

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION,
KARVENAGAR PUNE - 411052**

Documents for updation of IT and Wi-Fi facilities

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION,
KARVENAGAR, PUNE-52.**

IT COMMITTEE

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IT Committee

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION
KARVENAGAR, PUNE-411052
IT COMMITTEE 2021-2022**

| SR. NO. | REPRESENTATION | NAME | POST |
|---------|------------------------|-----------------------|-----------------------------|
| 1 | Management | Dr.Dhananjay Kulkarni | LMC Chairperson |
| 2 | Faculty | Dr. Meena Ganapathy | Principal/ Chairperson |
| 3 | Faculty | Mrs. Nupoor Bhambid | IQAC Coordinator |
| 4 | Faculty | Mrs. Shailaja Mathews | NAAC Coordinator |
| 5 | Faculty | Mrs. Ujjwala Jadhav | Lecturer |
| 6 | Faculty | Ms. Smita Lisham | Lecturer |
| 7 | Faculty | Mrs. Manjiri Agarkar | Librarian |
| 8 | Faculty | Mrs. Rupali Dhume | Clinical Instructor |
| 9 | Administrative staff | Mr. Vikas Deshpande | Junior Clerk |
| 10 | Member | Mr. Milind Sutar | Technical assistant |
| 11 | Member | Mr. Ajinkya Taware | Peon |
| 12 | Student representative | Ms. Trupti Sabane | Final Year M.Sc.(N) student |
| 13 | Student representative | Ms. Tejashri Mote | Final Year B.Sc.(N) student |



Sign of Committee Incharge



**Sign of Principal
PRINCIPAL**

Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of
Nursing Education
Karvenagar, Pune-411052.

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION,
KARVENAGAR, PUNE 52.
SOP FOR IT COMMITTEE

SOP – Procedures for Maintaining and Utilizing Computer Lab and IT facilities.

Students and faculty need to be acquainted with the rules before embarking on any IT equipments and Computer Lab utilization.

Rules must be strictly adhered to in the IT and Computer Lab utilization

1. Lab Incharges:

- Computer lab will have one lab assistant
- Lab hardware and software functions are strictly inspected by lab assistants before the commencement of practical classes and examinations.
- Lab incharges are responsible for assisting students with gaining access to software, exiting, printing and saving.

2. Admission into student Computer Labs:

- Currently enrolled students in academic programs are allowed to use the computer labs. Students who have class related assignments will be given first priority to use the computers in the labs.
- Unique Mail-ID/ login ID with the institution domain name will be given to the students on their admission.
- All others desiring the use of Computer labs should direct requests to the appropriate Lab Assistant.
- Faculty / staff will be provided access to the Computer Labs.
- Individual system number will be allocated to the students in their respective class schedule.

3. Operating Hours:

- Computer Labs will be open on all working days from 9am to 5pm.
- Early closing during exams or any other maintenance work will be posted in advance in the individual labs.
- Log book is maintained in each lab to record the student/ faculty entry and exit time in the lab.

4. Lab Reservations:

- Computer labs can be reserved for the orientations, workshops, and demonstrations one week in advance by the respective department based on the availability in the regular lab schedule.
- Reservation requests by persons outside the college will be considered at the discretion of the principal.

5. Hardware and Software Platforms:

- Students Computer Labs and IT Committees determine and recommend minimum hardware and software platforms needed to serve curricular needs of students.
- Efforts should be made to purchase new or upgrade existing equipment and software to state of the art models and latest versions.

6. Reporting Problems:

- Minor problems with hardware or software may reported to the Lab Assistant immediately so that they can be immediately rectified.
- Complaints Register is maintained in laboratory. The students and faculty can register system problems in the complaint register.
- Any repair beyond the scope of lab assistants, external agencies are called through the IT Department of the Institute. For any software/ hardware upgradation, the request will be sent to the IT department forwarded by the Principal.
- Computer lab are equipped with UPS inverters and air conditioners that are also subject to regular maintenance and sometimes further servicing and repairing.

7. Do's and Don'ts:

- Cell phones and other electronic devices should be turned on silent or off mode before entering a Computer Lab.
- Students are not allowed to download any software. Downloading or displaying obscene material, copyright infringements, and the transmittal of viruses will be subjected to disciplinary action.
- Printing is limited to college related works.
- Lab assistant will not repair his/her personal machines i.e. laptops.

8. Policy Abuse:

- Lab incharges have the authority to restrict lab access from any patron who abuses the Computer Lab procedures.

9. Virus Protection:

- All Student Computer Lab will provide virus protection tools, installed on the lab's machines, to ensure the integrity of patron's data and to protect the lab's computer operating environments.

10. Regarding Internet use :

- College internet facilities should use only for academic, curricular and official purpose.
- Transfer of any confidential information from college computer is strictly prohibited.
- Do not visit restricted sites from college computers.
- Do not use any social media platform from college computers or internet network.



IT Committee Incharge



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Sign of Principal

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION,
KARVENAGAR, PUNE- 411052.

Meeting Minutes
IT Committee
2021 – 2022

IT COMMITTEE

Meeting Minutes:

Date -12/01/2022

Time – 11am to 12pm

Venue- BTINE Conference room

Members Present-

- 1) Dr.Meena Ganapathy - Principal / Chairperson
- 2) Mrs. Nupoor Bhambid- IQAC Coordinator
- 3) Mrs. Shailaja Mathews - NAAC Coordinator
- 4) Mrs. Rupali Dhume - Clinical Instructor
- 5) Mr. VikasDeshpande - Junior Clerk
- 6) Mr. MilindSutar – Technical Assistant
- 7) Mrs. Ujjwala Jadhav – Lecturer
- 8) Ms. Smita Lisham – Lecturer
- 9) Mrs. ManjiriAgarkar – Assistant Librarian
- 10) Ms. Trupti Sabane – Final year M.Sc. (N) student
- 11) Ms.Tejashri Mote- Final year B.Sc. (N) student

Agenda:-

1. Review of availability of equipment's and models.
2. Discussion on maintenance and repairing of equipment's and projects.
3. Updation of Internet facilities

1. Review of availability of equipment's and models-

During the meeting Mrs. Rupali Dhume read the previous meeting minutes. She explained about record of equipments, models and other a.v.aids room material. She informed that many models, charts, and flash cards need to prepare new one for NAAC inspection purpose. She also told that OHP's which are in a.v.aids room is not working. On this point Principal madam told to Mr. Vikas Deshpande to look into this.

2. Discussion on maintenance and repairing of equipment's and projects-

Principal madam discussed about LCD's and internet facilities need to be updated for NAAC inspection purpose. Mr. Milind Sutar said that, he will check all LCD's for maintenance and repair. He also said that samstha has appointed engineer and electrician for regular maintenance and repaire of CCTV cameras, internet and cabeling. He told that BSNL Company is taking regular followup for internet facilities updation. He also informed to all IT committee members, that samstha has appointed to Mr. UmeshChavan (Proffessor) of BNCA as a IT committee head.

3. Updation of Internet facilities for NAAC-

In previous meeting, Mrs. Shailaja Mathews said that for NAAC inspection purpose, we need to upgrade our internet facilities. Principal madam discussed with the members about this agenda that we are sharing internet from SMNVTI, and the amount of internet bill we sharing with them. Upgrade the internet speed from 50 mbps to 100 mbps. For the documents like internet billing we are taking help Mrs. Yogini Kulkarni from Cummince college of Engineering.

With the discussed of above mention agenda, as there was no point for further discussion meeting was adjourned at 12pm.



Sign of IT Committee Incharge



Sign of Principal
PRINCIPAL

Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of
Nursing Education
Karvenagar, Pune-411052.

IT COMMITTEE

Meeting Minutes:

Date -18/04/2022

Time – 11am to 12pm

Venue- BTINE Conference room

Members Present-

- 1) Dr.Meena Ganapathy - Principal / Chairperson
- 2) Mrs. Nupoor Bhambid- IQAC Coordinator
- 3) Mrs. Shailaja Mathews - NAAC Coordinator
- 4) Mrs. Rupali Dhume - Clinical Instructor
- 5) Mr. Vikas Deshpande - Junior Clerk
- 6) Mr. Milind Sutar – Technical Assistant
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**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
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KARVENAGAR, PUNE – 411052**

LIST OF EQUIPMENTS AND MODELS (2021-2022)

| SR.NO. | LIST OF EQUIPMENTS AND MODELS | QUANTITY |
|---------------|--------------------------------------|-----------------|
| 1 | LCD - Make - Optima - 1800 Lumens | 14 |
| 2 | Printers + Scanner | 11 |
| 3 | Scanner | 2 |
| 4 | Computer with Internet Facility | 29 |
| 5 | Computers | 100 |
| 6 | Smart TV LED | 1 |
| 7 | CCTV Camera | 39 |
| 8 | CCTV Screen | 3 |
| 9 | Laptop with Wi-Fi | 8 |
| 10 | Xerox Machine | 1 |
| 11 | Sound System | 4 |
| 12 | Bar Code Reader | 1 |
| 13 | Slide Projector | 1 |
| 14 | Over Head Projector | 4 |
| 15 | Thumb Machine | 4 |
| 16 | Tape Recorder | 1 |
| 17 | DVD Player | 1 |
| 18 | DVR | 3 |
| 19 | EPBX System | 1 |
| 20 | All Demo & Museum Models | 50 |


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Committed to developing "Conscientious, Confident & Caring quality nursing professionals"
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S



Smt. Bakul Tambat Institute of Nursing Education

(Affiliated to MSBNPE, MNC, MUHS & INC, NAAC Accredited)

Date:30/12/2022

Expenditure for maintenance and updation of IT and Wi-Fi facility's for the year 2021-22

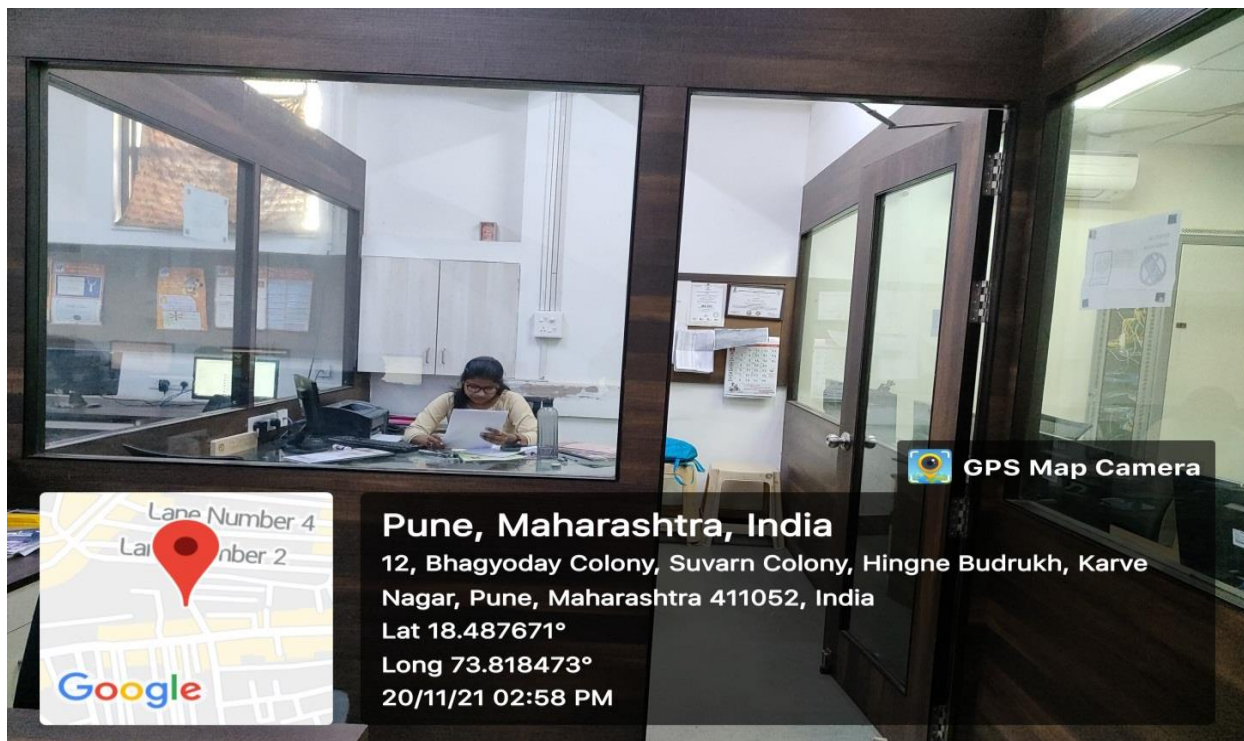
| S.N. | Expenses head | Amount |
|------|---------------------------------|---------------|
| 1 | Internet Charges | 41194 |
| 2 | Software Expenses | 69312 |
| 3 | Website development Expenses | 6266 |
| 4 | Repair and maintenance Computer | 33102 |
| | Total | 149874 |

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KARVENAGAR, PUNE-52.
GEO-TAGGED PHOTOS**

Geo-tagged photos of computer laboratories:






 GPS Map Camera



Pune, Maharashtra, India
12, Bhagyoday Colony, Suvarn Colony, Hingne Budruk, Karve
Nagar, Pune, Maharashtra 411052, India
Lat 18.487668°
Long 73.818483°
20/11/21 02:58 PM



 GPS Map Camera



Pune, Maharashtra, India
12, Bhagyoday Colony, Suvarn Colony, Hingne Budruk, Karve
Nagar, Pune, Maharashtra 411052, India
Lat 18.487671°
Long 73.818485°
20/11/21 02:59 PM



[Signature]
PRINCIPAL
MKSS's Smt. Bakul Tambat
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Karvenagar, Pune-411 052.