



JAYAWANT SHIKSHAN PRASARAK MANDAL's

# KAUTILYA INSTITUTE OF MANAGEMENT & RESEARCH

Approved by A.I.C.T.E. New Delhi & Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University



ACCREDITED WITH 'A' GRADE BY NAAC

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## 4.4.2 Procedures and Polices for maintaining and utilizing physical, academic and support facilities - library, sport complex, computers, classrooms etc.

### Response:

There are established systems and procedures for maintaining and utilizing physical, academic facilities such as sports complex, computer lab, classroom etc. in the institute. The maintenance of facilities is carried out by the respective departments with the help of in-house staff on daily basis or periodically. A supervisor is appointed to monitor and maintain the physical facilities and housekeeping. A brief description is presented below on maintenance and utilization of the facilities.

**1. Computer center:** Each laboratory has one teacher as lab in-charge. Lab in-charge is responsible to maintain and update the laboratory with necessary equipment from time to time to cope with change in the syllabus. Every end of the semester dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing parts of computer. Preventive maintenance and performance monitoring are carried out.

**2. Library:** Librarian with supporting staff has been appointed to maintain the library. At every end of the Academic year stock verification is done. Librarian prepares the report on the number of books utilized by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various difficulty members which is then processed following the procurement procedure.

**3. Sport complex/ground/equipment:** Physical Director has been appointed to look after the all sports related activities. The sports equipment is issued to the students as per the schedule of the events. If any equipment gets damaged or need repairs sport director submits proposal for maintenance. Preventive maintenance measures are taken in time.

**4. Class Rooms:** The class rooms are cleaned on daily basis and monitored by faculty members.

**5. IT facilities:** A system administrator is appointed to maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.

**6. Electrical, Drinking water coolers, Lift etc.:** The Campus has power management department to ensure uninterrupted power supply and maintenance of electrical assets. The maintenance of equipment like Generator Sets, General Lighting, Power Distribution System, Solar Panels etc. are undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier. The maintenance of equipment for water pumping plants, sewage, etc. are undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.



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**7.CCTV, Security etc.:** To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, EPBX system are maintained with the help of external agencies. Security staff including ladies' guards under a security supervisor is employed to safe guard the whole premises.

**8. Fire Fighting** equipment in various blocks, labs, hostels, offices, etc. are maintained regularly.

**9. The following additional provisions are there in the Campus:** Water Pump is available in the campus. Overhead Water Tank is cleaned as per cleaning schedule. RO drinking water supply coolers is provided at appropriate places in the building. Sewage Water Plant is placed for purifying and recycling the waste water.

**10. ISO certification Polices have been maintained.**

