



SAIBALAJI EDUCATION SOCIETY  
**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
**IIMS**

Approved by AICTE, Ministry of HRD, Govt. of India  
NAAC Accredited



**4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.**

- Administration Department of the Institute looks after the infrastructure of classroom, maintenance and repairs of Institute Infrastructure. Admin. Department, oversees the supervisor's job at the next level. The admin head is accountable and acts as the supervisor who organizes the workforce effectively, maintaining duty files that contain details of their individual floor-wise duties, scheduling, leave etc.
- The maintenance officer conducts daily check to ensure the infrastructure's efficiency / working condition. Adequate in-house staff is employed to maintain meticulous on-campus hygiene, cleanliness and infrastructure to provide a comfortable learning environment. Classrooms, staff rooms, seminar rooms, IT labs, etc. are regularly cleaned and maintained by service and housekeeping staff assigned to each floor.
- A full-time gardener keeps the campus Green Cover intact. IT Lab assistant maintains Institutes computers and devices under the supervision of the system administrator. From time to time Proper inspection is done and verification of stock takes place at the end of every year.
- From time to time repairs and maintenance requisites are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester. The maintenance team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping.

