

4.4.2: Procedures for maintaining and utilizing physical, academic and support facilities -Library, sports complex, computers, classrooms etc.

At Institute of Management Education, Ghaziabad there are established systems and procedures for maintenance of Infrastructure facilities: physical, academic, Computer Labs, Computer centre, class rooms, projectors, Master class rooms, Library, E library resources, sports facilities, vehicles etc.

- The Institute has maintenance committee under the supervision of Sr. Manager (Administration), Administration (Admin.) Department, that looks after the maintenance of buildings, classrooms, vehicles Electricals etc.
- The maintenance committee under guidance / supervision of Associate Dean Infrastructure. Registrar. Associate Dean IT Infrastructure, Librarian, Sr. Manager Administration and other level (jr.) members execute and monitor the work of the Administration Department including outsourced functioning related to department Assistant Admin Officer and Admin Supervisor reports to the Sr. Manager Administration and the Director. The Admin Department efficiently organizes the workforce, maintains duty files, timings, leave etc of Admin staff and outsourced agencies. The Sr. Manager Administration conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Adequate in-house staff and out-sourced agencies staff are employed to meticulously maintain hygiene, cleanliness, greenery development, security and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls etc are cleaned and maintained regularly by Admin staff and out-sourced staff assigned for each floor. Wash rooms and common rooms, amenities areas, lawns are well maintained. Dustbins are placed in every floor. The Greenery of the campus is well maintained by out sourced full time staff.
- Optimum working condition of all electrical equipment's on the campus is ensured through annual maintenance schedule. This includes maintenance of Generator, Air Conditioners, projectors, copier machines, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in-house electricians and plumbers and IT staff.
- Parking facility is well organized. It is efficiently maintained by annually renewed contract employees.
- The campus maintenance and security is monitored through surveillance Cameras.
- Every department maintains a stock register for the available equipment's.
- Proper inspection is done and verification of stock takes place at the end of every year.
- The civil and electrical work is adequately monitored and maintained by the Admin Department.
- Sr. Manager Administration and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping amenities etc.



The requirements for maintenance are collectively processed in every term break so as to keep things ready for the new terms. Repair work is done immediately.

- Pest control of the entire campus including library books, all labs and classes rooms and records is done every year by the admin department.
- Sr. Manager Administration also looks after the maintenance of common rooms, approach roads and neatness of the entire premises. Housekeeping services, Security etc. are regularly executed and monitored.
- Maintenance of Library and its infrastructure: Librarian in consultation with Faculty Coordinator and other members of the - Library Committee discusses and recommends the details of the maintenance of the library such as binding of the books, requirement of new racks, pest and control, maintenance of copier equipment's, IT resources etc. to the director.
- After approval of the Director Sr. Manager Administration execute the related maintenance work with the help of the Administration Department.
- Maintenance of the IT infrastructure: Maintenance of the IT infrastructure and resources is looked after by a IT infrastructure committee headed by Associate Dean – IT infrastructure. The committee recommends the proposal of all the requirement with regards to the purchase, AMC, maintenance, repairs of IT infrastructure, Bandwidth to the Director for approval. After approval System Manager executes the maintenance work.

