



Maratha Vidya Prasarak Samaj's
KARMAVEER SHANTARAMBAPU KONDAJI WAVARE
ARTS, SCIENCE AND COMMERCE COLLEGE, CIDCO

Uttamnagar, Nashik- 422 008 (Maharashtra)

Affiliated to Savitribai Phule Pune Institute

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Principal

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Criterion IV: Infrastructure and Learning

Resources

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Institute Policy

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Information, Communication and Technology Policy

Introduction:

Information and Communication Technology (ICT) is a huge term which covers utilisation of various communication technologies such as internet for research, social media, websites and other digital instruments which enable access and to collect the relevant data, information and knowledge. The Information and Communication Technology Policy (ICT Policy) is an appearance of broadly committed and plan of action which helps Information Communication Technology to use effectively in all activities of Institute. The Institute is dedicated and profoundly involved in the application of Information Communication Technology to augment administrative efficiency to optimise learning experiences and with innovative method. The ICT Policy framework will help the Institution in various activities like strategic planning, effective management and in development learning process.

Objectives:

- To complete timely up gradation, replacement, repairing of the ICT resources.
- To prevent mishandling of ICT resources and services.
- To set standardized maintenance and utilization practice for ICT resources.
- To ensure proper safety at the workplace to avoids any accident.
- To utilize ICT resources as effective, relevance, transparent and Lerner oriented.

The ICT Policy of institute is prepared for preservation and utilization of ICT and physical resources for academic and students-oriented activities.

Scope of ICT Policy:

This policy applies to people, 'users' who are using ICT resources provided by the Institution, including but not limited to;

- students enrolled at various department and class of the institute
- staff (teaching and non-teaching) employed by the mother institute
- temporary, casual, adhoc or agency staff working for or on behalf of the mother institute or institute.

The ICT Resources Covered by the Policy:

This policy applies to ICT resources and systems made available to the users by or on behalf of the institute including but not limited to;

- personal computers, laptops and terminals
- peripherals like printers, scanners, copiers or xerox machines and multimedia devices
- mobile devices - smart phones and tablets
- networks with wired, wireless, dialup and/or internet connections, wifi etc.
- internet services such as world-wide-web, you tubes, blogs and social media, emails etc. and other messaging, social networking or collaboration services.
- system and application software, services and databases
- removable media such as CDs, DVDs and USB drives any other data storage device

Infrastructure and System Maintenance:

The ICT assets are managed to ensure for integrity, security and availability for valid educational and administrative purposes. As the Institute seeks to promote academic freedom and free exchange of ideas, some guidelines for the use of ICT are required.

Institution's Responsibilities

- ICT systems and infrastructure is managed and maintained by the Institute's ICT Committee.
- Institute makes regular budgetary provisions for the maintenance and implementation of the ICT infrastructure setup.
- The institute ensures compliance to the appropriate system and data security, antivirus and password management for ICT Infrastructure and related activities as per the policy and norms.
- Institute has implemented processes towards upkeep and maintenance of its systems and servers.
- Institute leverages Open-Source applications as applicable and deemed necessary towards providing services and reducing the total cost of running the ICT infrastructure.
- Institute has clarified that it will never accept any responsibility for any loss or damage of data/ activities/opportunities arising from the use of its ICT resources and/ or due to the planned/unplanned maintenance of ICT infrastructure.

Use of physical infrastructure:

- The measures are taken of physical availability of ICT equipment's and it is not compromised for any misused of ICT equipment at the Institute campus.
- The institute's ICT equipment's are falls under two categories (a) The Institute/ Faculty/ Department/ Staff equipment and (b) the backbone equipment.
- Physical security of the ICT equipment's is the responsibility of the respective unit.

- The following guidelines are followed to by all concerned.
- All the faculties and departments are defined as an 'owner' of each product (e.g. a computer, laptop, printer in an office) or group (in a computer lab or IT lab) of equipment and that individual is responsible for its security
- All backbone equipment's are the responsibility of ICT Committee.
- All the students and staff are identified themselves (either physically or electronically) for access to any common computing facilities

- Students and other staff are not tampering with any components of computer systems for whatever reason.
- No computer equipment and related accessories are carried out of the computer labs without explicit permission from an authority
- The heads of the department and in the Institute are maintain ICT asset registers in order to monitor and track the assets.

Responsibilities of Users:

The electronic data of the institute reside on Institute's servers or on desktops, laptops of faculty and departments and mobile devices belonging to individual users. In this case, users must be aware of policy issues governing their protection and access. The following policy statements thus apply.

- All Institute data should be stored on server along with data stored on user desktops, laptops and mobile devices, it is the responsibility of the user to ensure its security, confidentiality and integrity with regular backup, password protection etc.

- All access to data stored in the databases must be through standard system provided for the various information systems. Any attempt to gain access through any other means other than those sanctioned by the institute constitutes security breach.
- Requests for access to all administrative data and the systems in general need to be authorised by the relevant Data Owner after recommendation by the principal of institution or the faculty or department head.
- In case of confidential information, it is protected by technical security mechanisms (physical or electronic) using passwords etc. and these mechanisms fail or are absent, users themselves are obliged to protect confidential information from public access.

Teaching and Learning:

The use of ICT in higher education institute is to provide support to the teaching and learning process. The key benefits of ICT use by teachers are that they can make their classroom teaching more effective. The students are also benefited due to interaction through ICT. ICT empowered teaching-learning process by a variety of new techniques, tools, contents and resources and improving the quality and efficiency of the teaching-learning activities. Teachers in the higher education system are used a variety of media, methods and technologies inside and outside the classroom to make their teaching effective. ICT are used by teachers to catalyze the transformation of latest information among students. At the time of using Internet related resources in the classroom, every care is taken for appropriateness of the content and avoid inappropriate contents. The Institute undertake the various activities to support teaching and learning through use of ICT, but not limited to the following:

- Facilitate teachers are engage in selection and critical evaluation of digital content and resources to embed them teaching-learning process.
- The Institute encourage teachers to use open educational resources available on the Internet for the students of Institute.
- The Institute encourage teachers to develop digital learning resources of their own. The digital resources include documents, presentations, animations, audio recordings and video clips. Institute setup a media wing to help teachers and develop institutional repository.
- The Institute create suitable learning space through Learning Management System (LMS) to share the learning videos created by the teachers.
- The Institute facilitate synchronous (e.g. chatting) and asynchronous (e.g. e-mail) communication channels between teacher and student for off-campus academic discussion.
- The Institute allow online completion academic activities and submission of assignments, progress reports etc. in off-campus scenarios such as internships, fieldwork in case of emergency.
- Organize training on effective use of ICT for teaching and learning for teacher. Such training may be organized within the institute or faculty members may be deputed to attend external workshops.

The Information Communication Technology Policy is as follows:

The ICT applications cover the areas of system management, research, teaching and learning, student evaluation, support services, community engagement, student data management, human resource development, networking, institution administration and quality assurance

ICT policy management shall be integrated with the overall institutional development plan.

- ICT system management must ensure integrity, security and legitimate applications of ICT.
- Use ICT effectively for building local, national and international networks to ensure innovative changes in providing quality education.
- The Institution shall take appropriate measures for the capacity building of academic, administrative and teaching staff to effectively use ICT in all operations

The Institute's IQAC committee plays key role in recommending, providing and maintaining the ICT, physical, academic and support facilities of the institute. The institute ensures about the availability of infrastructure in appropriate manner for academic growth and then decide the future plan. There is a respectable communication and co-ordination among the mother institute, College Development Committee, Principal and IQAC for the academic activities and recommendations to the institute.

The parent institute, Maratha Vidya Prasarak Samaj, Nashik has already appointed the various agencies for maintenance services of the computers, printers, laptops, and so on. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. A brief description is presented below on maintenance and utilization of some facilities.

For purchases of institute level, the departments are submitting the material requisition application as per their requirements to IQAC which is discussed during the IQAC meeting and then the applications are forwards to the purchase committee for recommendation. The purchase committee after discussing on received applications and requirement of departments, forwards it to the administrative office for quotations and then follow the purchase procedure as per the instructions of mother institute.

Standard Operating Procedures are existing for maintaining and utilizing physical, academic and support facilities. Laboratories are well equipped and maintained regularly without disturbance the academic schedules. The in-house maintenance and repairs are addressed by the respective department computer operators who are well qualified and trained.

The academic requirement of computers is taken care and additional Nos. are also procured to enable the usage for the research and the project work. Stipulated procedures are documented and executed for the maintenance of the systems. Many classrooms in the institute are ICT enabled. The devices are maintained on a regular basis. Department constantly monitors and keep up the usage of the systems. Additional ICT equipment is procured and kept ready for the replacement while the damaged one is sent for repair. This will enable smooth classroom delivery without causing disturbance to the lecture.

1. Laboratory and ICT: These committees comprise of faculty from the relevant streams/courses. Prior to the semester, list of equipment needing maintenance is forwarded to the principal for necessary approval and sanction. Requisition for new material be it equipment, consumables or software is routed through the committees.

(All Labs and Computer Centre): Each laboratory has one teacher as lab In charge and an Attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with change in the syllabus. Dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipment etc. Preventive maintenance and performance monitoring is carried out.

2. IT Facilities: All departments in the institute have PCs, essential software and peripherals. The Technical Expert and the system administrators maintain the IT facilities in the institute.

In case of major maintenance issues, maintenance vendor Multinet Computers is hired by the parent institute for maintenance of IT facilities.

3. CCTV, Security etc.: To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, Computers, Photocopy machines and printers are maintained with the help of external agencies. A Security staff is employed to safeguard the whole premises.

Maintenance and Utilisation of Infrastructure and Facilities

Maintenance Policy

Introduction:

A comprehensive maintenance policy has been formulated at the Institutional level for the smooth academic functioning. The maintenance policy integrates ideas of protection, preservation, promotion of optimal usage and commitment to lower maintenance costs of IT equipment, electronic equipment, electrical equipment, physical infrastructural elements, garden, sports equipment, software and every other resource that is being used or will be used for achieving organizational goals. This is done with a view of promoting a sense of responsibility amongst the students and the staff that the resources of the institution are partly owned by them and that they too are responsible for their (resources) optimal and correct utilization. Institutional physical infrastructure along with other electronic and IT equipment are part and parcel of the routine academic programs and knowledge activities conducted on the daily basis and without such infrastructure and accessories it would be impossible for any educational or other institutions to function at all; forget smooth functioning, hence it becomes an utmost priority to look after and maintain such valuable resources in the best possible way. The institution boasts of a sprawling campus with best possible amenities for the students and staff. Well-equipped class rooms and various laboratories, well stocked library and latest sports and gymnasium equipment with a large centralized multipurpose hall for musical and other theatrical performances. Indoor gymnasium and green gymnasium, Canteen, basketball and volleyball ground, boys' room, girls' room, health checkup room, day care center, fresh rooms etc. are all quint essential for imparting all round personality development exercise along with regular educational and disciplinary efforts. This document highlights maintenance structure that has been organized at the Institute level and its structural and functional aspects.

Objectives of Maintenance Policy

- To ensure and enable maximum optimum utilization of infrastructural, physical and other allied resources.
- To complete timely upgradation, replacement, repairing of the resources.
- To prevent mishandling of resources and services.
- To set standardized maintenance and utilization practice for resources.
- To ensure proper safety at the workplace to avoid any accident / fatal occurrence

Scope of the Maintenance Policy:

The Institute has a well-structured, formulated, and refined mechanism to maintain the physical, academic, sports and educational support facilities. The IQAC is assigned with the task to organize a committee list in consultation with the college administration. Each committee is headed by a representative (Senior academic in charge) to develop a sense of commitment, teamwork, synergy, and an ownership energy towards the resources of the Institution. Policy thus formulated would enable mutual participation, responsibility, and protective sense in establishment of optimal norms for secure, safe and long-term protection and utilization of institutional resources. Thus, formulated committees are entitled to bring about:

Maintenance of the Infrastructural facilities such as classrooms, laboratories, xerox and other machineries, multipurpose hall, buildings, gymnasium, canteen, playground, electrical installations, plumbing installations, CCTVs, and other security installations is catered to by the respective committees and HOD's of the concerned departments. Any latest planned constructions, additions, extensions are moderated through planning committees and management council of the institute. The cleaning and gardening staff is responsible for maintaining the Campus, buildings, classrooms, laboratories, fresh rooms, gymnasium, and open areas clean. The Institute's NSS wing assists the staff and gardeners in maintaining the campus neat and clean occasionally. Maintenance and up-gradation of the IT infrastructure is done by the IT Equipment & Network maintenance committee along with Laboratory & ICT Committee, they comprise of Lab. Technicians, Lab. Assistants, expert staff of IT and Network management. As and when required external experts are also called on campus for due maintenance and repairs. These committees enable that all departments get equipped and upgraded with the contemporary ICT tools. Departmental stock registers are maintained by the respective Lab. Assistants for due purchases, additions as well as repairs and faulty computers, printers, copiers etc. The Sports Committee maintains all gaming equipment's (wall mounted and other) along with the maintenance of the playground. It is responsible for gymnasium maintenance also and works in tandem with physical education department under the leadership of physical director. The library committee is responsible for stock maintenance, purchase, arrangement and protection of academic books, journals, and other books also. For each academic year, a purchase requisition is forwarded through HOD's of each department to the library committee which in consultation with the administration department and management council approves the final purchase list and budget from the allocated funds. Library attendants and staff are also responsible for the cleanliness and updation of library software. Equipment and general security committee is responsible for general campus security and security of playground, buildings, labs, electrical and water installations, CCTVs' and other electronic security equipment as well.

Structure & Functionality:

The Maintenance Policy of institute for maximum optimum utilization and preservation of physical, academic and support system is as follows:

I. The Institute's IQAC committee plays key role in recommending, providing, and maintaining the physical, academic and support facilities of the institute. The institute ensures about the availability of infrastructure in appropriate manner for academic growth and then decides the future plans.

II. There is a respectable communication and co-ordination among the mother institute, CDC committee, Principal and IQAC for the academic activities and recommendations to the institute regarding timely conduct and implementation of maintenance policy.

III. The parent institute, Maratha Vidya Prasarak Samaj, Nashik has already appointed various agencies for maintenance services for computers, printers, laptops, Wi-Fi routers, furniture, building, plumbing, other equipment and so on. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition.

IV. A brief description is presented below on maintenance and utilization of some facilities.

Purchases - For purchases of institute level, the departments are required to submit the material requisition application as per their requirements to IQAC which is discussed during the IQAC meeting and then the requirements are forwarded to the purchase committee for recommendation. The purchase committee after discussing on received applications and requirement of departments, forwards it to the administrative office for quotations and then follows the purchase procedure as per the instructions of the mother institute.

Standard Operating Procedures are existing for maintaining and utilizing physical, academic and support facilities.

a. **Laboratories** are well equipped and are maintained regularly without disturbance the academic schedules.

b. The in-house maintenance and repairs are addressed by the respective department's computer operators and laboratory attendant for other equipment's who are well qualified, experienced and trained.

c. **Library** department staff updates its books repository on six monthly and yearly basis as per the changes in the curricula. Inputs from the students and faculty are collected in the prescribed format for books to be procured other than the syllabus. Library Committee discusses and approves the procurement of these books.

d. The **gymnasium and other equipment** servicing is taken up as and when required under the supervision of the Department of Physical Education and sports. The playgrounds are made ready and kept up to the mark before the commencement of sports activities or tournaments.

e. The requirement of computers for academic purposes is taken care and additional Nos. are also procured to enable the usage for the research and the project work. **Stipulated procedures**

are documented and executed for the maintenance of the systems. Many classrooms in the institute are ICT enabled. The devices are maintained on a regular basis. Department constantly monitors and keep up the usage of the systems. Additional ICT equipment is procured and kept ready for the replacement while the damaged one is sent for repair. This enables for the smooth classroom delivery without causing disturbance to the lecture.

vi. **Maintenance Committees –**

General Maintenance team: The institute has a maintenance team headed by the principal of the institute. The office superintendent is coordinating the maintenance team of institute and he is overall in charge for the maintenance of infrastructure. He is assisted by a carpenter, an electrician, a plumber and the support staff team as per the agreement and guidelines of mother institute. Besides regular maintenance work, any major repair or renovation work is reported to the Management team who in turn, outsource it to appropriate agencies.

The classrooms, staff rooms, labs, library, botanical garden, sports grounds, parking sheds and common campus areas are cleaned daily by the support staff.

The restrooms for boys and girls are cleaned twice a day.

Continuous flow of water is ensured in restrooms.

Refilling of sanitary napkin vending machines are done on regular basis.

1. Library Committee: The Library Committee along with the Librarian and other library staff facilitate in preparation of budget for the library, allocation of the budget amongst departments, procurement and management of books and journals. The committee also organizes library orientation programme for first year students as well as organizes books exhibitions.

Librarian with supporting staff has been appointed to maintain the central library. They focus on the availability and utilization of instructional material in the teaching and learning process. At the end of the Academic year stock verification is done. Librarian will prepare the report on the same and utilization of books by the students and staff. Librarian along with supporting staff is responsible for maintenance of books, journals, magazines, newspaper, racks of books, furniture and other utensils with the help of external agencies if needed. For IT infrastructure available at library is maintain as per the agreement with external agencies and as per the guidelines of mother institute.

2. Laboratory and ICT Committee: These committees comprise of faculty from the relevant streams/courses and department. Prior to the semester, list of equipment needing maintenance is forwarded to the general maintenance committee and principal for necessary approval and sanction. Requisition for new material be it equipment, consumables or software is routed through the committees.

(All Labs including Computer and IT Lab): Each laboratory has one teacher as lab- In- charge and an Attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with change in the syllabus. Dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipment etc. Preventive maintenance and performance monitoring is carried out.

3. Physical Education and Sports Committee: Sport complex/ Ground/ Equipment: Physical Director of the institute looks after the sports facilities and the activities. The sports equipment

is issued to the students as per the schedule of the events. If any equipment gets faulty, the sports director submits a proposal for maintenance. Preventive maintenance measures are taken in time. The Sports director is responsible for keeping the record of utilization of sport Facilities, activities held, and awards for the students etc

4. Classroom Maintenance Committee: Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned daily monitored by the institute supervisor. Head of the institute, HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the classrooms. The committee is responsible for the campus as well, though the class rooms, labs, student rooms are cleaned by the appointed staff, the campus cleaning and playground maintenance and cleaning are done by joint efforts of menial staff, groundmen, gardeners and cleaning staff.

5. IT Equipment & Network Maintenance Committee: All departments in the institute have PCs, essential software, and peripherals. The Technical Expert and the system administrators maintain the IT facilities in the institute. In case of major maintenance issues, maintenance vendor Multinet Computers is hired by the parent institute for maintenance of IT facilities. Lab In charge, laboratory assistant, laboratory technicians, network assistants etc along with the maintenance also keep stock of new purchases, repairs and renovations and each of the purchase and repairs activities are done under able guidance of administration and purchase committee. LCD projectors, Computers, Photocopy machines and printers are maintained with the help of external agencies.

6. Equipment & General Security: To maintain electrical connectivity and CCTV security system, network and system administration team has made an agreement of maintenance with professional service provider as per the guidance of mother institute. A Security staff is employed to safeguard the whole premises. Fresh rooms, building doors and fence, parking lot, water installations, garden decorations and other external features are also maintained and safeguarded.

7. Campus Maintenance: The institute supporting staff is maintain the cleanliness of the campus area on daily basis. The overall campus of institute is cleaned twice a day. The security team is also support for the maintaining discipline and cleanliness of institute campus.

8. Security Measures: The campus is covered through CCTV surveillance which is maintained by the service provider of the institute. In addition, security guards are present on campus 24/7 to ensure the safety of students and staff.

9. Fire Extinguishers: 9 fire extinguishers are in place and refilled on regular basis. Overhead water tanks in both building with a capacity of 5000 liters each are connected to hoses which are available to meet any unforeseen contingencies.

**Maratha Vidya Prasarak Samaj's
K.S.K.W. Art's Science and Commerce College, CIDCO,
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Institutional Maintenance Table:

Sr. No.	Infrastructural Components	Routine Maintenance Personnel	Monitoring Authority	Maintenance Agency	Contact No.
1	Computer and IT Laboratories		HoD, Computer Science Dept.	Multinet Computers	
2	RO Plant and Water Purifier		Office Superintendent		
3	Xerox Machines		Office Superintendent	Multinet Computers	
4	Wi-Fi and Internet		Office Superintendent	Multinet Computers	
5	CCTV Camera		Office Superintendent	Multinet Computer	
6	Electrical & Electricity		Office Superintendent		
7	Plumbing and House Keeping		Office Superintendent	Perfect Plumbing Work	9637637133
8	Furniture Repairs		Office Superintendent		
9	Fire Extinguisher		Office Superintendent		
10	Bio Metric Attendance		Office Superintendent	Multinet Computer	
	Vermi Compost unit		HOD, Zoology Dept.		
12	Green Gymnasium		Physical Director	Jay Sports, Nashik	9975559138
13	Indoor Gymnasium		Physical Director	Jay Sports, Nashik	9975559138
14	Sanitary Napkin Vending Machine				
15	Pest Control		Office Superintendent		

16	Botanical Garden		HoD, Botany Dept.		
17	Security Guard		Office Superident		
18	Building Maintenance		Office Superident		
19	Stationary		Office Superintendent	Jyoti Stores, Nashik	

Conclusion:

In totality it can be said that each and every student and staff indirectly are a part of the maintenance committee. Principal, Directors, HOD's, In-charges, Assistants, Technicians, administrative staff, nonteaching staff etc. each and every individual including the students contribute and bring about transparent and effective implementation of the maintenance policy. The maintenance policy is a regulatory guideline and controlling document which enables coordinated, continuous and comprehensive adherence to the minutest level to protect, secure, enhance, control and promote maximum and optimum utilization of the institutional resources, which at the same time should be available and accessible to each and every individual affiliated to the institution. The utmost desired outcome of a successful maintenance policy is continuous minimization of costs of maintenance parallel to the continuous increment in the physical and supporting infrastructure.



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