

Jagannath International Management School

Vasant Kunj, New Delhi-110070

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)
Recognized u/s 2(f) by UGC & Accredited with 'A' Grade by NAAC
Participant of UNGC & UNPRME, New York
ISO 9001:2015 Quality Certified

Policy for development and upkeep of physical, academics and support facilities

The college ensures optimal allocation and utilization of the available resources and the availability of latest equipment and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment.

1. Library resources:

- The matter related to library resources are discussed in the library committee meeting and put-up to the management for further action.
- Weekly library usage report is prepared and submitted by the library committee to the Director.
- The requirement and list of books is taken from the concerned departments and HOD's.
- The finalized list of required books is duly approved and signed by the Director.
- Catalogues of various publishers for the concerned requirements are to be obtained.
- Compare and prepare of consolidated statement for approval of top management.
- Appropriate purchase order is raised.
- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- There is annual stock verification of all library books in June & July.



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2. IT Infrastructure:

- The matter related to IT resources are discussed in the IT Systems Maintenance committee and put-up to the management for further action.
- The Institute has appointed two system administrators and one systems manager to provide regular support services relating to computer hardware and software's.
- They also monitor the allotment of LAN/Wi-Fi passwords to students, faculty and staff members.
- Maintenance of complaint register and ensure that necessary action has been taken on the suggestions
- The IT requirement is taken from the departments and system administrators.
- The finalized list of required IT items is provided by the HOD IT and duly approved by the Director.
- Quotations of various vendors for the concerned requirements are to be obtained.
- Compare and prepare of consolidated statement for approval of top management.
- Appropriate purchase order is raised.
- The Institute have Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners, laptops and biometric attendance machine.
- There is annual stock verification of equipment's, Computer Labs, Mass Comm. lab, Editing lab and Radio Station equipment's in June & July.



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3. Physical Infrastructure:

- The Administration department looks after the maintenance of Institute building, Security, purchase and maintenance of all furniture, fixtures, equipment and machines.
- Weekly infrastructure report is prepared by the admin officer and submitted to Admin Head.
- The matter related to physical infrastructure are reported by the Admin Officer to the Admin Head and put-up to the management for further action.
- Maintenance of complaint register and ensure that necessary action has been taken on the suggestions
- The physical requirements are taken from the departments.
- The finalized list of required physical items is provided by the Admin Officer to Admin Head and duly approved by the Director.
- Quotations of various vendors for the concerned requirements are to be obtained.
- Compare and prepare of consolidated statement for approval of top management.
- Appropriate purchase order is raised.
- For proper safety and security of the premises, 48 CCTV cameras have been installed in and around the campus.
- Solar panels have been installed on the rooftop from where 30 KV energy is generated which has substantially reduced our electricity bill.
- The Institute have Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of fire management system, water coolers, air conditioners, lift & solar panel.



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- The campus area is well maintained kept green as far as possible for which lawn, plants are well maintained for which we have a Gardener to maintain the lawns and plants of the Institute.
- The Housekeeping of the entire premises has been outsourced to a third party, who provide manpower to maintain cleanliness, hygiene and sanitation.
- All electrical installations are maintained by an Electrician.
- Security concerns of the Institute are taken care by the Security Guards who are on the rolls of an outside agency.
- All the sports activities and tournaments are arranged by the Institute on hired grounds. The seminars, conferences, workshops are arranged in the auditorium in the Institute also in outside auditoriums.
- There is annual stock verification of fixed assets in June & July.



Director

