



A J INSTITUTE OF MANAGEMENT
A Unit of Laxmi Memorial Education Trust (R)

Kottara Chowki,
Opp. Mahindra Showroom,
Ashoknagar Post, Mangaluru- 575 006
Karnataka, India
Tel : 0824-2455340, 4283581
E-mail : ajimmangalore@rediffmail.com
ajimmangalore2018@gmail.com
Website : www.ajimmangalore.ac.in

Re-Accredited by NAAC at B+

An Advanced Centre for MBA Studies and Research. Affiliated to Mangalore University and Recognised by AICTE

Infrastructure and Maintenance Policy

Preamble

A J Institute of Management is committed to providing a conducive environment for learning and holistic development. To ensure the effective operation and use of infrastructural facilities, a policy has been developed. Its basic objective is to maintain and augment our infrastructure to meet the changing needs of students and staff while fostering a positive learning environment.

Scope of the Policy

This Maintenance Policy applies to all members of A J Institute of Management, including students, faculty, and staff. It encompasses all aspects of infrastructure, including academic, administrative, and support facilities.

Infrastructure and Maintenance Committee

A dedicated Infrastructure and Maintenance Committee to prepare and recommend the budgets to meet all teaching, learning, research and extension activities of the Institute including the IT and other academic support facilities. The committee also oversee the implementation and monitoring of maintenance. The committee's composition shall include:

| Name | Designation | Position held |
|------------------------|--------------------------------|---------------|
| Dr. T. Jayaprakash Rao | Director, AJIM, Mangalore | Chairman |
| Dr. Vijaya Kumar | Principal | Member |
| Dr. Swapna Shetty J. | Dean Academics | Member |
| Prof. Chethan Kumar | Student Council Advisor | Member |
| Prof. Shruthi K. | Computer Lab Faculty In-charge | Member |
| Mrs. Ajitha Kumari | Librarian | Member |
| Mr. Harinaksha | Administrative staff | Member |



Role and Responsibilities of Infrastructure and Maintenance Committee

The committee's responsibilities include:

- Preparing and finalising the annual budgets taking care of all academic, curricular and extracurricular activities of the Institute, including Library, IT and other infrastructural facilities.
- The committee will regularly assess the Institution's infrastructure needs by staying informed about industry trends and societal requirements.
- The committee to monitor the upkeep of infrastructure.

Vision on Infrastructure for Teaching, Learning, Research and green initiatives

A J Institute of management will strive for academic excellence by providing and maintaining

- Well-equipped classrooms with cushion furniture to facilitate effective teaching and learning.
- Fully automated library with extensive learning resources, e-resources, reading rooms, reprography, and internet facilities.
- Computer lab integrated with language and business lab, including high-speed internet connectivity, campus-wide Wi-Fi, and access to advanced software tools, facilitating the ICT enabled learning.
- Support facilities to ensure the smooth conduct of all academic and beyond academic activities. It includes the facilities to support skill enhancement programmes, cultural events, sports/ games, placement/ corporate relations and also safety protocols.
- Support to ensure the green initiatives such as vermicomposting, Sewage Treatment Plant, rainwater harvesting etc.

Maintenance Policy

Mechanism of Maintenance of the Infrastructure of the Institute is as follows.

- Maintenance of the library will be supervised by the Library Advisory Committee, ensuring the effective functioning of library services and the upkeep of the facility.



- Computer facilities including computer lab maintained by the lab faculty in charge and support staff with the help of service partners.
- AMC agreements ensures the proper maintenance of ICT tools and elevator.
- Maintenance of all academic support facilities including ICT enabled learning tools are monitored by the Student Council Advisor.
- Monitoring the effective functioning of electrical equipment's and plumbing arrangements are monitored by the Institute office and their maintenance is carried out by the service vendors identified by the Trust.




PRINCIPAL / DIRECTOR
A.J. INSTITUTE OF MANAGEMENT (AJIM)
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MANGALORE - 575 006