

Masters of Business Administration (MBA)

Infrastructure Maintenance and Development Policy

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Version	1.0
Authorized by	Director, JSPM's JSIMR

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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 upgradation.
- 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.

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