



# MES INSTITUTE OF MANAGEMENT

Affiliated to Bengaluru City University

College Code : 2807

'Vidyavihara', # 25/1, 17th Main, 2nd Block, Rajajinagar, Bengaluru - 560 010.

Ph. Off : 080 23128321 Principal : 080 23128338 E-mail : mesinstitute@gmail.com Website : mesinstitutions.in/web/mes-management

## Utilization and Maintenance Policy

The institution has established a system for the maintenance and utilisation of, physical and academic infrastructural facilities. The infrastructure facilities are implemented with policies to optimize the use of resources to comply to the needs of academics, research and administration. The coordination between facility and allocation ensures the optimal usage of resources in laboratory, library and classrooms inside the campus. The following are the policies and procedures for maintaining and utilising infrastructure facilities.

### 1. Physical infrastructure

- The institution campus, its infrastructure and equipment, is maintained by the Engineer and Maintenance Manager, who is appointed by the Management Committee. He is responsible for both preventive and post-maintenance of the infrastructure facilities. Regular preventive maintenance is carried out through AMC's and periodic check by the Assistant Manager, who in turn coordinates with the E & M Manager for necessary action. The HOI reports on renovation, replacement and maintenance requirement with the E & M Manager, who attends to all such requirements regularly. The E & M Manager reports to the MC and fulfills the necessary requirements.
- All minor issues in the institution infrastructure are attended to by the supporting staff.
- The classrooms and common areas are cleaned and maintained everyday by the support staff. The furniture and teaching aids in the classrooms are maintained in good condition. In case of repair or damage, it is brought to the notice of the Assistant Manager and HOI for necessary action.
- A 62.5KVA generator provides uninterrupted power supply during teaching learning process. The power generator is maintained by AMC with NB Power Systems. The technician visits regularly the institution campus for maintenance.

- The Institution lift is used by staff, visitors and by specially abled students. The Lift also helps relocating the equipment from one floor to another. The Annual maintenance of Lift is with SCHINDLER Pvt. Ltd. The technician visits the campus once in three months and as and when required.
- The institution has seven fire extinguishers which are placed in the staffroom, third floor and fourth floor corridor, Conference Hall, office, library and Computer lab. The extinguishers are periodically checked and refilled annually by the service provider Lakshmi Fire Extinguishers.
- The RO water purifier with filtering capacity of 50 litres per hour and 500 litres per day provides safe drinking water to the students and staff. It is regularly cleaned by the support staff, and is maintained by PURE Water House once in six months for replacement of filters. The two large overhead tanks, and a sump are also cleaned, and maintained through outsourcing periodically.
- Rainwater harvesting is implemented in the campus and the water is utilized to water, plants and trees in the campus.

## **2. ICT infrastructure**

- The IT manager, appointed by the Management Committee, is accountable for the maintenance of website, hardware, software, technical IT management and data analytics.
- Annual proposals for purchase of new IT equipment, repair and maintenance of available equipment's are prepared by the Assistant Manager of the institution and submitted to Head of Institution.
- The HOI considers the proposals required to upgrade and updates it to the IT Manager. The IT Manager goes through the proposal and submits the same for approval from Chief Executive based on the requirement.
- The institution has an AMC with NET Solutions, for the regular maintenance of computer systems. The technicians of NET Solutions visit the institution once a month and for the maintenance of the IT facilities. Up gradation of hardware and software is done periodically.
- UPS services are provided by Varsha technologies on need base.

- CCTV cameras are installed at strategic locations of the institution premises. 26 CCTV cameras in two floors, 2 at the parking area and 1 at the entrance have been installed. It is serviced and maintained by the service provider - Sunshine Devices Pvt. Ltd., on a need basis.

### **3. Library**

- The Institution has a well-equipped library with necessary books, Journals, magazines and periodicals.
- The library is open on all working days between 8.00 a.m. to 3.00 p.m.
- Journals and magazine are subscribed on regular basis.
- Library is partially automated with the Easy Lib software.
- Book Bank Facility is available for the students and they have to return the book at the end of the semester.
- Delay in returning books is not entertained. Minimum fine is charged for non-return of books on time by the students.
- An AMC is in place for the maintenance of Easylib Software.
- Annual Budgetary provision is made for the procurement of library books and other resources based on the recommendation of the librarian and the Library Committee. The HOI will take the required decision after perusing the proposals.
- N -list is subscribed for the faculty.

### **4. Sports**

- Students are encouraged to participate in intra, inter collegiate, university, state, national and international events. The Physical Education Director oversees the utilization and maintenance of sports equipment's and stock register. Students are allowed to access the sports equipment's after the institution hours for practice.
- Quadrangle facilitates playing outdoor games like badminton, tennikoit, volley ball and throw ball.
- The institution has MOU with BBMP for organising outdoor games.
- For conducting various outdoor sports events, the Physical Education Director gives requisition to the HOI for hiring the playground.

## 5. Security

- Security guards provide round the clock security to the institution for a safe campus life. The Management has outsourced security operations to Golden Eye Security Services.

## 6. Other facilities

- The institution has a canteen facility which provides healthy and hygienic food at reasonable price to staff and students. The canteen facility is outsourced and is maintained by the canteen owner.
- Parking facility is available for the staff members.
- Maintenance of restrooms and cleaning is outsourced.
- An efficient and experienced gardener maintains the institution greenery.
- Repair and replacement of electrical components, including solar lights, is done periodically.

*Sharada S*

PRINCIPAL

*MES Institute of Management*  
Rajajinagar, Bangalore-560 010