

	<i>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</i>
4.4.2.	<i>Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a</i>
QI M	<i>maximum of 200 words</i>
	<i>File Description:</i>
	<i>• Upload any additional information</i>
	<i>• Paste link for additional information</i>

Gian Jyoti Institute of Management and Technology (GJIMT) ensure optimal upkeep and effective utilisation of all physical, academic, and support facilities through well-established systems and procedures.

- Laboratories are maintained by lab assistants and IT staff who also manage inventory and software updates. The students have to follow the Firewall Policy and the Rules and Regulations for using the Computer.
- The library is managed by a qualified librarian who oversees book issuance, digital access, and facility cleanliness. PG Students may borrow 3 books, and UG Students may borrow 2 books for 7 days, and if required, the student may get the book reissued further for 7 days. The faculty members can be issued 6 books for a semester.
- Sports facilities are supervised by Sports Coordinators, ensuring equipment is maintained and activities are conducted safely. The Cricket Academy and Tennis Academy are under the supervision of National Level Coaches. The time slot has to be booked.
- Utilisation of all facilities is governed by a booking system and timetables, ensuring fair and efficient access for all departments.
- Classrooms and academic spaces are allocated based on academic schedules prepared each semester.

These policies are reviewed periodically to ensure alignment with institutional goals and compliance with regulatory standards.

Systems and Procedures for Maintenance and Utilisation of Facilities

1. Laboratories

Maintenance:

- Regular software updates and antivirus checks are done.
- Hardware servicing and replacement as needed.
- Backup of data and periodic IT audits.

Utilization:

- Computer labs are scheduled for classes and open hours for student use.
- User authentication and monitoring to ensure responsible usage.
- Technical support is available during working hours.
- Timetabled access for practical classes, supervised by faculty.

2. Library

Maintenance:

- Annual stock verification and adding new books on the recommendation of the Faculty.
- An attendance register is maintained for the students and faculty members who visit the library.

Utilization:

- Access to e-resources via institutional login.
- Reading rooms and reference sections are monitored by the Librarian and the staff.
- Orientation sessions for new users.

3. Sports Complex

Maintenance:

- Daily cleaning and inspection of indoor and outdoor facilities.
- Scheduled maintenance of equipment (e.g., gym machines, courts) takes place every quarter
- Safety checks and prompt repair of damaged infrastructure.
- A register is maintained for the students who use the sports equipment.

Utilization:

- The Recreation room is available from 3:00 P.M.-5:00 P.M. from Monday to Saturday and 2:00-5:00 P.M on Saturday.
- Organisation of inter-college tournaments.

4. Classrooms

Maintenance:

- Sweeping and Mopping is done every day to maintain the cleanliness in the classrooms.
- Routine inspection and repair of furniture, fixtures, and AV equipment.
- Ensuring adequate lighting, ventilation, and safety compliance.
- Air Conditioner Filters are cleaned every year before the onset of summer.

Utilization:

- Centralised timetable management for optimal room allocation.
- At the start of each semester, the class in charge ensures that the classrooms have all the necessary facilities, such as LED Projectors and Class computers, in working condition. Also each classroom has the Academic calendar and timetable displayed on the notice boards in each room.
- Smart classrooms equipped with projectors and whiteboards are checked daily to ensure that they are in working condition

Rules and Regulations for the Library

Guidelines for Students:

- The readers shall keep silent within the library premises
- PG Students may borrow 3 books, and UG Students may borrow 2 books for 7 days, and if required, they may get her/his book reissued further for 7 days
- A fine for late submission of a book will be charged Rs 2/- per day for 7 days it will be Rs. 5/- per day, and after one month, the student must submit in writing the reason for the delay.
- Periodical and project reports are not issued, but they can be studied/used for reference in the library premises.
- The librarian may recall any book at any time if the necessity for such a book arises.
- Damaged & lost books will be charged or replaced by the borrower.
- No reading material will not be allowed to be taken out of the library without the permission of the Librarian
- Personal Books, Mobile Phones or any kind of electronic products are not allowed in the library. All Library users are required to deposit their personal belongings at the property counter at their own risk. The Library is not responsible for any loss or damage to the same. Taking of briefcases, bags, files, raincoats, umbrellas, etc., inside the library is strictly forbidden.
- Books removed from the shelves should be returned to their correct place. If you cannot find the right place on the shelf, kindly return the book/s to the counter or leave them on the reading tables after use.
- Tearing off pages, marking in pencil or ink on the books is a serious offence. Students are not permitted to take tea or snacks, etc., in the Library.
- After reading, newspapers should be folded properly and kept in the designated place
- Users are not allowed to take cuttings from newspapers. They can photo copy the articles that are required

- The borrower shall be responsible for any damage or loss caused to the Library documents borrowed by him/her and shall be required to either replace such material or pay the cost of the book.
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the Library staff or behaving in an indecent manner

Guidelines for faculty and staff members:

- There is a separate procedure for issuing books to Faculty and staff members.
- Every faculty member has to show his or her appointment letter to the librarian at the time of their appointment. Then the librarian allots an account number to each Faculty member in one register.
- 6 books can be issued for the semester and after semester he or she has to return the books or get them reissued if required.
- Faculty members have the facility of getting their official copies photo stated in Library free of cost and a separate record is maintained for that.

STOCK VERIFICATION

- In our institution, stock verification is being done at the end of every year. The librarian submitted the report to chairman. The payment of the books of missing titles will be paid either by librarian or management themselves as per the discussion taken by the chairman.

PROCESS OF DISCARDING THE BOOKS

- In Our Institutions, Discarding process is followed at the end of each session
- We Follow following Procedures for Discarding Books

(a) IDENTIFICATION

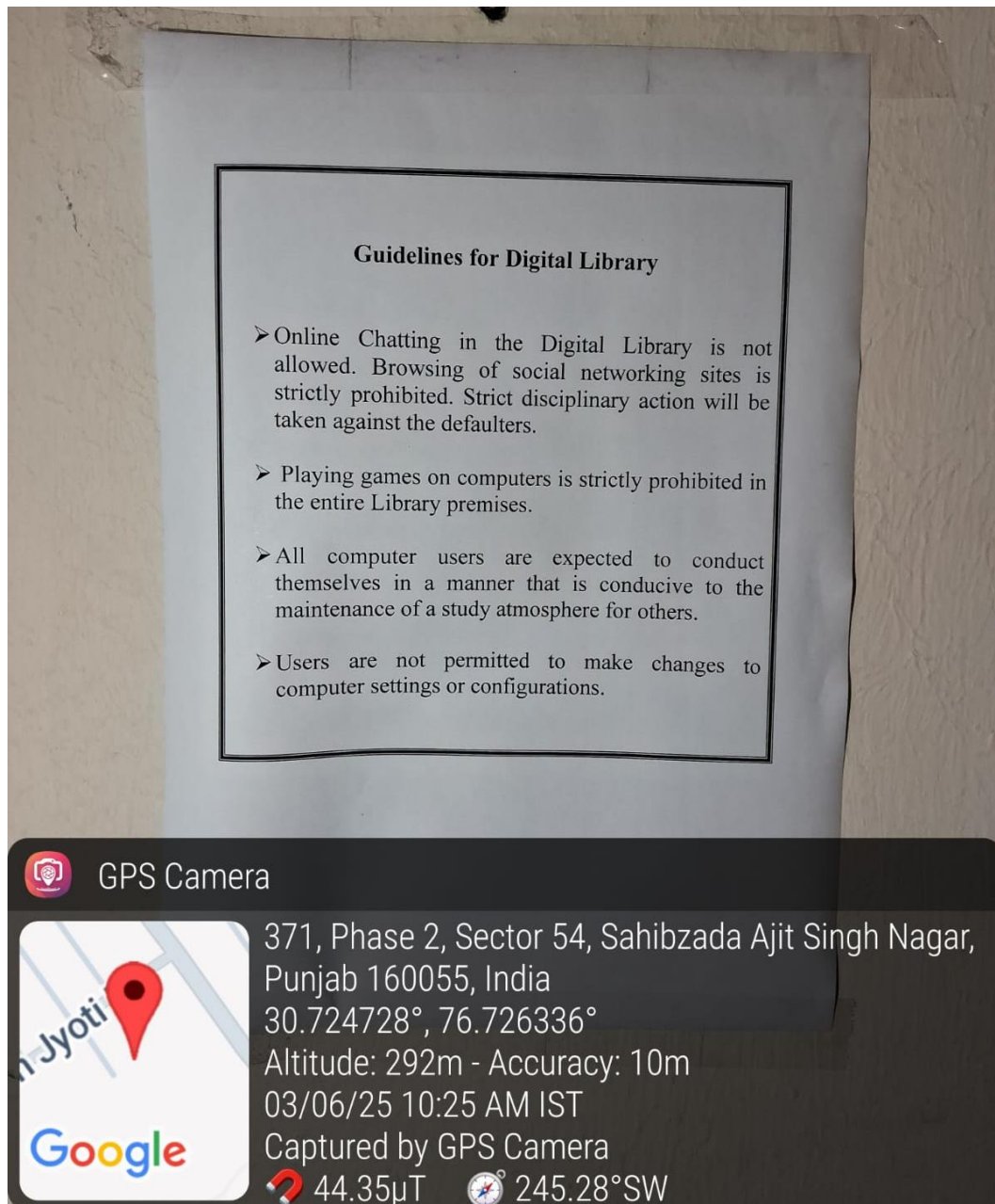
- GJIMT library Identify the Old/torn out Books.
- Identify the book which Unused for long times
- Identify the Outdated editions

(b) DISPOSAL & DISCARDING THE BOOKS

- After identification of such books a proper list is prepared & approval from competent authority is obtained for discarding/ disposal off such books
- After getting necessary approvals same is discarded off in the presence of Director.

Date	Name	Class	Time In	Time Out	Purpose	Signature
7/5/25	Shivany	BCA	1:00	1:45	Study	Shiv
7/5/25	Rakesh	BCA	10:00	11:40	Study	Rak
7/5/25	Suryaj	BCA	1:00	1:40	Study	Suryaj
7/5/25	Tanuja	BCA	10:00	11:30	Study	Tan
7/5/25	Ashish	BCA	10:55	11:20	Assign	Ash
7/5/25	Cosma	BCA	11:30	1:40	Study	Cosma
7/5/25	Edmund	MBA	11:40	2:00	Study	Edm
7/5/25	Mamish	BBA	3:00	4:30	Study	Mamish
7/5/25	Deepak	BBA	10:40	12:50	Research	Deepak
7/5/25	Aditya	B.Com	11:05	12:30	Assign	Aditya
8/5/25	Shravan	MCA	1:00	1:30	Study	Shr
8/5/25	Ashish	BCA-2	11:40	12:30	Study	Ashish
8/5/25	Vani	MBA	12:10	1:30	Assign	Vani
8/05/25	Anchal	BCA	12:30	2:00	Study	Anchal
8/05/25	Mamish	BCA	1:00	1:40	Study	Mamish
8/05/25	Daman	MCA	9:15	12:15	Study	Daman
8/5/25	Keshav	BBA	11:45	1:06	Study	Keshav
8/5/25	Arnav	BBA	11:30	1:40	Study	Arnav
8/5/25	Edmund	MBA	12:20	1:30	Work	Edm
8/5/25	Charles	MBA	12:30	1:20	Study	Charles
9/5/25	Mamish	BBA	3:15	4:30	Study	Mamish
9/5/25	Ajaya	B.Com	3:10	4:00	Study	Ajaya
9/5/25	Chetan	BBA	11:50		Research	Chetan
9/5/25	Vani	BBA	11:50		Study	Vani
9/5/25	Shravan	BBA	11:50		Study	Shravan
9/5/25	Shravan	BBA	11:50		Study	Shravan
9/5/25	Aditya	BBA	11:50		Study	Aditya
9/5/25	Arnav	BBA	11:50		Study	Arnav
9/5/25	Tanuja	BBA	11:50		Study	Tanuja
9/5/25	Rakesh	BBA	11:50		Study	Rakesh

Attendance Register for Students in the Library



Guidelines for Digital Library



GJIMT is a member of National Digital Library Of India

DELNET DIGITAL KNOWLEDGE HUB
www.delnet.in

DELNET Resources

- Union Catalogues for Resource Discovery
- E-Books
- E-Journals
- E-Articles
- Video Lectures

DELNET Services

- Interlibrary Loan / Document Delivery Services
- Delplus Software for Library Automation
- Technical Support for Open Source Softwares (Koha & Dispace)
- Guest House Facility at New Delhi

Online Portals

- Discovery Portal
- Knowledge Gainer Portal
- VISION Portal (Video Lectures)
- UGC-NEP Portal (Online Courses)
- DELNETeS Portal for Schools

Upcoming Portals

- GRIP (Global Research & Innovation Portal)
- DESIRE (Institutional Repository)
- Portal For Differently Abled

DELNET Consortium

- E-Journals / E-books (Jale Cengage, Proquest and WEL)
- DriftNet - Registration Detection Software

Professional Development Programmes

- Webinars
- Conferences
- Workshops
- DELNET Webinar Channel

DELNET Centres

- New Delhi (Head Office)
- Bangalore
- Hyderabad
- Pune
- Lucknow (to be operational soon)

Username: chgjimt | Password: gjl5559

GPS Camera

371, Phase 2, Sector 54, Sahibzada Ajit Singh Nagar, Punjab 160055, India
30.724723°, 76.726323°
Altitude: 292m - Accuracy: 6m
03/06/25 10:26 AM IST
Captured by GPS Camera
42.85µT 194.53°S

GJIMT has a subscription of DELNET DIGITAL KNOWLEDGE HUB with LogIn ID and Password

Dr. Sangeeta Kaul
Director

DELNET/IM-5559/egGJIMT/MEM/2025

Dear Ms. Kaur,

Sub: DELNET Membership Renewal

We acknowledge with thanks the receipt of ₹ 13,570 (₹ Thirteen Thousand Five Hundred Seventy only) received through NEFT dated 18.2.2025 made towards the DELNET Annual Institutional Membership Fee for the period 26.2.2025 to 25.2.2026. The receipt no. 85579 dated 25.2.2025

No.: **Receipt No./85579/2024-25**

Dated **25-Feb-25**

DELNET- Developing Library Network
Jawaharlal Nehru University Campus
Nelson Mandela Road, Vasant Kunj
New Delhi-110070
State Name : Delhi, Code : 07

Receipt

Received with thanks from : **GIAN JYOTI INSTITUTE OF MANAGEMENT & TECHNOLOGY
PHASE-2 SECTOR-54, MOHALI
CHANDIGARH-160055
(DELNET MEM NO. IM-5559)**

The sum of : **Indian Rupees Thirteen Thousand Five Hundred Seventy Only**

By : **GIAN JYOTI INSTITUTE OF MANAGEMENT & TECHNOLOGY, Axis Bank (India)
Inter Bank Transfer**

Remarks : **AMOUNT RECEIVED TOWARDS ANNUAL INSTITUTIONAL MEMBERSHIP FEES
FOR THE PERIOD 26-02-2025 TO 25-02-2026**

****₹ 13,570.00/-**

****Subject to Realisation**

Ms. Harjinder Kaur
Librarian
Gian Jyoti Institute of Management & Technology
Phase-2, Sector-54, Mohali
Chandigarh

GPS Camera

371 Phase 2, Sector 54, Sahibzada Ajit Singh Nagar,
Punjab 160055, India
30.724736°, 76.726361°
Altitude: 292m - Accuracy: 13m
03/06/25 10:30 AM IST
Captured by GPS Camera
38.73μT 263.15°W

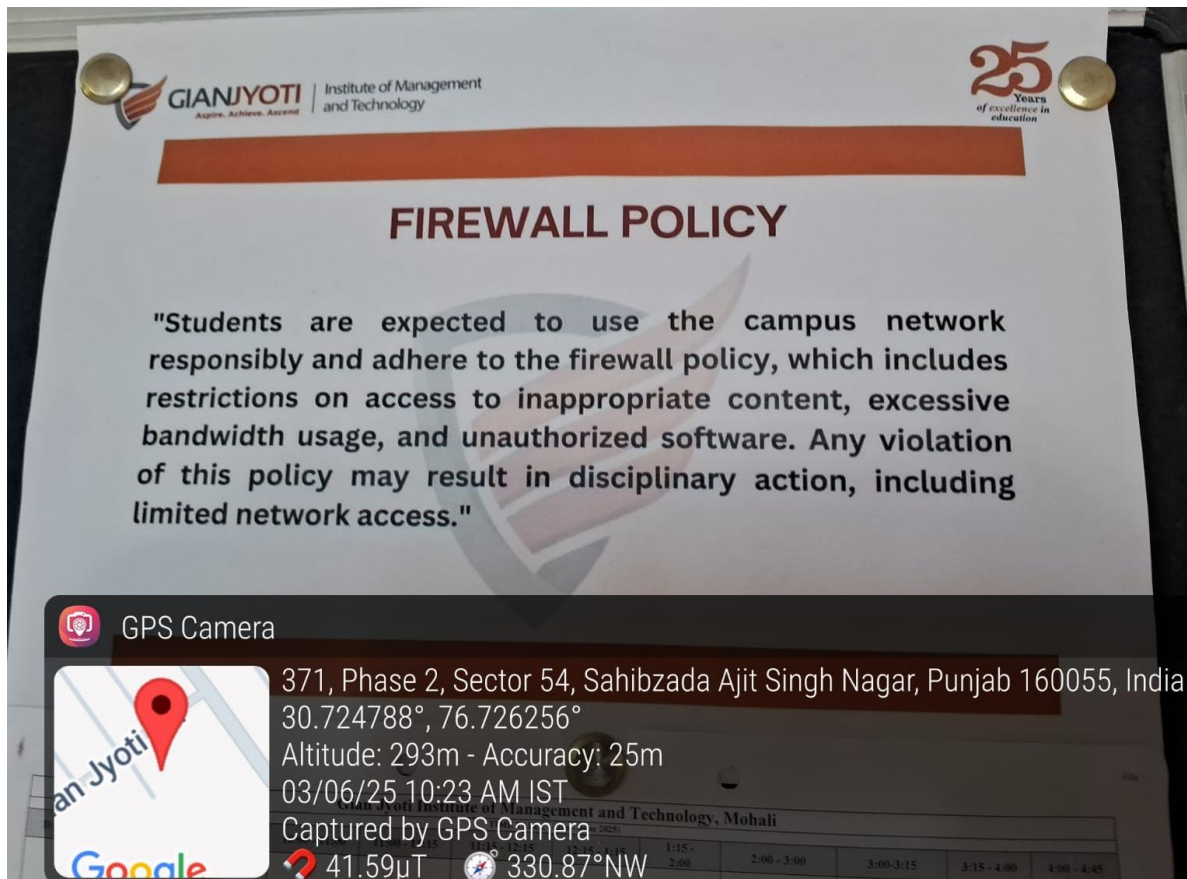
DELNET subscription details

Rules and Regulations for Computer Labs

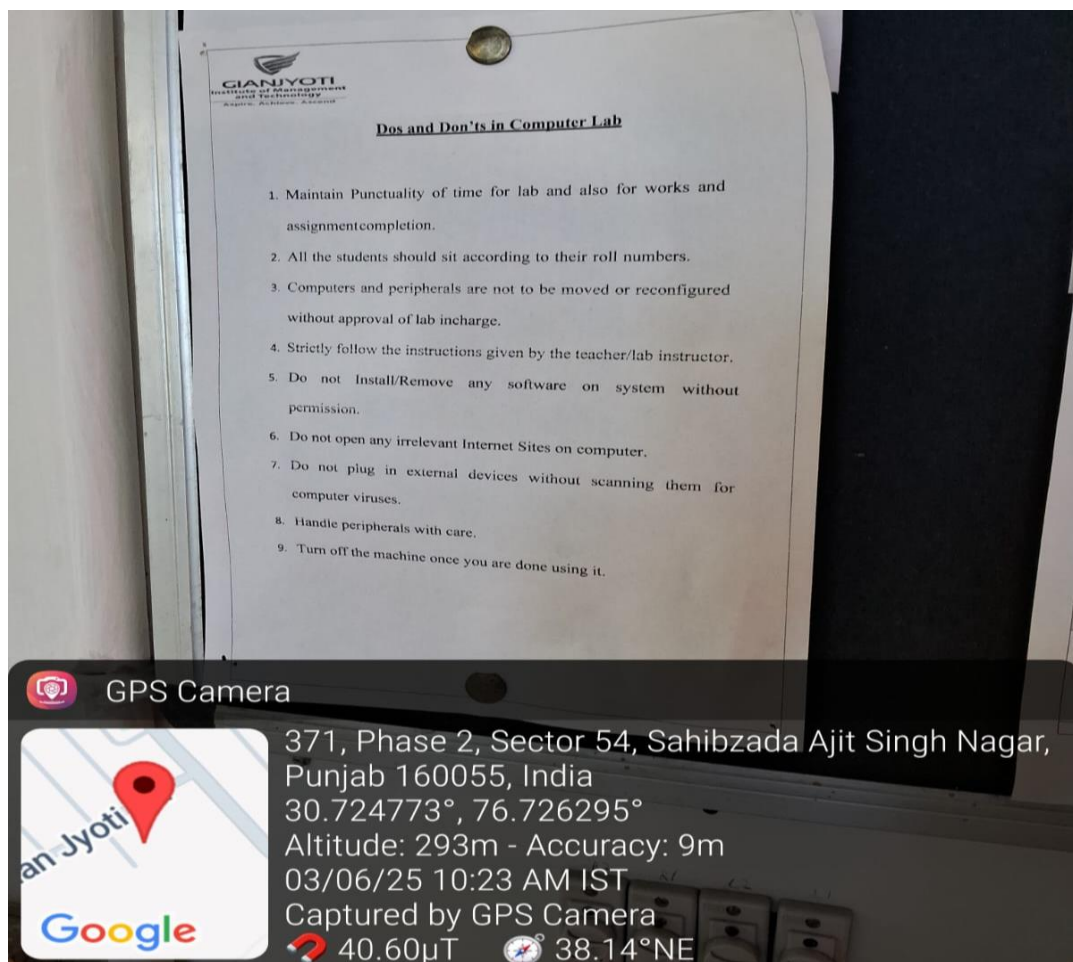
1. Maintain Punctuality of time for lab work and assignment completion.
2. Make an entry in the Logbook as soon as you enter the Laboratory.
3. All the students should sit according to their roll numbers, starting from left to right.
4. All the students are supposed to enter the terminal number in the logbook.
5. Do not change the terminal on which you are working.
6. Strictly follow the instructions given by the teacher/LabInstructor.
7. Handle Equipment with care.
8. Turn off the machine once you are done using it.
9. Do not install/Remove any software on the system without permission.
10. Do not open any irrelevant Internet Sites on the lab computer.
11. Do not plug in external devices without scanning them for computer viruses.

FIREWALL POLICY

Students are expected to use the Campus network responsibly and adhere to the firewall policy, which includes restrictions on access to inappropriate content, excessive bandwidth usage, and unauthorized software. Any violation of this policy may result in disciplinary action, including limited network access.



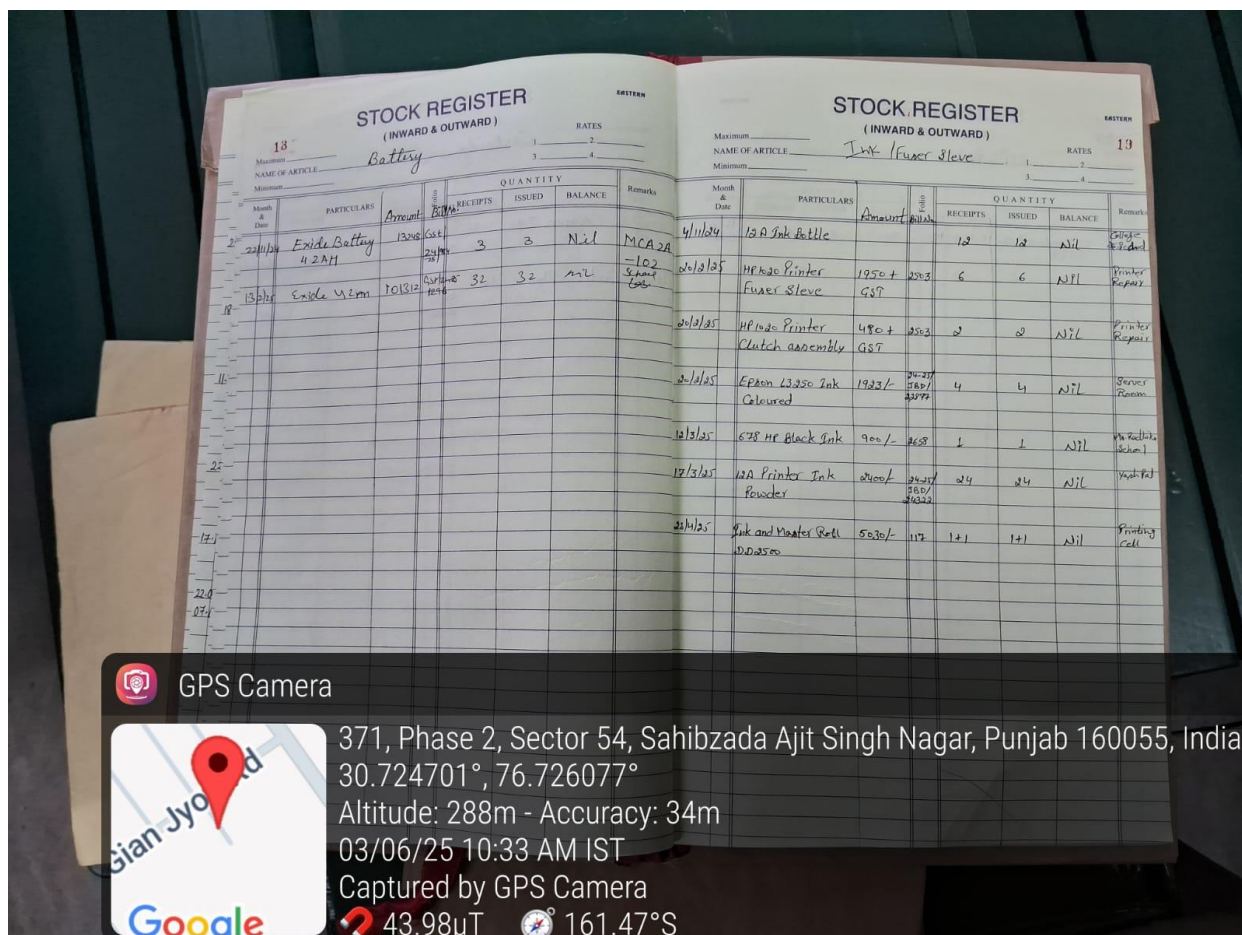
FIREWALL Policy Displayed on the Boards



Do's and Don'ts in Computer Lab

S.No.	Date	Roll No.	Name	Course	Time IN	Time OUT	Page
248	16-4-2025	2429586	Nandini Soni	BCA	2:00 PM	3:00 PM	Nandini soni
249	17-4-2025	2429585	Nandini Kumari	BCA	2:00 PM	3:00 PM	Nandini
250	17-4-2025	2429583	Rishi	BCA	2:00 PM	3:00 PM	Rishi
251	17-4-2025	2429583	Rishi	BCA	2:00 PM	3:00 PM	Rishi
252	21-4-25	2310220	Deepankar	BCA-4	12:00	1:00	Deepankar
253	21-4-25	2310228	Harman Singh	BCA-4	12:00	1:00	Harman
254	21-4-25	2310226	Kamini Deep Sharma	BCA-4	12:15	1:15	Kamini
255	21-4-25	2310200	Aashish Gaurati	BCA-4	12:30	1:30	Aashish
256	21/4/25	2310214	Aashish Gaurati	BCA-4	1:00	2:00	Aashish
257	22/4/25	2310220	Deepankar	BCA-4	12:00	1:00	Deepankar
258	22/4/25	2310214	Deepankar	BCA	12:00	1:00	Deepankar
259	22/4/25	2310228	Harman Singh	BCA	12:00	1:00	Harman
260	22/4/25	2310200	Aashish Gaurati	BCA-4	2:00	2:45	Aashish
261	25/04/25	2310247	Manisha	BCA-4	11:30	12:30	Manisha
262	25/4/25	2310233	Jasvinder Kaur	BCA-4	11:30	12:30	Jasvinder
263	25/4/25	2310242	Manisha	BCA-4	11:30	12:30	Manisha
264	25/4/25	2310252	Nikhil	BCA-4	11:30	12:30	Nikhil
265	25/4/25	2310253	Nikhil	BCA-4	12:30	1:00	Nikhil
266	25/4/25	2310250	Harshit Mehta	BCA-4	12:30	1:00	Harshit Mehta
267	06/5/25	2429529	Aditya	BCA-2	01:30 PM	02:15	Aditya
268	06/5/25	2429557	Gurpreet Singh	BCA-2	01:30 PM	02:15	Gurpreet Singh
269	06/05/25	2429545	Ansh	BCA-2	01:30 PM	02:15	Ansh
270	06/05/25	2429559	Arsh	BCA-2	01:30 PM	02:15	Arsh
271	12/05/25	2429569	Jasvinder Kaur	BCA-2	2:30 PM	3:30 PM	Jasvinder Kaur
272	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
273	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
274	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
275	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
276	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
277	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
278	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
279	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
280	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
281	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
282	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
283	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
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290	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
291	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
292	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
293	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
294	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
295	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
296	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
297	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
298	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh
299	24/5/25	2429544	Shruti Kaur	BCA-2	2:30 PM	3:30 PM	Shruti Kaur
300	24/5/25	2429543	Anjali Singh	BCA-2	2:30 PM	3:30 PM	Anjali Singh

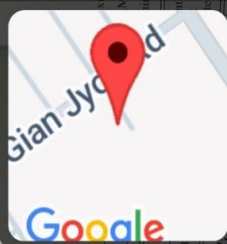
Computer Lab Register for students



Consumables Register maintained by Computer Science Department

STOCK REGISTER (INWARD & OUTWARD)									
PARTICULARS		Amount	RECEIPTS	ISSUED	BALANCE	REMARKS			
Microsoft Windows License									
MS. Win 7 SR STD		7748	1	1	Nil	Server Room			
Office 365			30	30		Faculty			
M365			600	600		Students			
Antume open			600	600		Students			
Along Sub OLY			30	30		Faculty			
0365 A1 Edu			600	600		Students			
open Faculty			30	30		Admin			
0365 A1 Edu			30	30					
open Student			30	30					
Agave Actv.			30	30					
Directry Bsc.			30	30					
Microsoft Windows		103840	1	1	Nil	College Licence			
Licence Agreement		038							

GPS Camera



371, Phase 2, Sector 54, Sahibzada Ajit Singh Nagar, Punjab 160055, India
30.724634°, 76.726108°
Altitude: 289m - Accuracy: 27m
03/06/25 10:33 AM IST
Captured by GPS Camera
48.31µT 237.20°SW

Software Register maintained by Computer Science
Department

32 STOCK REGISTER (In-Ward & Out-Ward)									
Max	Maximum			1	2	Rates			
NA	NAME OF ARTICLE	Firewall		3	4				
Min	Minimum								
M C	Month & Date	PARTICULARS	Folio Amount Bill	QUANTITY			REMARKS	Month & Date	PARTICULARS
				RECEIPTS	ISSUED	BALANCE			
24	23/12/24	P64A Network Firewall with 3-year support	NSPL-NSPL 32345 24-25 36/2 462	1	1	Nil	Server Room	23/1/25	HDMI Cable
									HDMI Converter Cable
									Power Cable for speaker
									Lcd floor stand

GPS Camera

30.724722°, 76.726153°
Altitude: 288m - Accuracy: 24m
03/06/25 10:34 AM IST
Captured by GPS Camera
48.01µT 143.37°SE

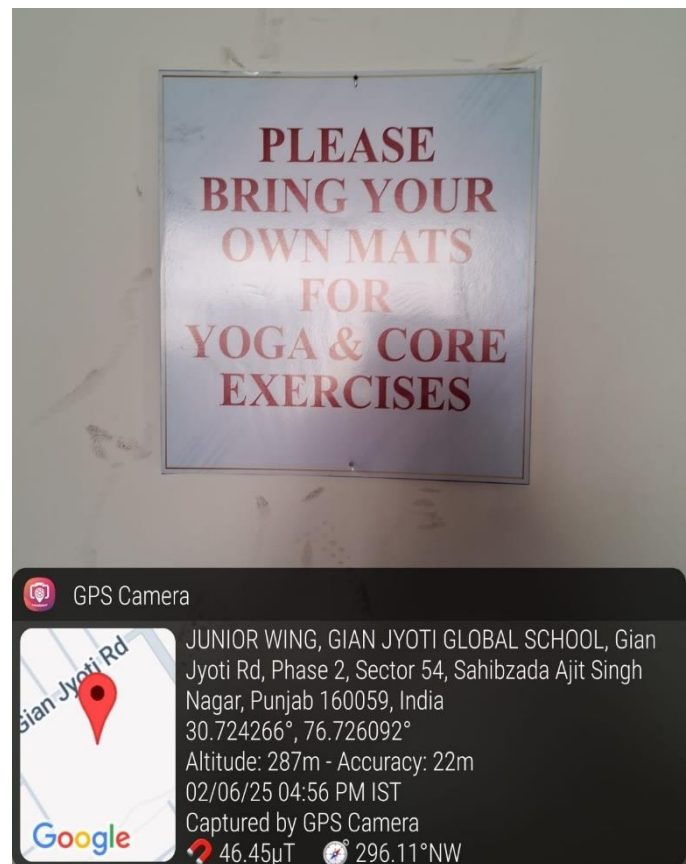
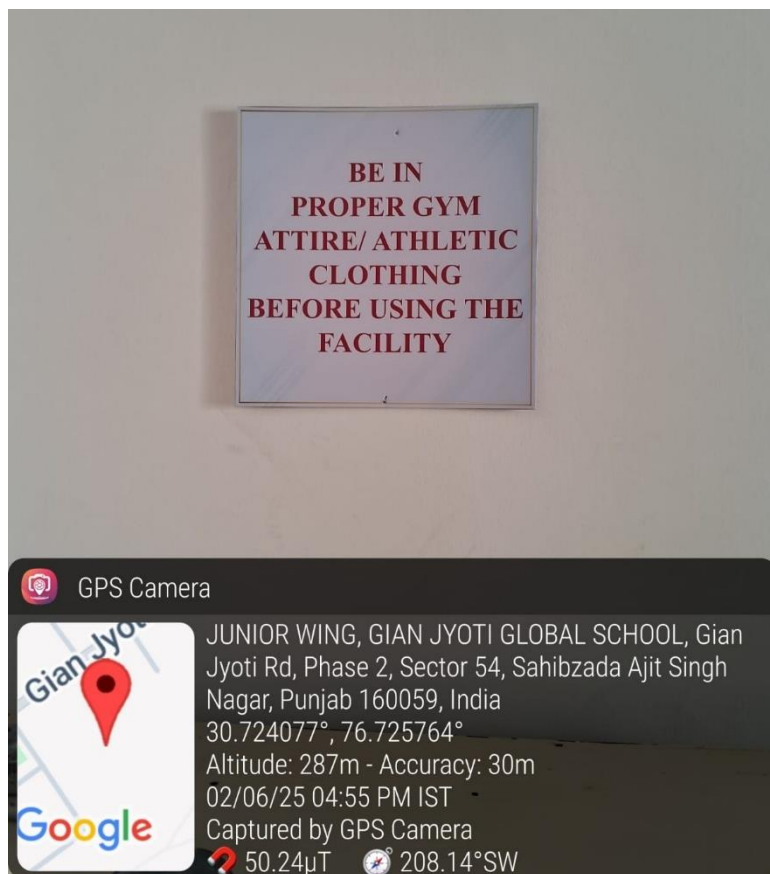
Hardware Register maintained by Computer Science Department

Rules and Regulations for Indoor Gymnasium

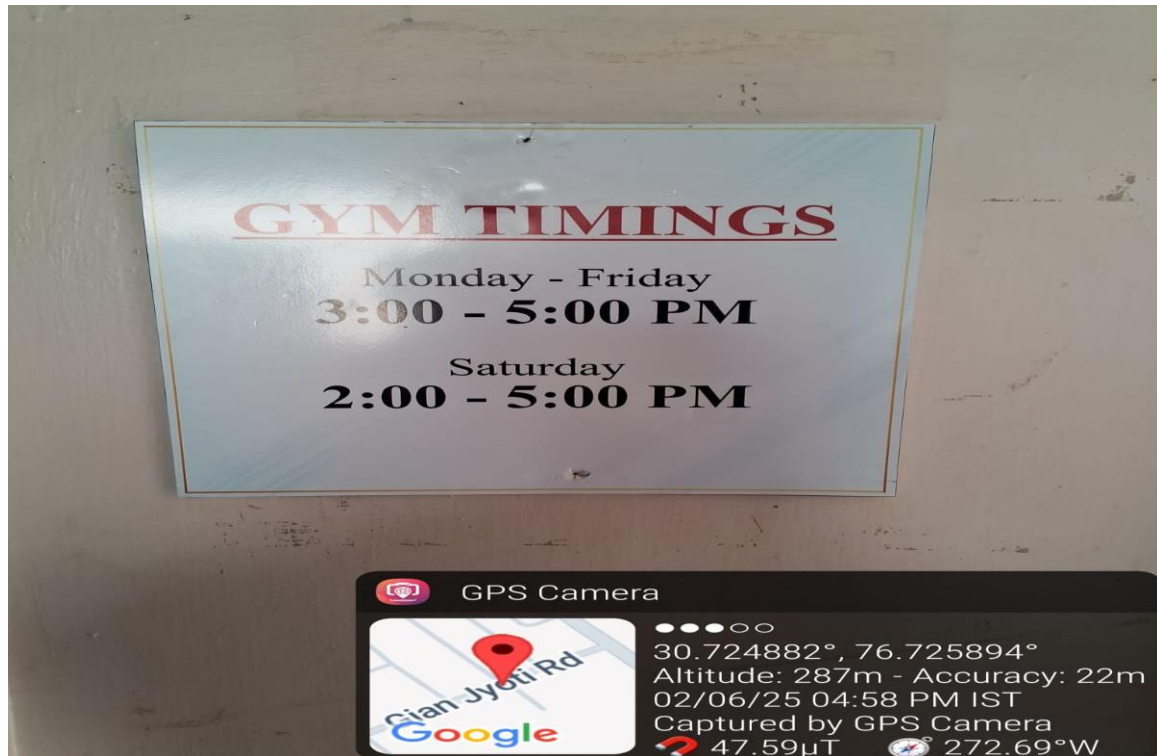
- Always carry and display your valid identity card while using the facility
- Users must sign in and out in the register upon entry and exit.
- The use of the Gymnasium should be under the supervision of the Gym Instructor.
- Entry is allowed only in T-shirts and shorts/lowers are usually required.
- Shoes are compulsory; slippers, sandals, and leather shoes are not allowed
- Maintain silence and avoid making noise in the gymnasium.
- Smoking, alcohol, and chewing gum are strictly prohibited inside the gymnasium.
- Sanitise and wipe down equipment after use to prevent the spread of germs.
- Clean up after yourself, including spills and personal items. Do not leave towels or trash behind
- Food and sugary drinks are usually not allowed; only water is permitted.
- Use equipment properly and return all weights, mats, and accessories to their designated places after use.

Timings

3:00 P.M.-5:00 P.M. on Mondays to Fridays and 2:00 P.M. to 5:00 P.M. on Saturday



Rules to be followed for the Indoor Gym



Timings of the Indoor Gymnasium

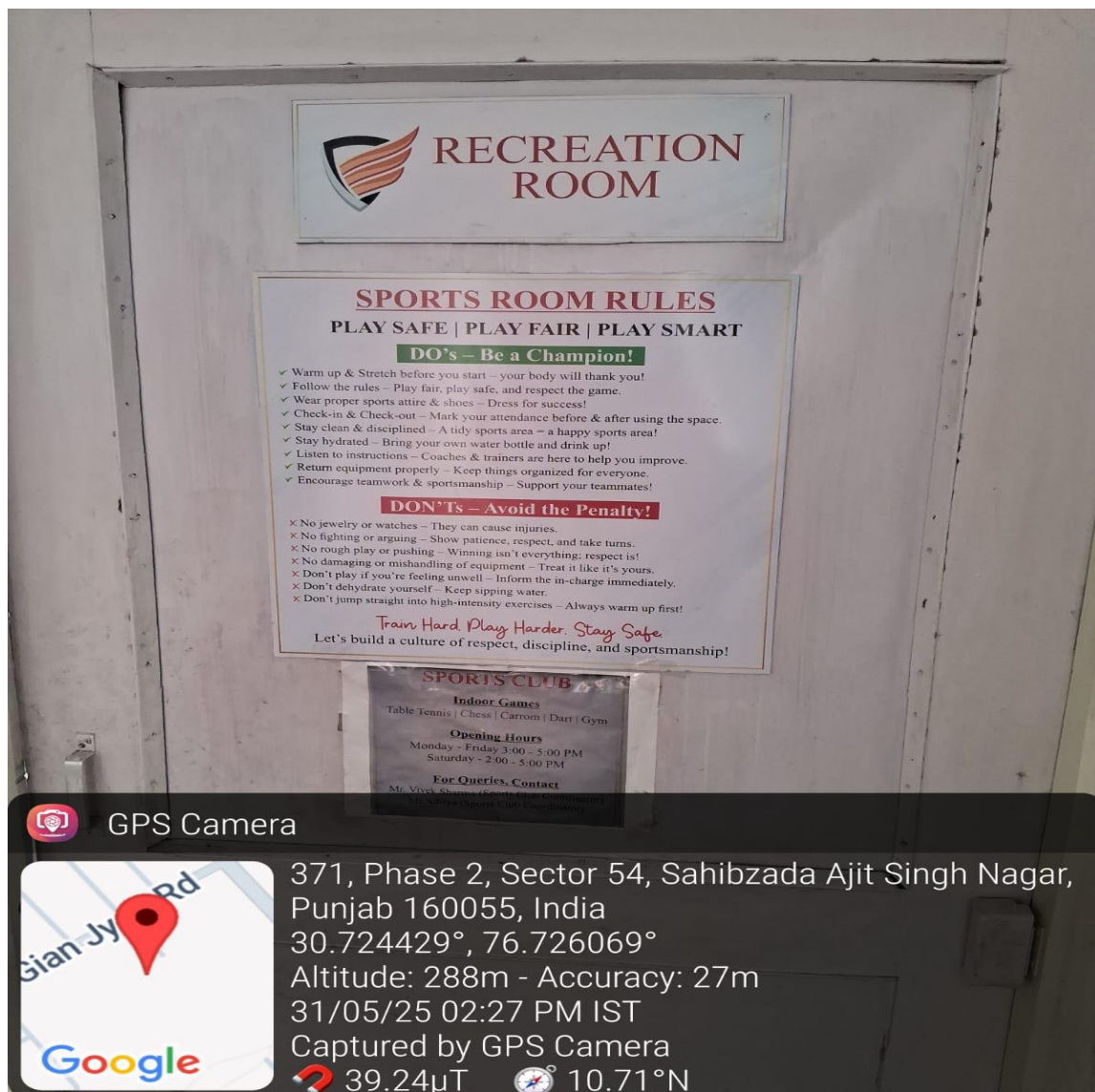
Rules and Regulations for the Recreation Room.

- Only authorised users with a valid ID issued by the Institute are allowed to enter.
- Users must sign in at the designated counter or with staff before using the facility
- Maintain a respectful and friendly environment; abusive language, disruptive behaviour, or loud noise is not permitted.
- Users must comply with all instructions from staff and posted facility rules.
- All equipment (game boards, balls, etc.) must be returned in good condition before leaving.
- Report any equipment malfunctions or damage to staff immediately.
- Intentional damage or theft of equipment will result in suspension of privileges and may incur fines.
- Food and drinks are generally not allowed, except for water in closed containers.
- In case of injury or emergency, notify staff immediately.
- The facility is not responsible for personal belongings; users should keep valuables secure.

Timings:

- **Observe posted hours of operation (3:00 P.M.-5:00 P.M. on Mondays to Fridays and 2:00 P.M. -5:00 P.M. on Saturdays)**





The Rules for Using the Recreation Room