

**GLOBAL INSTITUTE OF MANAGEMENT & EMERGING TECHNOLOGIES,
AMRITSAR**

MAINTENANCE POLICY & PROCEDURES

The Institute has established systems and procedures for maintaining and utilizing physical, academic and support facilities. An assessment of needs is done and budget is allocated for the same to ensure smooth and effective functioning of the institute. The classrooms are allotted depending on the number of students in a section. Basic facilities such as furniture, boards and fans are regularly maintained at the institute and departmental level. Periodic maintenance (both preventive and breakdown) is undertaken for basic amenities such as water coolers, air-conditioners etc.

The Institute has an extensive IT infrastructure. The College assesses the equipment and infrastructure on a regular basis. The Institute has an in-house team for the maintenance of its Systems and Network and minor hardware daily repair. For all major computer related problems, a service provider is hired. Computers are regularly updated with anti-virus software to protect them from malicious programs. Maintenance of equipment as and when required, the institute takes up calibration and other servicing measures for the equipment/instruments through suppliers and service personnel periodically and in some cases through annual maintenance services. Other laboratory equipment is maintained by technical supporting staff. In case of any repair requirement, service is hired from outside agencies. To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, air conditioners and water coolers are maintained with the help of external agencies. General security Measures Trained Security Personnel are deployed at the college main gate, at all the department blocks, hostels and other strategic locations. Garden maintenance is taken care of by a team of gardeners. CCTV Cameras are installed in various vantage points inside college campus. Campus is equipped with CCTV camera on main places with 24x7 security system, necessary human power is available to take care of the facilities.

The Institute ensures that the library purchases current titles of books and journals and empanels such book distributors who can procure new titles and bring them to the notice of the faculty on a continual basis. Library is equipped with the CCTV cameras and overall monitoring and surveillance. The library has an institutional membership with J-GATE.

The Institute provides several indoor and outdoor sports facilities to all its students. The institute has a well-equipped Sports Complex comprising Fitness Centre, Tennis Court, Badminton Courts, Cricket ground, Volleyball, Football and Basketball Courts. A valuable addition to the Sports Complex is the Gymnasium and Well-Being to encourage physical fitness and physical activity. The Institution has active student teams for different Sports that participate on a continual basis at university level. The institute facilitates them by providing attendance waivers and holding special classes for them.

Shelby