INFRASTRUCTURE MAINTENANCE PROCEDURE/ POLICIES

FACILITY MAINTENANCE

The Institution has signed an exclusive agreement with RVL for Facility Management and security services. Facility management is supervised by the supervisor and he is the direct contact with DJ Academy's representative i.e Administrative Manager. All facilities including temple, office, classroom, hostel, parking, maintenance room, power house, Library, Seminar Hall, Sports room and all restrooms are cleaned as per the schedule given by the RVL. The garden maintenance is also supervised by the RVL supervisor. Generators are maintained as precautions against unexpected outages. The electrician is responsible for the power house maintenance. Bus facility is provided for the students and employees. Security Inspector is the single point of contact of RVL with Institutional representative Administrative Manager. The hostel is equipped with all required facilities and the Administrative manager is responsible for the maintenance of residential facilities. A critical component of a comprehensive security plan is the utilization of a surveillance camera system in the institution.

COMPUTERS

The IT Incharge is responsible for creating new account, data back-up, data security, technical support, maintenance of EDP equipment and purchase and AMC renewal. A back up register is maintained for backups taken, location and authorization. The computers in the department are used by the respective faculty members for class preparation, research work, accessing web resources and e-learning resources. All the faculty systems are connected to the intranet and they have access to the server. An additional computer with printer facility is also provided to the department.

LIBRARY

The DJAME Library serves as a Learning Resources Centre catering to the intellectual requirements of the students, faculty, and researchers. It has computerized all its housekeeping activities using CMS software. The software facilitates automated circulation (issue-return) of books and speedy access to bibliographic location and availability of information of the books in the library. We also have the facility of web catalogue. The institution has subscribed to the DELNET, NPTEL services also. The librarian maintains separate policies and procedures for registration of new member and circulation of library resources. Digital library section offers the services like online database of journals and internet browsing option. Each computer is assigned a number and users are directed to the unoccupied computer. Separate log register is maintained for each of the computers, that records the login and log out time of the users who use the computer along with their name & roll number. Scanning of documents, books are allowed. The students can use the digital library section for doing the scanning. Stock verification at the library is done every year. Librarian and a faculty from the department will conduct the stock verification activity

CLASSROOMS

The Institution being a stand-alone B School has both lecture halls and tutorial rooms. Each lecture hall is supported with an IT-enabled Wi-Fi facility to enhance teaching and learning process. The Tutorial rooms

are meant for conducting the specialisation classes for the II MBA students.

SPORTS FACILITY

The administrative manager is responsible for the maintenance of sports facility and fitness centre.