

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

Adequate focus is on enriching our resources both human and capital so that we can put our stated mission to practice in a manner that is quite evident to all our stakeholders. We emphasize upon the continuous improvement of quality and quantity of available resources to meet the increasing demand of our stakeholders as well as matching the changing dynamics of academic world. Jaipuria believe in an aesthetic, clean and an environment conducive to enhance the academic. We have an independent team of maintenance who take care of all supporting activities and a record is being maintained for all the complaint, when a student make a complaint in the register warden/maintenance staff make his all efforts to complete the complaints by calling the concerned staff.

Growth on the institutional front has kept pace with the rising demands of commerce, industrialization and urbanization. The financial resource requirements for up gradation of infrastructure/facilities and for achieving the strategic goals of the programme are fulfilled through internal generation of revenue/cash. Online library resources, software, lap tops, computers, video conferencing equipments and wifi etc. are procured from the internal resources. The academic environment and infrastructure requirement are never held back for want of financial resources. The resources are fully compatible and commensurate to achieve our stated goals. Feedback register is maintained which is kept at all the places, which is being monitored by warden, CAO and Director of the Institute. To meet our primary goal of developing relevant and innovative curricula with a view to produce competent managers with global and professional competence. Our tryst for excellence in Academic processes is achieved through the multi-layered activities that are continuously benchmarked against the best practices around the globe. Continuous upgradation is done in the achievement of administrative and community extension activities.

- The Centre has elaborate computing facilities accessible to the students. There are three modern, state-of-the-art, computer laboratories comprising of hardware configuration (Intel I3 2nd Generation, 4GB RAM), Lenovo dual core 2.60,2 GB and IBM P-IV, 1GB.
- These labs are equipped with 240 nodes with high quality laser printers, network printers, scanners and multimedia accessories.
- There are several high end Servers [IBM model X3650, IBM model X3650M2, HP Blade Servers and tower servers [IBM model X-225 and for the file storage HP SAN Server and CA Backup Server.
- Various system software are available that run in environments such as, Windows 2008 Server and Windows Server 2012, Microsoft SQL Server 2008.
- All the labs are connected on LAN devices through Dlink Stack Switches DGS-3120-24TC 100/1000 Gigabyte, CISCO 2950 Switches. Regarding network security CISCO WSA S380 has been implemented.

- All labs are equipped with Latest application and operating systems Windows 7, Microsoft Office 2007, SPSS 16, Prowess-4.1, Symantec Endpoint Protection Antivirus Server 12.1, OLT 2.0, MOODLE 2.8.1, Adobe Reader X, and WinZip 9 with latest browsers and media players.
- Our institute avails academic license from Microsoft for Office applications & Operating Systems, we are also equipped with Google Apps, SPSS, CMIE-Prowess, OLT and Adobe Professional.
- The PC ratio is 1:2 each class consists of 60 students and we can accommodate single batches at a time. Classes are scheduled as per availability.
- We have a Web & application based Academic ERP (OLT) Online learning and teaching for online quiz, attendance, faculty feedback, timetable, online elective selection, and online assignment of marks and calculation of grades, computation of Grade Point Average (GPA), computation of Cumulative Grade Point Average (CGPA), printing of grade sheets / mark sheet / transcript.
- OLT installed in the Computer Lab Server and its accessible from anywhere within the campus network, students appear in online tests administered through this application and results of Examination and Internal marks are also recorded and archived and student can also give their feedback on teaching.
- We have Virtual Learning Environment (Moodle) which makes it easy for provide online support for in course. Providing a central space on the web where students, faculty and staff can access a set of tools and resources anytime anywhere. Staff and students of the Department have found most valuable aspects like a quick way to share documents, Discussion Forums, Online assignment handling etc.
- We have a Life Size Multipoint IP Based Videos conferencing device and we have also LYNC Server 2013 implemented on windows active directory and exchange server.
- It is used for the conferences, placement activities, Interviews, discussion, broadcasting as well as for lectures by Indian & foreign faculty.
- We also used the others VC software Like SKYPE, Google hangouts etc.
- Institute has subscribed to different renowned IT related companies and Online databases engines like OLT , CMIE (PROWESS), MOODLE, J-gate, EBSCO, English Edge, Software and these are used regularly by Faculty and students. There are guest sessions delivered by visiting academic faculty and industry experts from India and abroad.
- These are comprehensively covered with Streaming Video, Recording links which are shared at Jaipuria YouTube Channel, Facebook page, and web presence of Jaipuria Institute of Management.
- Institute provide to students, Business Simulation games like (Capstone, AIMA-Chanakya) are an intrinsic part of student's academic grooming.

- Institute also provides (English Edge) communicative method for learning languages combines extensive, high-quality content with flexible audio technology. This comprehensive language-learning method can act as a total solution for self-teaching, as well as a teaching support to formal courses.
- Modernity, aesthetics, Wi-Fi enabled campus, green lush beautiful central lawn, an open air amphitheatre contribute immensely to providing a stimulating learning environment in the campus.

Sanitary facilities

Proper sanitary facilities have been provided in all the floors, five W/C for females and five for males on each floor apart from washing area separately. To ensure Hygiene and Sanitation in the Campus and hostels, only Branded items are being used. Further regular spray of pesticides is ensured on daily basis and fogging of Campus on fortnightly basis or as required.

Details of open space in campus, horticulture, landscaping etc.

Open space

Out of 16114 Sq. Meters of Plot size, we have open space of 12295.1 Square meters out of which 3785 Sq. Mts is covered by concrete roads and 8510.1 Sqm is covered by Lawns and Green Belt.

Landscaping

Beautiful lush green front lawns with designed landscape, trees along with side wall, Seasonal flowers of various hues and colors add to the beauty of the Campus

Parking

A separate and defined has been earmarked for parking of cars /bikes of faculty and staff. Students vehicles are parked outside the gate under the token system, CCTV and security guards.

Garbage collection system

Dust bins have been placed at various points in the Campus in Academic Block (All Floors), on strategic points on roads and all floors of Hostels. This garbage is collected by a vendor who take this for recycle.

Following are the learning aids provided in each classroom

LCD projector with screen, computer system, mike, Audio sound system, white board.

24 hours x 7 days, LAN and Wi-Fi (40mbps) made available.

Video conferencing facility is also installed in board room which is accessible to all the students.

Resources

Seminar Halls, Computer Lab, open theatre for co-curricular activities, Mess Dining Hall, Gymnasium &

Open space

Out of 16114 Sq. Meters of Plot size, we have open space of 12295.1 Square meters out of which 3785 S Sqm is covered by Lawns and Green Belt.

Landscaping

Beautiful lush green front lawns with designed landscape, trees along with side wall, Seasonal flowers of Campus

Horticulture

The Campus is occupied with various types of trees and plants like, Asoka , Silver Oak, Royale Palm , Champa, Jamun, Rose and many more tree. Some of these plants/trees are laden with colourful flowers seasonally and not only add to the beauty of the Campus but also provide shadow and shelter to the students.

The Institute does not restrict admissions to differently-abled (physically challenged) candidates. Institute tries to provide all types of support to these kinds of students whether it is in the form of faculty help, helper, room allotment in hostel, library facility etc. The campus presently do not have any disabled/ handicapped student or staff member and therefore no such arrangements for disable persons are existing in the campus. However, the management understands the importance, facilities will be made available for any such case arises in future.

Our Hostel has lift facility to cater the need of our hostellers.

There are separate boys and girls hostels in the Institute. The Girls Hostel is on the campus, while the Boys Hostel is off-campus.

The Boys Hostel has 80 rooms and 160 beds, while the Girls Hostel has 80 rooms and 192 beds. As a large number of our students are from the NCR area and prefer to commute to the Institute from their homes. The existing hostel capacities are sufficient to meet the demand.

Our decently furnished hostel rooms have attached bathroom. Each hostel has a recreational room, a waiting room, a dining area, a gym, a medical room and sports facilities.

Size of double Occupancy rooms is 250 Sq. Ft. (Approx.) and Triple Occupancy is 325Sq. Ft. (Approx.). Rooms in The size of Common Rooms is 247 Sq. m. Individual rooms are equipped with a Box-bed, a mattress, a study table, a chair, a steel/wooden almira. Out of total 350 capacity of hostel 92 accommodations are having facility of ACs which is allotted on first come first serve basis. A separate TV room/entertainment room is available in girls and boys hostel. Separate gym and overnight library facility is given in both the hostel

The common and TV rooms are equipped with an LED T.V washroom with a Sink, a wash room, a toilet and a chairs as per requirement of event but surely more than 20 chairs.

The students use the common room for recreation and also group discussions. After this they retire to their individual rooms. Hostel room with all the facility takes care of their community life as well as individual privacy. Potable Drinking water and sanitation facilities in hostel.

- Wi-Fi facility is available in the campus as well as in the girls and boys hostels. Information Technology is widely used in different courses.
- Water facilities
The Potable Water System of the Institute comprises of the following:
There is a round the clock supply of R.O. filtered water. The testing of water is ensured and a recording is available all the students as well as institute officials on regular basis.
 1. Quantity 2 Nos Water Bore well
 2. Water Supply connection from Noida Authority
 3. R.O. machine connected with each water-cooler installed at 3 RO in Academic Block and 2 RO in the Cafeteria and 2 RO in the Mess & 5 RO in Girls Hostel & 4 RO in Boys Hostel.
 4. Drinking Water outlets with R.O. facility provided at a location of Student gathering.
 5. Underground and overhead water storage facilities exist with a capacity of 1.5 Lacs Ltr. Water Tanks are being cleaned at a defined interval and Water samples are tested regularly RO AMC Vender & RO Water T.D.S Check within fifteen days to ensure quality of drinking water.
Solar Heater have been provided for hostellers.
- Electric load up graded in the campus from 278 KW to 310 KW in consideration with the increasing demand in electric consumption.
- Cafeteria with a seating capacity of 30 students caters to the breakfast, snacks and lunch requirement of students, visitors, staff and faculty. It is open from 8 am to 8 pm.
- Gym equipment have been added and replaced for the convenience of hostellers. Recent purchase have been the recreational equipment Pool table.

House-keeping and maintenance facilities in hostel

The timings for Housekeeping are from 7AM to 4.00 PM with one hour lunch break, some staff is also detained in the evening shift to attend to the housekeeping requirements of students who cannot get their rooms in the morning shift in boys hostel only. Similarly Housekeeping in Academic Block and other areas is also done in extended hours to keep the entire Campus neat and clean. To ensure Hygiene and Sanity in the Campus, only Branded items from the reputed company are used. Further regular spray of pesticides is ensured on daily basis and fogging of Campus on fortnightly basis/as per the requirement. Laundry system in the institute is managed by Dhobilite Laundry Service, a well reputed company catering washing facility in this area, also a washer man visit both the hostel daily, for washing and ironing of cloth. However, some students, who still prefer to wash

their own clothes (particularly female students), have been provided washing machines to give them the liberty of self wash, and can make use of Iron available with warden.

Hostel wardens and staff are also regularly reminded to help the students. If the students have grievances, urgent steps are taken to redress them.