

#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The SJBIT has more than adequate number (at par with the norms) of classrooms, laboratories, central library, respective department libraries, auditorium, seminar halls, board rooms, gender based & physically challenged common/rest rooms, indoor sports complex and playground. All the classrooms are equipped with ICT facilities and the laboratories with all the experimental setups. Institution has modulated the better system and procedures for optimal utilization of the physical facilities. Institution has adopted self-developed learning management system (LMS) with customizable management features and is used to create online courses / tests for educators and trainers to achieve learning goals. The entire campus is Wi-Fi enabled with internet speed of 250 Mbps. Library is well established with all the resources consisting of books, journals, Library Software (LIBSOFT), e-journals, e-books, etc. Central library defines the standard operating procedures as noted below. Library provides a Technology Platform and Database of Plagiarism Checking Tool “Turnitin Web Tool”, SCOPUS Database and VTU referred portals. Remote access to e-resources is facilitated through the services of KNIMBUS Digital Library Platform with Remote Access Solution. Sports facilities for Basketball, Cricket, Tennis, Football, Throw Ball, Badminton, Chess, Carom and Table Tennis, etc., are provided at the institution. Well established gymnasium is made available to all the faculty, staff, and students. A fitness instructor is available to train the staff and students of the institution. Enough multiple level power back up facilities like UPS systems, Generators are available in the institution.

- The Institution has well defined maintenance team headed by the registrar that oversees the maintenance of buildings, classrooms and laboratories supported by the supervisor and the team.
- The Supervisor is accountable to the Registrar and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc.
- The HODs and the maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Upkeeping of the institution infrastructure is outsourced to a reputed and efficient group. The outsourced group is responsible for cleanliness and hygiene of the facilities.
- The Green Cover of the campus is well maintained by a full-time gardener.
- Proper working condition of all properties/equipment on the campus including maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers is ensured by the department heads and the maintenance team. The institution has trained in - house electricians and plumbers. Lab assistants/Instructors are well trained.
- Parking facility is well organized and efficiently maintained.
- The campus maintenance and physical facilities are monitored through CCTV.
- Institution and every department maintain stock register for all the available equipment, infrastructure and setups. Periodical stock verification is done at the trust, institute and department levels.

