

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institute of Business Management and Rural Development (IBMRD) own and operate an extensive infrastructure to deliver its teaching, learning and research programmes. The Institute has an established system for maintenance and utilization of Computers, classrooms, and equipment available in the campus.

The institution has functional committee of 'Maintenance and Housekeeping' under The HOD for maintaining Class rooms, Computer lab and Library. The responsibilities of maintenance are assigned to all the members of the designated committee. The Department (MBA / MCA) which is in need of repair and maintenance work has to register a written complaint to the maintenance committee through respective HOD. The details of the maintenance work need to be mentioned. Maintenance Person inspects the site and completes the task. Once the task is completed, Head of Department signs the job Completion report. Policies of Academic and Support Facilities: Utilization and Maintenance of Class Rooms: Classrooms with furniture, teaching aids are maintained by the respective department staff and supervised by the respective Head of the Department.

The lab assistant takes care of the Computer lab. The Heads of Departments report to the Maintenance and Housekeeping committee periodically for all the maintenance works. Minor repairs are registered in a register maintained in the office and are attended on priority basis. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture. Classrooms are allotted as per the student strength.

Utilization and Maintenance of Seminar Halls Seminar halls are under the purview of the HOD and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty / staff member submits a form available with HOD and the date of event is registered and the halls are accessed on priority basis. Utilization and Maintenance of Computer Lab: Computer labs are allotted for Practical session based on a timetable.

Computer maintenance work is carried out in-house by lab assistants and in case if it is required, then maintenance work is outsourced. Utilization and Maintenance of Library: The Library is accessed by the students and staff members. The process of stock verification is mandatory for library. Copies of old periodicals are bound together on yearly basis. Few identified old books are re-bound after inspection. Maintenance of Physical Facilities The services of plumbers, electricians, masons are available round the clock in the campus. Electrical dept of foundation is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, etc. Sports ground and facilities Sports ground maintenance include Leveling, Grass cutting, Line marking, Pitch renovation, Watering, Rolling, etc. done by workers on Contractual basis. Other maintenance

Repair and maintenance of the central facilities like DG set, RO plant, Xerox machines, bore well pumps, CCTV, fire fighting system and water coolers, etc are carried out periodically. We have separate teams looking after maintenance of the physical infrastructure and facilities