Documents for updation of IT and Wi-Fi facilities

(2023-2024)

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

IT COMMITTEE

(2023-2024)

INDEX

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION
KARVENAGAR, PUNE-411052
IT COMMITTEE 2023-24

SR. NO.	NAME	POST
1	Dr. Meena Ganapathy	Principal/ Chairperson
2	Mrs. Nupoor Bhambid	NAAC Coordinator
3	Mrs. Shailaja M.J.Mathews	IQAC Coordinator
4	Mrs. Ujjwala Jadhav	Faculty member
5	Ms. Smita Lisham	Faculty member
6	Mrs. Rupali Dhume	Faculty member
7	Mr. Saraf Atul	Assistant A. O.
8	Mr. Baburao Udamale	Librarian
9	Mr. Ketan Mahangare	Technical assistant
10	Mr. Ajinkya Taware	Peon
11	Ms. Vaishali Patil	Final Year M.Sc.(N) student
12	Ms. Gauri Rawol	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- 411052.

SOP -IT Committee

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

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

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

Meeting Minutes
IT Committee
2023 – 2024

IT COMMITTEE

Meeting Minutes:

Date - 4/09/2023

Time – 11am to 12pm

Venue- BTINE Conference room

Members Present-

1) Dr.Meena Ganapathy - Principal / Chairperson

2) Mrs. Nupoor Bhambid- NAAC Coordinator

3) Mrs. Shailaja Mathews - IQAC Coordinator

4) Mrs. Ujjwala Jadhav – Lecturer

5) Ms. Smita Lisham – Lecturer

6) Mrs. Rupali Dhume - Clinical Instructor

7) Mr. Mahendra Nangude- Junior Clerk

8) Mr. Ketan Mahangare – Lab Assistant

9) Mrs. Baburao Udamale – Librarian

Agenda: -

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

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

    3. Review of updation of internet facilities.

    4. Follow up of internet bills

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

During the meeting Mrs. Rupali Dhume read the previous meeting minutes. She explained about record of equipments, assets and other A.V.aids room material. She informed that many models, charts, and flash cards need to prepare new one. She also told that OHP's which are in A.v.aids room is not working.

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

Principal Dr. Meena Ganapathy discussed about LCD's and internet facilities need to be updated for NAAC inspection purpose. Mr. ketan Mahangare said that, he will check all LCDs 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 Samstha is taking regular followup for internet facilities updation.

3. Review of updation of internet facilities-

During the meeting Mrs.Shailaja Mathews discussed on the updation of internet facilities for the NAAC purpose. Mr. Ketan Mahankare reported that, Sanstha is providing internet facilities which will be with more internet speed that is More than 100MBPS.

4. Follow up of internet bills-

Mrs. Rupali Dhume informed that, internet bills which received from samstha, follow up need to be required. All data related to internet facilities and internet bills required for uploading in NAAC criteria. Mrs. Nupoor Bhambid informed this to Mr. Ketan Mahankare, that it should be maintain properly and related information about internet facilities should provide crieteria incharges timely. Mrs. Rupali Dhume also informed to Mr. Mahendra Nangude that all internet related bills and budget should informed and provide data to crieteria incharges.

With the discussed of above-mentioned 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.

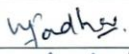# MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION KARVENAGAR,

PUNE – 411052

IT Committee Meeting

Date: 04/09/2023

Time: 11:00am to 12:00 pm

Venue: BTINE Conference room

Members present for the meeting:

Sr. No.	Name of the Member	Designation	Sign
1	Dr. Meena Ganapathy	Principal /Chairperson	
2	Mrs. Nupoor Bhambid	NAAC coordinator	
3	Mrs. Shailaja Mathews	IQAC Coordinator	
4	Mrs. Ujwala Jadhav	Lecturer	
5	Ms. Lisham Smita	Lecturer	
6	Mrs. Rupali Dhume	Clinical Instructor	
7	Mr. Mahendra Nangude	Junior Clerk	
8	Mr. Ketan Mahangare	Lab Assistant	
9	Mr. Baburao Udamale	Librarian	

PRINCIPAL
MKSSS's Smt. Bakul Tambat
Institute of Nursing Education
Karvenagar, Pune-411 052.

IT COMMITTEE

Meeting Minutes:

Date -5/03/2024

Time – 1pm to 2pm

Venue- BTINE Conference room

Members Present-

1) Dr.Meena Ganapathy - Principal / Chairperson

2) Mrs. Nupoor Bhambid- NAAC Coordinator

3) Mrs. Shailaja Mathews - IQAC Coordinator

4) Mrs. Ujjwala Jadhav – Lecturer

5) Ms. Smita Lisham – Lecturer

6) Mrs. Rupali Dhume - Clinical Instructor

7) Mr. Mahendra nangude - Junior Clerk

8) Mr. Ketan Mahangare – Lab Assistant

9) Mr Ajinkya Taware – Peon

Agenda: -

1. **Review of availability of equipment's and assets.**

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

3. **Requirements of IT infrastructure or IT related equipment's.**

4. **Upcoming Events and reminders.**

1. **Review of availability of IT equipment's and assets-**

   Mr. Ketan Mahangare has given the review of all the working assets available in the institute.

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

   Principal Dr. Meena Ganapathy asked about the condition of the projectors and LCD screen in the institute. Mr. Ketan Mahankare reported that the condition of projectors in the institute is good and maintenance of LCDs has been done regularly. He reported that projector from the classroom of fourth year B.Sc. and P.B.B.Sc. second year need to change due to abnormal noise and temperature increases continuously.

3. **Requirements of IT infrastructure or IT related equipment's-**

   Principle Dr. Meena Ganapathy asked that is there any requirements related to assets of IT equipments. Mr. Ketan Mahangare said that as institutes 3rd floor contruction is nearing to completion, we need to installed CCTV Cameras and placement of networking work like projectors and screens in the classrooms and desktops and printers for staff rooms also.

4. **Upcoming events and reminders-**

   Mrs. Nupoor Bhambid has reported that, as our institute is organizing an international conference in the month of April, we need to prepare IT related resources and upgrade our IT knowledge for the conference. Also, we need to ensure that if there will be online participants for the conference, how can we join those participants. so, we need to prepare for that. On this point Mr. Ketan Mahankare said that he will let us know as soon as possible.

   With the discussed of above-mentioned agenda, as there was no any point for further discussion, meeting was adjourned at 2pm.

Sign of IT Committee Incharge

Sign of Principal
PRINCIPAL
Maharshi Karve Stree Shikshan Samstha's
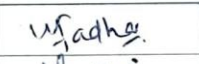Smt. Bakul Tambat Institute of
Nursing Education
Karvenagar, Pune-411052.
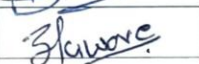
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION KARVENAGAR,
PUNE – 411052
IT Committee Meeting

Date: 05/03/2024

Time: 01:00pm to 02:00 pm

Venue: BTINE Conference room

Members present for the meeting:

Sr. No.	Name of the Member	Designation	Sign
1	Dr. Meena Ganapathy	Principal /Chairperson	
2	Mrs. Nupoor Bhambid	NAAC coordinator	
3	Mrs. Shailaja Mathews	IQAC Coordinator	
4	Mrs. Ujwala Jadhav	Lecturer	
5	Ms. Lisham Smita	Lecturer	
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PRINCIPAL
MKSSS's Smt. Bakul Tambat
Institute of Nursing Education
Karvenagar, Pune-411 052.

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION KARVENAGAR,
PUNE – 411052
LIST OF EQUIPMENTS AND ASSETS (2023-24)

SR.NO.	LIST OF EQUIPMENTS	QUANTITY
1	Desktop	63
2	Printer	16
3	Canon Lide Scanner	2
4	Barcode Reader	1
5	laptop	23
6	Projectors	20
7	Biometric	2
8	DVR	4
9	CCTV cameras	54
10	Desktop Speaker	10
11	LCD 32 inch	3
12	TV Samsung Led 53 inch	1
13	Yamaha Music System	1
14	EPBX	1
15	External HDD	3
16	Smart Board	1

Sign of Incharge

Sign of Principal

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

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:30/08/2024

Expenditure for maintenance and updation of IT and Wi-Fi facility's
for the year 2023-24

S.N.	Expenses head	Amount
1	Internet Charges	78,334
2	Software Expenses	242,320
3	Website development Expenses	29,482
4	Repair and maintenance Computer	23,512
	Total	**3,73,648**

PRINCIPAL
Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of
Nursing Education
Karvenagar, Pune - 411 052.

Maharshi Karve Stree Shikshan Samstha's

Shri Manilal Nanavati Vocational Training Institute For Women

Karvenager, Pune - 411 052. Tel.: (O) 2547 1099, 2547 1784, Fax : 2547 1784
E-mail : mnvocational@gmail.com Website : www.mnvti.edu.in

Ref. No: MNVF5/579/2013   Date: - 18/2/13

To,

The Principal,

MKSSS BT INE

Sub: MOU with MKSSS BT INE and Shri Manilal Nanavati Vocational Training Institute for Women (MNVTI), Karvenagar, Pune.

Respected Sir/Madam,

We are extremely glad to have a MOU with you for interdisciplinary researches benefiting both the institutions and various extension activities like health camps, health awareness programs, health education, soft skills and research, computer courses and laboratory. We can explore more avenues for inter disciplinary research benefitting both the institutions.

With best regards

DIRECTOR
Maharshi Karve Stree Shikshan Samstha's
SHRI MANILAL NANAVATI VOCATIONAL
TRAINING INSTITUTE FOR WOMEN
Karve Nagar, Pune-52

महाराष्ट्र MAHARASHTRA 3 FEB 2019 2018   UP 106380

MEMORANDUM OF UNDERSTANDING

BETWEEN

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SHRI MANILAL NANAVATI VOCATIONAL TRAINING INSTITUTE FOR
WOMEN, KARVENAGAR, PUNE- 411052

AND

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

Made on Date .... ("Effective Date")

This Memorandum of Understanding (MOU is entered in to and is effective as on date
of the signatures

Between

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SHRI MANILAL NANAVATI VOCATIONAL TRAINING INSTITUTE FOR
WOMEN, KARVENAGAR, PUNE- 411052

AND

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

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S Shri Manilal Nanavati Vocational Training Institute For Women, Karvenagar, Pune- 411052 and MKSSS BTINE Karvenagar, Pune – 411052 shall be known collectively as "The Parties" and singularly as "A Party" or "the Party"

RECITALS

WHEREAS, the Parties agree and understand that coordinal relations exists between MKSSS Shri Manilal Nanavati Vocational Training Institute For Women, Karvenagar, Pune- 411052 and MKSSS BT INE Karvenagar, Pune-411052 and

WHEREAS the Parties have discussed mutual goals regarding academic opportunities for their students and Faculty; and

WHEREAS the parties desire to conceive and establish a charter of possible collaborations for the benefit of students and Faculty members of their respective educational and research institutions; and

WHEREAS, the Parties agree to promote joint Education, Research and Development activities of Mutual interests in accordance with their respective needs and objectives.

NOW, THEREFORE, the Parties enter in to this Memorandum of Understanding (MOU), in order to memorialize fundamental concepts regarding the Collaborations.

C. Both institutes shall identify the opportunities of Students' exchange at all levels (Bachelors, Masters and Research) with credit transfer in terms of coursework, project work, dissertation and internships.

Eg- The Parties will explore possibility of recommending students and Faculty for undertaking coursework, Project work, and research work, internship for semester's duration or a year. The recommended students and Faculty shall be selected through well- laid process, on the basis of merit and other non-discriminatory criteria. Each institute shall review the recommendations and consider offering the scholarship/fellowship to eligible projects. A separate agreement can be entered in to, in respect of such exchange programmes.

D. Institute can appoint representative to manage and oversee the activities contemplated under MOU. The representative of the parties can meet as and when.

E. Each University/ Institute can appoint representatives to manage and oversee the activities contemplated under MOU. The representative of parties can meet as and when necessary to review progress and the implementation of activities related to areas of collaboration, define new ideas etc.

ARTICLE III: Undertaking of the Parties

A. The Parties understand and agree that they are making a significant commitment to these collaborative effort. Accordingly, the parties to agree to expand their best efforts on the design, implementation and successful continuation of the program.

B. The Parties understand and agree that this Memorandum of Understanding (MOU) will provide the foundations for more comprehensive agreement concerning the details of the Program.

C. To Implement collaborative activities envisaged under the MOU, the representatives of the Parties shall meet to discuss terms of financial/funding. Neither party shall have the power to bind other party without other party's consent. The financial agreement relating to each collaborative activity will be in accordance with specific project agreement and program of cooperation.

D. The terms with respect to intellectual property, inventions and innovations (including trademark, service mark, copyright, patents, know-how and designs) will be negotiated on project- by project basis in the specific project agreement and programe of cooperation.

E. MKSSS BT INE reserves the right to use the project work for dissertation, publishing research work in scienfic journals, presentations in any seminar/conferences, authorship rights of any article/book based on the results obtained. A copy of such publications shall be provided to other party.

Despite the statements and obligations express herein. This MOU is non- binding expression of current intentions of the Parties and neither parties will incur nor be bound to any legal obligations or expense hereunder to other party.

This MOU shall remain effective from the date of execution....................................

IN WITNESS WHEREOF, THE Parties have caused their fully authorized representatives to execute this Memorandum of Understanding.

For: MKSSS Shri. Manilal Nanavati Vocational Training Institute for Women
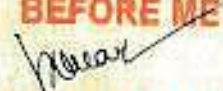
BY:

Date:

Witness:

For: MKSSS BT INE

BY:

Date: 6 MAR. 2019

Witness:

BEFORE ME

MRS. V. P. HAKAY
NOTARY GOVT. OF INDIA
PUNE

Noted And Registered
at Serial Number....255.../.59
6/3/2019

Geotagged Photos of Computer Lab:

Pune, Maharashtra, India
MKSSS, Smt.Bakul Tambat Institute of Nursing Education,Dnydeep Colony, Hingne Budrukh,
Karve Nagar, Pune, Maharashtra 411052, India
Lat 18.487923°
Long 73.818134°
23/08/24 12:45 PM GMT +05:30

Computer Room
Strong Room

Pune, Maharashtra, India
MKSSS, Smt.Bakul Tambat Institute of Nursing Education,Dnydeep Colony,
Hingne Budrukh, Karve Nagar, Pune, Maharashtra 411052, India
Lat 18.487923°
Long 73.818134°
23/08/24 12:44 PM GMT +05:30