

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

**MAINTENANCE POLICY AND PROCEDURES**

The institute has put in place adequate system and procedures for maintaining the infrastructural facilities. Budget is allocated as per the needs assessed for the smooth and effective functioning of the Institute.

The majestic buildings of the institute are regularly inspected for any paint job, broken window panes, water leakage etc and the needful is done immediately.

The classrooms are allotted depending on the number of students in section. Basic facilities such as furniture, writing boards, fans, tube lights, LCD projectors, UPS, Computers, LAN etc. are regularly maintained at the institute and departmental level. Periodic maintenance (both preventive and breakdown) is undertaken for basic amenities such as toilets, water coolers, water filters etc. The Management believes in exceptional cleanliness and eco- friendly environment for which it maintains the greenery and plant new trees every year for creating lush green campus and surroundings.

The Institute has an extensive IT infrastructure. The Institute assesses the equipments and infrastructure on regular basis. The Institute has an in-house team for the maintenance of its Systems and Network. Computers are regularly updated with anti-virus software to protect them from malicious programs. Maintenance of equipments as and when required, the institution 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.

The Institution 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 DELNET.

Dedicated staffs including masons, plumbers, carpenters and electricians have been employed for maintenance of infrastructure. The services of workshop technicians are availed for welding and repairs of furniture when required. Preventive and Breakdown Maintenance for critical equipments, Networking and Lab equipments is also done by the dedicated technicians in the labs. There is also regular inspection and maintenance of sports infrastructure. Institute annually renews its subscription of Cyberoam (firewall) which prevents the access of unauthorised users and helps in maintaining the network virus free. Other initiatives include residential quarters to staff members.

*Shelly*