



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.**

The Administration Department of the institute plays a pivotal role in managing and maintaining infrastructure to ensure a seamless and comfortable learning environment. It is responsible for overseeing classrooms, seminar halls, staff rooms, IT labs, and other facilities. The administrative head, acting as the supervisor, effectively organizes the workforce, ensuring accountability by maintaining detailed duty files with floor-wise assignments, duty schedules, and leave records.

A dedicated maintenance officer conducts daily inspections to ensure all infrastructure remains functional and efficient. An adequate in-house team of service and housekeeping staff is assigned floor-wise to maintain high standards of cleanliness and hygiene across the campus. Their efforts ensure that classrooms, staff rooms, IT labs, and seminar rooms remain clean and conducive to teaching and learning.

The institute employs a full-time gardener to maintain its lush green cover, fostering an eco-friendly and aesthetically pleasing environment. The IT Lab assistant, under the guidance of the system administrator, manages and maintains all computer systems and devices. Annual inspections and stock verifications are conducted to keep track of resources.

Repair and maintenance requests from Heads of Departments (HODs) are submitted to the Administrative Office periodically. These requirements are addressed collectively during semester breaks to prepare for the upcoming term. The maintenance team handles routine civil works, including furniture repairs, masonry, painting, plumbing, and carpentry, ensuring the institute's infrastructure remains in excellent condition.