

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

Jain has 6 locations across the city of Bangalore. All the campuses have the best of the facilities and infrastructure, so it creates a conducive atmosphere for staff and student to pursue academics, research or co/extra circular activities. A dedicated team of Facilities Management Department (FMD) team manages the hygiene, upkeep of the various building and other facilities. There exists well-defined process and budgetary allocation for developing and maintenance of various infrastructure. The Planning and Monitoring Board is the ultimate statutory body with JAIN to approve new infrastructures, while regular maintenance is taken by other appropriate University officers/bodies.

The classrooms and tutorials are allotted to the respective departments/ schools and these are utilized based on the pre-scheduled time tables for various batches. Maintenance of cleanliness and repairs of furniture and fittings at these venues are handled by the respective Facilities Manager and his/her team. Usage of labs, workshops, etc. is handled by the respective departments. Based on the academic requirements of the specific program, various types of laboratories, workshops/studios are there in the University. All schools ensure that the equipment and machines of labs are accounted for and well maintained. The technical staffs allocated to each of these labs/workshops hold the prime responsibility of the safe-keeping and overall maintenance of the equipment's in each of the lab(s), using the annual and corrective/preventive maintenance schedule. Each school /department has its own laid practice in allotting consumables required in the lab. The utilization of the consumables is tracked using proper documentation and process. JAIN has 6 libraries across its campuses. In some of the campuses the library is kept open for extended period of time for use by faculty and students, including Sundays. Books are physically checked before issue and return. Corrective actions viz. binding, repair of torn pages is initiated to preserve the books for long. Library conducts regular need analysis by taking inputs from faculty members and students, of the various books and puts-forward the recommendation for purchase. The computer labs are also utilized based on the schedules laid by the respective schools/colleges. The labs are maintained by lab attendants who ensure the maintenance of the fixtures and furniture of the lab with help of the FMD team. All complaints of the PCs and the systems are taken up by the respective campus Sys-admin team.

The sports facilities, which include both indoor and outdoor facilities, are available to students and employees to use as per their convenience. The FM/USB maintains the sports equipment and the gardening team maintains all playgrounds. Towards, cleanliness and ease of maintenance, the campus is classified into academic area, Hostel/Residential area and Canteen/Refreshment area. Dedicated teams are assigned for its housekeeping. Based on periodic schedule cleaning activity are scheduled, executed and followed, including surprise checks.

Maintenance requests are registered, reviewed and closed in a timely manner. Annual maintenance contracts and long-term warranties are negotiated with service providers and vendors for achieving best possible upkeep of machines and equipments.

