**Criteria 4.4.2**

**Established Systems and Procedures for maintaining and utilising physical, academic and support facilities: Laboratory, Library, Sports Complex, Computers, Classrooms etc.**

IMI has always endeavoured to provide a congenial learning environment with all modern facilities to ensure quality education and research. The institute ensures optimal budget allocation and utilization for maintenance and upkeep of different facilities at the campus. ***Budget allocation is being done as per the requirements in the interest of students and their holistic development***.

Institute has **well defined policies** **and SOPs** for the purchase and engagement of vendors for upkeep of the campus. Various committees have been constituted to oversee the maintenance and upkeep of the infrastructure. **Administration Department** is the nodal department for the maintenance of entire campus including buildings, classrooms, and laboratories. The department is headed by the **Chief Administrative Officer** (CAO) who monitors the work of the Senior Manager (Admin) / Manager (Admin). The Senior Manager (Admin) / Manager (Admin) is accountable to the CAO and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor-wise responsibilities, timings, leave etc. Senior Executive / Executives conducts periodic checks to ensure the efficiency and working condition of the infrastructure. The maintenance and upkeep of the infrastructure facilities are carried out with the support and coordination of the heads of the departments.

**Campus Management**

College campus maintenance is monitored through regular inspection. Upkeep of all facilities and cleanliness of environment in the hostels are maintained through **hostel monitoring committee**. **Estate Manager and his team** are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works. Estate Manager also looks after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored. For Internet connectivity and CCTV security system, network and system administration team is appointed. Outsourcing is done for the maintenance of security, housekeeping, and horticulture manpower. Security staff including ladies’ guards under a security supervisor is employed to safeguard the whole premises. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by concerned house-keeping staffs and gardeners appointed for the purpose.

Maintenance of **some facilities are outsourced to third parties on AMC**. These include LCD projectors, EPBX, air conditioners, water cooler, gymnasium, and water purifier. The staff is also trained in maintenance and operations of Fire Equipment. Annual stock verification is done by Store In-Charge.

**Classrooms**

All classrooms are equipped with the State-of-the-Art facility for conducive teaching. Most of the lectures take place in classrooms with projector, microphone, Wi-Fi and speakers. This is to leverage blended learning techniques. A qualified IT Technical Team ensures proper upkeep of the classroom.

**Library:**

A well-qualified library staff under the Librarian in responsible for maintenance of the library books and other library related issues.

**Computers and IT Infrastructure:**

Regular maintenance of Computer Lab equipment’s is done by IT Staff along with attendants under the supervision of Chairperson (Branding and IT Services).

