JSPM's
JAYAWANT INSTITUTE OF MANAGEMENT STUDIES
(Approved by AICTE, New Delhi,Recognised by Gov,of Maharashtra & Affiliated to Pune University)
S. No. 80/2, Pune-Mumbai Bypass Highway, Tathawade, Pune – 411033.
Phone: +91-8237076937/38 **Telefax:** +91-20-22933424.
E-mail: jims1@vsnl.net **Website**: www.jspm.edu.in

Prof. T. J. Sawant   **Dr. Priyanka A. Singh**
D.E.E., B. E.(Elec.) MISTE   **B.Sc. (Hons), MBA, Ph. D.**
Founder- Secretary   **Director**

Systems And Procedures For Maintaining And Utilizing Facilities

We always try to match our infrastructure and facilities in line with the academics and changes in that. We follow a proper structure to make this possible. Following charts will explain the process of infrastructure development.
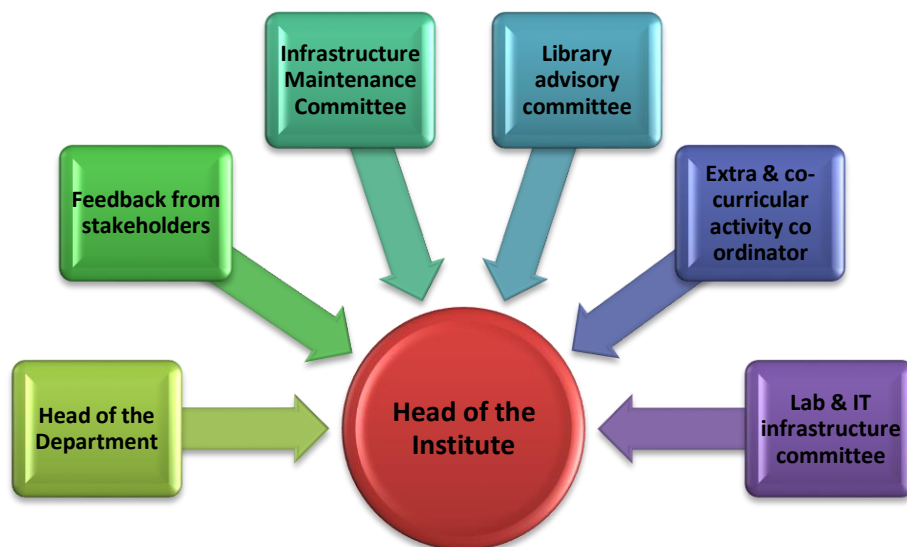

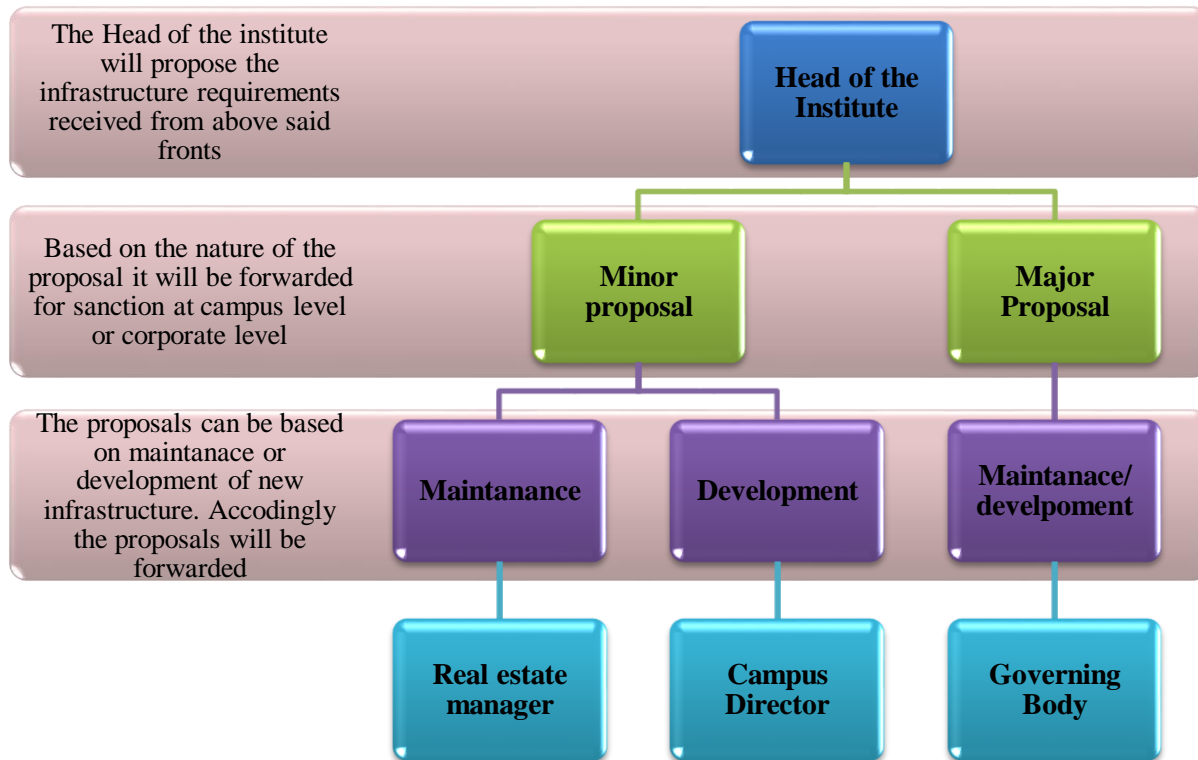Figure 1: Infrastructure and other Requirements received from various fronts

Figure 2: Process of sanctioning of Infrastructure and other Requirements

Infrastructure:

The Infrastructure Maintenance Committee verifies and monitors maintenance of infrastructure and facilities. Members for Academic year 2018-19 are as follows:-

Sr. No.	Name	Designation
1	Dr. Priyanka Singh	Chairman
2	Mr. Vishnu Gore	Member
3	Prof. Kamlesh Meshram	Member
4	Prof. Gorakh Wakhare	Member

The Infrastructure Policy mainly focuses on:

1. Requirements and guidelines by AICTE and Savitribai Phule Pune University. University is regularly proving guidelines for effective implementation of changed syllabus.
2. Facilities provided to students and teachers to meet learning centred requirements.
3. Proper utilization of electricity and water.
4. Widen approach to take up more nature positive steps
5. Improvising utilisation and lowering down maintenance
6. Around the clock staff available for carrying out maintenance of infrastructure
7. Regular inspection carried out to replace the out of use infrastructure
8. Augment the quality of teaching by installing ICT and smart classrooms for the students

Extended Facility –

The institute ensures that infrastructure facilities are made available for students with physical disabilities. For physically disabled students' provision of ramp, Wheelchair and Washrooms at ground floor are available. The university exam cell also takes utmost care while allocating exam block for physically disabled students at ground floor. The admin office, library, digital library, reading room, class rooms and toilets for physically disabled are located at ground floor. The barrier free access is ensured and monitored by the equal opportunity cell.

IT Facilities:

The IT facility committee members are responsible for the provision of different resources for the smooth running of IT related functions of the institute. The committee members for 2017-18 are as follows-

Sr. No.	Name	Designation
1	Dr. Priyanka Singh	Chairman
2	Mr. Nitin Tarange	Member
3	Prof. Aditya Katkar	Member
4	Prof. Gorakh Wakhare	Member

Responsibilities of the committee members include-

➢ Deciding upon the policies to make maximum use of Information technology for the overall development of the institute
➢ To develop guidelines for the effective use of IT facilities
➢ To amend in the IT related facilities of the institute as and when required
➢ To segregate the roles and responsibilities in appropriate way for the smooth running of the IT laboratory
➢ To take up timely reviews from the students and staff members regarding the IT facility functioning

IT Facility policy mainly focuses on-

➢ Checking on the availability of IT related resources before the commencement of term
➢ To decide upon the procurement of new and replacing the dead stock
➢ To keep a check of student and computer ratio so that each member can make complete use of the facility
➢ To prepare terms for the recovery of the damaged/lost equipment
➢ To provide for proper cctv surveillance so that it can be well managed by the Lab Assistant

Role of a Lab assistant-
➢ To provide for smooth functioning of the laboratory
➢ To check on the maintenance of the lab resources
➢ To prepare report related to the damage/lost material, repair work or additional material installed in the lab
➢ To display the rules and regulations of the Lab along with the time table of Lab availability and name of Lab In-charge and Lab committee member

Future Plans-
➢ Adding more computers with improvised versions
➢ To purchase research related software

Library Facilities:

The library facility involves – separate reading area, digital library and books (reference, journals, etc). There is a provision AutoLib software for the functioning of library. Institute has committee members that formulate policies for the Library. The committee members are-

Sr. No.	Name	Designation
1	Dr. Priyanka Singh	Chairman
2	Prof. Bipin Bankar	Member
3	Prof. Shweta Padale	Member
4	Prof. Kumar Pawar	Member
5	Mrs. Jayanthi Kumbhar	Librarian, JIMS

Responsibilities of Library committee members are-
➢ To form proper guidelines for execution of Library functioning
➢ To check on the records of stock available as well as the new requirements
➢ To lay definitive rules for the maintenance of library and material within it
➢ Passing on the budget to the governing body for the sanctioning of new stock of books, shelves, sitting material, etc.
➢ To separate the roles of librarian and assistants and lay them in a proper way
➢ To decide upon the rewards (like best usage of library, etc) to promote the use of library facility
➢ Arrange for workshops for making maximum use of e-material available through different e-resources

Policies of Library mainly focus on –

- Availing the students with maximum reference material in both form(online and offline)
- Providing for the e-resources from different sources
- Maintaining the books and student ratio compatible
- Reviving the older version of books, journals and other literature material
- Provide guidelines to the library staff for the proper execution of library function
- Providing guidelines for solving conflicts or grievances(if any)
- Conducting workshops on timely basis for the maximum use of library material

Role of a Librarian -

- Maintaining the student and faculty records related to issuing of the books and their visits to library
- Checking the stock of books and placing the order if any reviving needed
- Maintaining defaulters list and issuing notice or penalty for same
- To prepare monthly report on library usage
- To display the rules and regulations of the library and maintaining them
- Registering and executing complain, if any, in procedural way.

Dr. Priyanka Singh
Director