JSIMR
Wings for Success(

Masters of Business Administration (MBA)

Infrastructure Maintenance and Development Policy

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

Version	1.0
Authorized by	Director, JSPM's JSIMR

Infrastructure Maintenance and Development Policy

Introduction:

The policy document 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 functions. 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 of 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 are 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 standards as per requirements of various agencies like AICTE, DTE, and UGC etc.

    ❖ To promote consistent practices, standards, operational efficiency and best practice

    ❖ To suggest measures for the safety, development and maintenance of Infrastructure

    ❖ To enhance 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

2. Guidelines:

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 long-term 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, strategic plans relating to the size and shape of the University, teaching and learning, plans, and approved research plans, while requirements for non-academic space and/or general infrastructure must be motivated in accordance with formal strategic plans by support departments.

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 services 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 institutes as per direction of higher authorities

3. Establishment of IT Committee:

IT Committee shall be as follows:
1. Director

2. Faculty In-charge for Computer Lab
3. 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 licenses of the software on timely basis.

5. Guidelines For Students:

1) Every student will be given institutional email ID and password.
2) Students will log off the terminal before they leave the terminal. Institute will not be responsible for loss of related data.
3) 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.
4) Websites which should not be accessed by students will be blocked like gaming sites, porn sites etc.
5) Students will have to take back up of their files on share folder or should upload it on their e-mail.
6) Consumption of Food or drink will not be allowed in Labs.

Dr. Anita Khatke

Director,

JSPM's JSIMR, Hadapsar, Pune

College Infrastructure Maintenance & Development Committee

Chairperson: Dr. Anita Khatke

Management Representative: Dr. V.A. Bugade

Co-ordinator: Prof. Reuben Umap

Faculty Member: Prof. Amol Nikam

Faculty Member: Prof. Sandeep Raskar

Roles and Responsibilities:

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

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Director, JSPM's JSIMR, Pune

FIRST AID, HEALTH WATCH CLUB COUNSELLING & HEALTHY PRACTICES COMMITTEE

Chairperson: Dr. Anita Khatke

Co-ordinator: Prof. Reuben Umap

Student Member: Mr. Viraj Darekar

Roles and Responsibilities:

1. To guide and help students in study habits, resolving personal & emotional difficulties, interpersonal relationships.
2. To organize activities to inculcate values, civic responsibilities and promote all round development of personality of students.
3. To act as nodal Officer for Vector Borne Diseases.
4. To create awareness about First aid and other health issues among the staff & students.
5. To organise Health & First Aid related programmes.

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Director, JSPM's JSIMR, Pune

Canteen/Hostel Committee

Chairperson: Dr.Anita Khatke

Co-ordinator: Prof. Pradnya Kulkarni

Student Member- Ms. Nikita Mulay

Roles and Responsibilities:

1. To see that the Canteen services to students / staff are good.
2. To instruct staff on maintaining hygienic practices in the canteen.
3. To check the quality of food services and give suggestions
4. To check whether proper hostel services and facilities are available to students
5. To instruct staff on maintaining hygienic practices in the hostel

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Director, JSPM's JSIMR, Pune

Information Communication & Technology Committee

Chairperson: Dr. Anita Khatke
Coordinator -Prof. Reuben Umap
Faculty Representative-Prof. Sandeep Raskar
Computer Lab Assistant – Sandip Wadile

Responsibilities of ICT Committee:

1. To encourage to use computer lab for enhancing their knowledge.

2. To ensure uninterrupted functioning of computers in the Computer Lab.

3. To ensure discipline in Computer Lab.

4. To provide lab facility on time to conduct online examination, campus recruitment, training etc. to faculty & students

5. To finalise Annual Maintenance Contract (AMC)

6. To look after computer networking problem, printer problem and resolve the issues.

7. To generate the requirement for computer peripherals of the computer lab and give it to infrastructure committee

8. To maintain dead stock register of the computer lab.

9. To co-ordinate the development of college website with the vendor

10. Get the requirement of changes from all faculty related events, photos, reports and coordinate with vendor for upload on the website.

11. To ensure that website is updated on regular basis.

12. Any other matter concerning the website i.e. comparative statement, negotiations, payment etc.

13. To ensure that all NAAC related links and uploads are available on website.

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