrastructure is developed in accordance with strategic objectives, that existing building space and other related infrastructure optimally utilized, and that all physical infrastructure is effectively managed and maintained.
- ❖ To ensure the uninterrupted use of facilities.
- ❖ To ensure compliance with relevant legislation, regulations and standard as per requirement of various agencies like AICTE, DTE and UGC etc.
- ❖ To promote consistent practices, standards, operational efficiency and practice
- ❖ To suggest measures for the safety, development and maintenance of Infrastructure
- ❖ To ensure smooth acquisition of hardware, software and internet services.
- ❖ To reduce the cost by leveraging bulk purchase
- ❖ To maintain state of art and updated hardware and software as per syllabus
- ❖ To increase the usage of IT infrastructure, Library Infrastructure
- ❖ To make the student aware about safe usage of equipment and other materials
- ❖ To restrict misuse of internet



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2. Guidelines:

i) Physical Infrastructure Development:

An annual infrastructure plan must be presented for approval by appropriate authority to corporate authority. The plan should respond to short-term, medium-term and long0term physical infrastructure requirements, supporting other strategic plans. Requirements pertaining to additional academic space and research space must be motivated in accordance with the NWU Enrolment Plan, and approval research plans, while requirements for non-academic space and/or general infrastructure must be motivated in accordance with formal strategic plans by support departments.

ii) Maintenance of Physical Infrastructure:

An integrated maintenance approach must be followed, incorporating breakdown maintenance, preventative maintenance, condition-based maintenance and macro-maintenance processes, into a single maintenance plan, ensuring that facilities and services infrastructure are maintained to an optimum level, preventing asset deterioration.



PURCHASE AND GRANTS UTILISATION COMMITTEE

Guidelines:

1. To scrutinize the indents put forth by the Depts./Labs./Committees/Library, various sections of the institute from time to time.
2. Supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
3. Fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.

Maintenance of IT Infrastructure:

- ❖ Faculty In-Charge for Computer Lab of JSIMR shall collect the requirement of hardware, software and internet service etc and then forward it to corporate office after consultation and approval from director, Campus Director.
- ❖ Vendor will supply and raise invoice to the corporate office and institute
- ❖ Corporate office will settle the payment as per the invoice issued
- ❖ The IT resources like hardware, software and internet services, can be transferred/ or shared with other sister institute as per direction of higher authorities

3. Establishment of IT Committee:

IT Committee shall be as follows:

- i) Director
- ii) Faculty In-Charge for Computer Lab
- iii) Computer Lab In-Charge

4. Responsibilities of IT Committee:

- ❖ To prepare IT infrastructure requirement
- ❖ To plan and implement the IT requirement
- ❖ To ensure the IT infrastructure service, maintenance and up gradation.
- ❖ To provide the IT infrastructure & services to campus
- ❖ To purchase, reregister or renew the license of the software on timely basis.



5. Guidelines for Students:

- i) Every Student will be given institutional email ID and password.
- ii) Students will log off the terminal before they leave the terminal. Institute will not be responsible for loss of related data.
- iii) Pen drive will be accessed only from one machine (computer) available in server room which will be connected to network printer. No other portable media such as CD/ DVD/ portable hard disk are allowed in the lab.
- iv) Websites which should not be accessed by students will be blocked like gaming sites, porn sites.
- v) Students will have to take back up of their files on share folder or should upload it on their e-mail.
- vi) Consumption of food or drink will not be allowed in Lab.



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COLLEGE INFRASTRUCTURE MAINTENANCE & DEVELOPMENT COMMITTEE

Chairperson: Dr. Manohar Karade

Management Representative: Dr. V. A. Bugade

Coordinator: Dr. Umesh Nath

Faculty Member: Prof. Anila Alam

Faculty Member: Prof. Umesh Sharma

Roles and Responsibilities:

- ❖ To plan proper utilization of resources and do careful funds management.
- ❖ To suggest measures for the safety, development and maintenance of old college infrastructure
- ❖ To ensure optimal use of the college resources, get defective gadgets/ furniture repaired.
- ❖ To suggest measures to dispose of outdates and unusable items.
- ❖ To be in charge of the AV system, LCD, Copier Machines, Laptops etc.
- ❖ To decide infrastructure requirement in consultation with Director of the institute.



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**FIRST AID, HEALTH WATCH CLUB COUNSELLING & HEALTHY
PRACTICES COMMITTEE**

Chairperson: Dr. Manohar Karade

Coordinator: Prof Anila Alam

Student Member: Mr. Tushar Chavan

Roles and Responsibilities:

- ❖ To guide and help students in study habits, resolving personal & emotional difficulties, interpersonal relationships.
- ❖ To organize activities to inculcate values, civic responsibilities and promote all round development of personality of students.
- ❖ To act as nodal officer for Vector Borne Disease
- ❖ To create awareness about First aid and other health issues among the staff & students.
- ❖ To organize Health & First Aid related programmer.



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CANTEEN/ HOSTEL COMMITTEE

Chairperson: Dr. Manohar Karade

Coordinator: Prof. Rupali Bhattacharya

Student Member: Ms. Annushree Uंबरजय

Roles and Responsibilities:

- ❖ To see that the canteen service to students/ staff are good.
- ❖ To instruct staff on maintaining hygienic practice in the canteen.
- ❖ To check the quality of food service and give suggestions.
- ❖ To check whether proper hostel services and facilities are available to students
- ❖ To instruct staff on maintaining hygienic practices in the hostel.




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INFORMATION COMMUNICATION & TECHNOLOGY COMMITTEE

Chairperson: Dr. Manohar Karade

Coordinator: Dr. Umesh Nath

Faculty Representative: Prof. Anila Alam

Computer Lab Assistant: Sandip Wadile

Roles and Responsibilities of ICT Committee:

- ❖ To encourage to use computer lab for enhancing their knowledge.
- ❖ To ensure uninterrupted functioning of computers in the Computer Lab.
- ❖ To ensure discipline in Computer Lab
- ❖ To provide lab facilities on time to conduct online examination, campus recruitment, training etc. to faculty & students.
- ❖ To finalize Annual Maintenance Contract (AMC).
- ❖ To look after computer networking problem, printer problem and resolve the issues.
- ❖ To generate the requirement for computer peripherals of the computer lab and give it to infrastructure committee.
- ❖ To maintain dead stock register of the computer lab.
- ❖ To co-ordinate the development of college websites with the vendor.
- ❖ Get the requirements of changes from all faculty related events, photos, reports and coordinate with vendor for uploaded on the website.
- ❖ To ensure that website is updated on regular basis.
- ❖ Any other matter concerning the website i: e comparative statement, negotiations, payment etc.
- ❖ To ensure that all NAAC related links and uploads are available on website.



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