

POLICIES AND PROCEDURES

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

The SJBIT has more than adequate number (at par with the norms) of classrooms, laboratories, central library, respective department libraries, auditorium, seminar halls, board rooms, gender based & physically challenged common/rest rooms, indoor sports complex and playground. All the classrooms are equipped with ICT facilities and the laboratories with all the experimental setups. Institution has modulated the better system and procedures for optimal utilization of the physical facilities. Institution has adopted self-developed learning management system (LMS) with customizable management features and is used to create online courses / tests for educators and trainers to achieve learning goals. The entire campus is Wi-Fi enabled with internet speed of 250 Mbps. Library is well established with all the resources consisting of books, journals, Library Software (LIBSOFT), e-journals, e-books, etc. Central library defines the standard operating procedures as noted below. Library provides a Technology Platform and Database of Plagiarism Checking Tool "Turnitin Web Tool", SCOPUS Database and VTU referred portals. Remote access to e-resources is facilitated through the services of KNIMBUS Digital Library Platform with Remote Access Solution. Sports facilities for Basketball, Cricket, Tennis, Football, Throw Ball, Badminton, Chess, Carom and Table Tennis, etc., are provided at the institution. Well established gymnasium is made available to all the faculty, staff, and students. A fitness instructor is available to train the staff and students of the institution. Enough multiple level power back up facilities like UPS systems, Generators are available in the institution.

- The Institution has well defined maintenance team headed by the registrar that oversees the maintenance of buildings, classrooms and laboratories supported by the supervisor and the team.
- The Supervisor is accountable to the Registrar and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc.
- The HODs and the maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Upkeeping of the institution infrastructure is outsourced to a reputed and efficient group. The outsourced group is responsible for cleanliness and hygiene of the facilities.
- The Green Cover of the campus is well maintained by a full-time gardener.
- Proper working condition of all properties/equipment on the campus including maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers is ensured by the department heads and the maintenance team. The institution has trained in - house electricians and plumbers. Lab assistants/Instructors are well trained.
- Parking facility is well organized and efficiently maintained.
- The campus maintenance and physical facilities are monitored through CCTV.
- Institution and every department maintain stock register for all the available equipment, infrastructure and setups. Periodical stock verification is done at the trust, institute and department levels.

LIBRARY & INFORMATION CENTRE

About

Information is a vital resource and is an essential input for enhanced productivity for any developmental work. Over the years there has been an exponential growth in information, besides which the development in the field of Information technology has resulted in the introduction of information services based on computers. A good & well-equipped Library & Information center is an essential entity of any organization.

As ANON quotes – “Libraries are the power plants where ideas in printed language are kept ready for your use”.

Mission

To serve the knowledge seekers through effective knowledge management, including consultation and collaboration on instruction and collections

Vision

Change the library from static resource center to a dynamic center of instruction, exploration and learning; to successfully meet the challenges of information explosion

Infrastructure – location

The SJBIT Library & Information Center started in 2001 with an initial collection of 2500 Volumes is housed in the New Independent block consisting of four floors, with a Total floor area of 3100 Sqm., with good natural lighting & ventilation. The LIBRARY caters to the information needs of 6 Undergraduate Courses 7 Postgraduate courses, MBA & 10 Research Centres.

Sections are housed in the Library

- Ground Floor – Left Wing: UG Stack section where the books for circulation are stacked in a classified order with open access. The Librarian’s Chamber, Processing section
- Ground Floor – Right Wing: Digital Library & Browsing Centre
- Basement Floor – Left Wing: PG & MBA Stack & Reference Section
- Basement Floor – Right Wing: Seminar Hall cum Reading Room (Personal Study Zone)
- First Floor – Reference and Periodical Section
- Second Floor – Back Volumes and Project Reports

Library Hours

Library is kept open on all working days except Sundays and general holidays.

CIRCULATIONS

Monday to Friday: 8.30 AM to 4.00 PM

Saturday: 8.30 AM to 12.45 PM

REFERENCE SECTION

Monday to Friday: 8.30 AM to 8.30 PM

Saturday: 8.30 AM to 4.00 PM

Hostel Facilities at SJBIT Campus

Good hostel facilities, both for boys and girls, for limited number of students are available. First come first served is the basis of room allotment. Good reading room, recreation center etc. is the attraction.

The mess is run on cost sharing basis. The Hostels are provided with solar heater and modern Cooking accessories.

Senior faculty members are made as Wardens to look after the day-to-day working of the Hostel and the discipline of boarders. They will work under the general guidelines of the Director/Principal, who has the discretion to refuse admission to any student, if they are not satisfied with the conduct and progress of the particular student.

Hostel fee (Common to all branches) – through digital payments only.

For More Details Contact:

Sl. No.	Name of the Staff	Designation	Email ID
1	Prof. Umesh V	DIRECTOR-HRD / Chief Warden	hr@sjbit.edu.in
2	Dr. Padmaja Venugopal	PROFESSOR & HOD /Chief Warden	padmajavengopal@sjbit.edu.in
3	Prof. Shanth Kumar H. C.	Associate Professor /Warden	hcsanthkumar@sjbit.edu.in
4	Prof. KUBERA U	Asst. Professor / Warden	kubera@sjbit.edu.in
5	Prof. SPANDANA B	Asst. Professor / Warden	spandanab@sjbit.edu.in
6	SUMAN SHARMA	Hostel Manager	sumansharma@sjbit.edu.in
7	Lakshmi Narasimha S	HOSTEL SUPERVISOR	lakshminarasimha@sjbit.edu.in

Sports and Physical Education facilities:

SJB Institute of Technology always encourages sports in a big way. The Department of Physical Education and Sports was started in the year 2001. The department has been active since its inception in promoting physical activity and sports. It has always played a key role in organizing sports activities and tournaments. It has excellent state-of-the-art Infrastructure for Indoor Sports and provides excellent facilities in terms of equipment. This has been reflected in SJBIT being ranked among top ten Institutions in VTU Sports and Cultural activities. It has won Rs. 1.00 Lakh Cash Award from VTU three times in 18 years 2005-06, 2010-2011, 2015-2016. (Eligibility only)

once in five academic years for top ten Institutions affiliated to VTU) through its excellent performance in Sports activities.

Vision

Develop Physical culture among youth for the betterment of our nation

Mission

To offer robust and diverse opportunities that build character, sportsmanship and prepare our students to succeed in all facets of their lives

Objectives

To develop an understanding of the importance of sport in the pursuit of a healthy and active lifestyle at the college and beyond.

To select, train and depute the teams for the inter collegiate, inter-university, national and international competitions.

To develop an ability to observe, analyse and judge the performance of self and peers in sporting situations.

To develop an appreciation of the concepts of fair play, honest competition and good sportsmanship.


Principal

Prof. Dr. Ajai Chandran C.K.

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SJB Institute of Technology
BGS Health & Education City
No.67, Uttarahalli Road, Kengeri,
Bengaluru -560060
www.sjbit.edu.in