



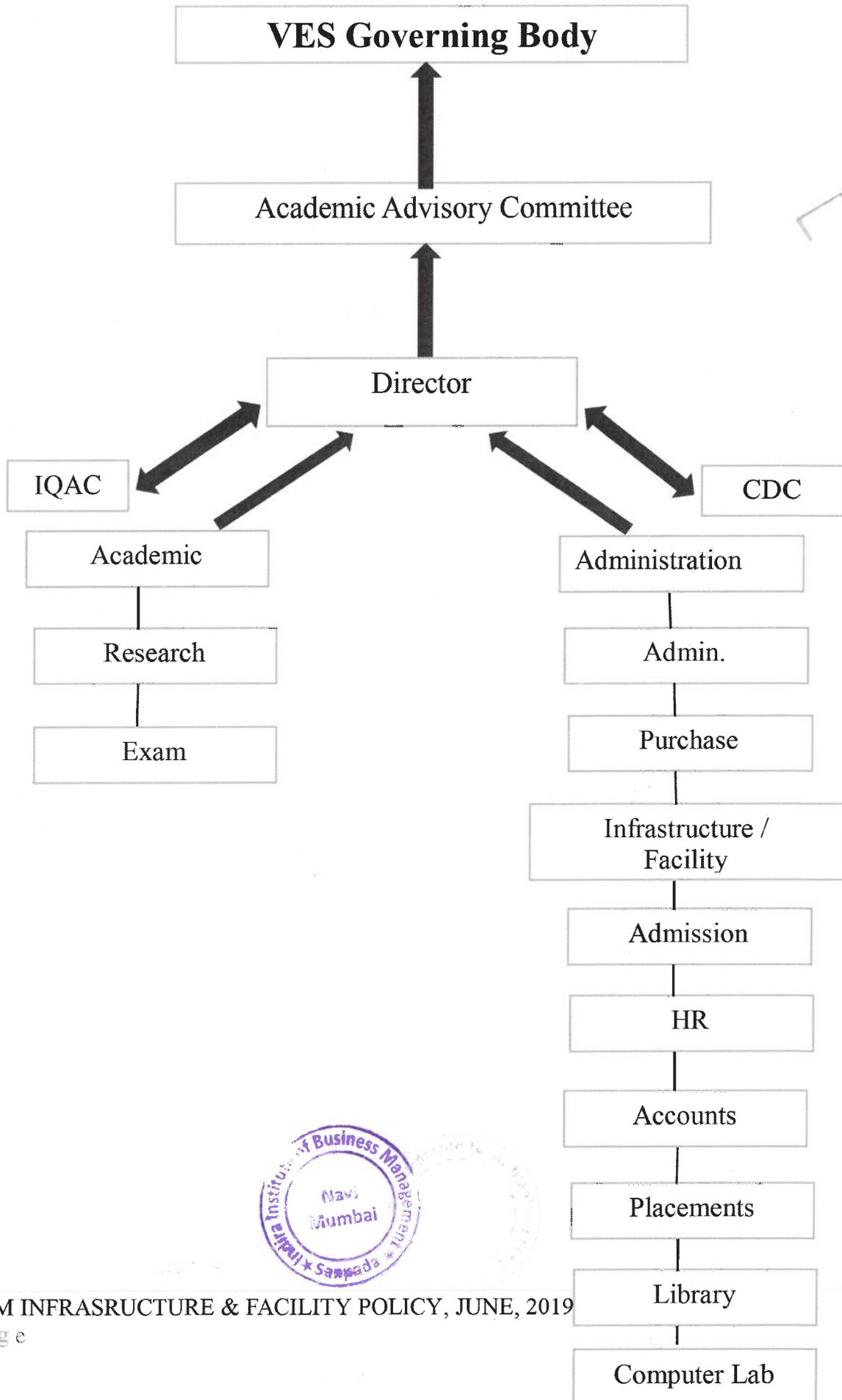
# IIBM INFRASTRUCTURE & FACILITY POLICY

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# Organogram of IIBM



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This IIBM Infrastructure & Facility Policy document for the **Master of Management Studies (MMS)** program, affiliated with the **University of Mumbai** and approved by the **AICTE (All India Council for Technical Education)** outlines an overall view of the structured manner in ensuring the internal and external campus facilities user friendly and safe for all, in alignment with academic goals, regulatory compliances, and student/faculty needs.

## **Section 1: Objectives**

This Infrastructure and Facility Policy aims to establish and maintain a high standard of physical and digital infrastructure to support the effective delivery of the MMS program at IIBM under Mumbai University. It ensures that all stakeholders; students, faculty, and staff benefit from a secure, accessible, and conducive learning environment.

1. To ensure that the physical and technological infrastructure supports high-quality academic delivery
2. To promote safety, accessibility, and inclusivity for all stakeholders
3. To comply with norms of AICTE, Mumbai University, and other statutory bodies
4. To adopt sustainable and future-ready facility management practices

## **Section 2: Scope**

This policy applies to:

1. Academic and administrative infrastructure
2. Classrooms, laboratories, libraries, and seminar halls
3. Digital infrastructure and learning management systems
4. Safety, accessibility, and maintenance protocols

## **Section 3: Infrastructure Components & Standards**

### ***a. Classrooms & Seminar Halls***

1. All classrooms shall be ICT-enabled with projectors, whiteboards, sound systems, and internet connectivity.



2. Seminar halls will be equipped with modern AV facilities and seating for at least 100 participants.
3. Seating, lighting, and ventilation must ensure comfort and productivity.

***b. Library***

1. The library will be equipped with a minimum of 5,000 titles and access to online journals such as J-GATE, EBSCO, and ProQuest.
2. A digital library portal will provide remote access to academic content.
3. Reading space for a minimum of 50 students shall be available during academic hours.

***c. Computer Lab & IT Infrastructure***

1. At least one fully-equipped computer lab with a 1:2 computer-to-student ratio.
2. Ensure use of licensed software, if any, including statistical, financial, and analytical tools.
3. High-speed internet and secure Wi-Fi across campus.

***d. Administrative & Faculty Offices***

1. Dedicated cabins / desks for faculty and staff with internet access and workspace.
2. Administrative offices with ERP / LMS access and student service counters.

**Section 4: Digital Learning Infrastructure**

1. A robust Learning Management System (LMS) (e.g., MyClassboard, Linways, Moodle, Google Classroom) will be attempted to be maintained for course delivery and communication.
2. Video conferencing and hybrid class capabilities will be enabled to support remote learning.
3. Online examination platforms will be periodically evaluated for security and efficiency.

**Section 5: Maintenance & Upkeep**



1. All infrastructure shall undergo quarterly checks and maintenance rounds.
2. Annual maintenance contracts (AMC) shall be established for key systems (IT, ACs, Plumbing and Electrical works, Housekeeping services etc.)
3. Emergency response systems including fire alarms, first aid, and evacuation maps shall be regularly updated.

#### **Section 6: Safety and Accessibility**

1. The campus shall comply with accessibility norms under the Rights of Persons with Disabilities Act.
2. Fire safety measures, surveillance systems, and security personnel shall be maintained as per state regulations.
3. Clean drinking water, sanitation, and hygiene facilities will be available at all locations.

#### **Section 7: Green Initiatives**

1. Energy-efficient lighting, rainwater harvesting, and waste segregation practices will be adopted.
2. Green zones with tree plantations will be maintained, wherever possible within the campus premises.

#### **Section 8: Review & Compliance**

1. This policy will be reviewed annually by the Infrastructure & Facility Committee.
2. Compliance with AICTE and University of Mumbai standards will be regularly monitored.

#### **Section 9: Grievance & Feedback Mechanism**

1. Stakeholders may report facility issues through a centralized system of registering the complaint in the Admin office.
2. Regular feedback will be collected from students and staff to inform improvements.



## **Section 10: Policy Implementation Authority**

The Infrastructure & Facility Committee (IFC), chaired by the Director, will oversee implementation and continuous improvement of this policy.

