



KAI. YASHODABAI DAGADU SARAF CHARITABLE TRUST'S

INSTITUTE OF MANAGEMENT AND SCIENCE

(Approved by AICTE Govt. of Maharashtra &
Affiliated to North Maharashtra University Jalgaon)

Fax. : +91-2582-255125, Office : (02582) 255124 Mobile : 9326461497/98/99/501

Website : www.imssakegaon.org E mail : imssakegaon@rediffmail.com

N.H. No.6, SAKEGAON - BHUSAWAL, DIST. JALGAON (M.S.) India 425 201

Mr. Pandurang D. Saraf

President

Mr. Sanjay P. Ingale

Jt. Secretary

Ref. No. : IOMS / /

Date :

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

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

Answer:

The institute has a state of art infrastructural facility that provides conducive environment not only for students learning but also for overall development of students. The institute has established systems and procedures for maintenance and utilization of physical, academic and support facilities.

Cleanliness and safety are among the top most priorities of the institute. Cleanliness of the campus and other infrastructural facilities is carried out under the supervision of caretaker. Sweepers/peons carry out cleaning of class rooms, laboratories, departments, library, office, hostels etc. regularly. Institute ensures clean environment by keeping dustbins at every corner and collecting trash regularly.

During pandemic, sanitization being the most important to maintain hygiene, the institute followed all guidelines to prevent COVID – 19 for the safety of students and staff in the campus. Fire safety being another important safety measures, the institute always ensures that the fire extinguishers in the laboratories and other important places in the campus are fully operational.

The institute pays due attention towards maintenance and up keeping of laboratory equipment's. To maximizing equipment uptime the institute follows preventive maintenance and corrective maintenance strategy. And sole responsibility of such maintenance lies on the technical staff / lab assistants. Log books / maintenance registers are maintained that reflects the usage and maintenance history of the equipment's.

In case of breakdown the technical staff/ lab assistants evaluate the equipment's and accordingly submit initial cost estimates for consumable components /parts, if any. After approval the maintenance work is carried out either by technical staff / lab assistants or by skilled venders. The institute invites quotations for the required consumable components/parts and maintenance by skilled venders, and accordingly order for the same is



placed. For monitoring the up keeping of equipment's, the institute conducts stock verification of laboratory equipment's every year. If any equipment is reported as not working in the verification report, then the concerned technical staff / lab assistant undertakes maintenance of the same.

The institute has adequate IT infrastructure. The institute has dedicated hardware engineers for the up keeping of desktop computers, printers, network and other peripherals. They are also responsible for up keeping of necessary software for academic and administrative support. In case of breakdown, same procedure is followed as that for the other equipment's.

The institute has dedicated electrical installations such as transformer, DG set and PV Solar Roof top power plant etc. The preventive and corrective maintenance of these electrical installations are carried out as per manufacturer guidelines. In case of breakdown, same procedure is followed as that for the other equipment's. Further, regular maintenance of electricity supply to all electrical / electronic equipment's / devices are carried out by dedicated electricians.

Infrastructure is the heart of the institute and so as its maintenance. Infrastructure maintenance is carried out by a team that includes site engineer, care taker and dedicated staff. The team undertakes and monitors various activities viz. construction activities, renovations, repairs, water supply, sanitation, waste disposal, cleaning of building and surroundings etc. Further, along with site engineer additional members are deputed to carry out specific work as and when required. Moreover, the skilled manpower of workshop provides necessary services for maintenance as and when required.

The institute has well equipped central workshop for the students. Preventive maintenance of equipment's /machineries in the workshop is carried out regularly, in every six months. It includes oiling, greasing and cleaning etc. In case of break down, same procedure is followed as that for the other equipment's.

The institute has well equipped central library with conventional library and digital library. The librarian and staff look into the proper, smooth and efficient functioning of the library. It includes keeping up to date records of books circulation, ensuring return of books from students, maintaining log books of faculty and students. It also includes the proper arrangement of books on the racks, arrangement of journals and magazines in the respective section. Upkeeping of books i.e. binding etc. are taken care by the library staff. Every year, stock verification of library is carried out through a committee. The committee accordingly prepares a report which includes number of books available, number of books written off, and number of books in torn condition. The books in torn condition are kept separate.

Maintenance of playground and up keeping of equipment's in gymnasium are taken care by Physical Director. The campus has lush green lawn and garden. Dedicated trained gardeners take care of up keeping of lawn and garden.



Room No.	Room type	Carpet area (Sq. m.)	Completion of flooring	Completion of walls and paintings	Completion of Electrification and lighting
1	Main office	171.41	Yes	Yes	Yes
2	Principal office	30.56	Yes	Yes	Yes
26	Board room	26.18	Yes	Yes	Yes
3	Central store	34.79	Yes	Yes	Yes
4	Maintenance office	17.50	Yes	Yes	Yes
5	Security office	17.08	Yes	Yes	Yes
6	Housekeeping room	11.40	Yes	Yes	Yes
7	Pantry for staff	26.18	Yes	Yes	Yes
8	Examination control office	30.13	Yes	Yes	Yes
9	Toilets(total Area)	150.92	Yes	Yes	Yes
10	Boys common room	78.49	Yes	Yes	Yes
11	Girls common room	77.77	Yes	Yes	Yes
12	Cafeteria	153.74	Yes	Yes	Yes
13	Stationary store and Reography	11.10			Yes
14	First aid and Sick room	13.32	Yes	Yes	Yes
27	Placement office	99.33	Yes	Yes	Yes
25	Faculty room	46.20	Yes	Yes	Yes
19/1	Class Room I	67.76	Yes	Yes	Yes
23/2	Class Room II	70.20	Yes	Yes	Yes
20/1	Tutorial Room I	44.59	Yes	Yes	Yes
24/2	Tutorial Room II	44.59	Yes	Yes	Yes
21	Seminar Hall	133.77	Yes	Yes	Yes
16	Computer Center	172.45	Yes	Yes	Yes
17	Library and Reading room	100.10	Yes	Yes	Yes
22	Language room	11.10	Yes	Yes	Yes

IMS library:





IMS Computer Lab:





IMS Classrooms:




Director
K.Y.D.S.C.T.'S
Institute of Management & Science, Sakegaon
Tal. Bhusawal