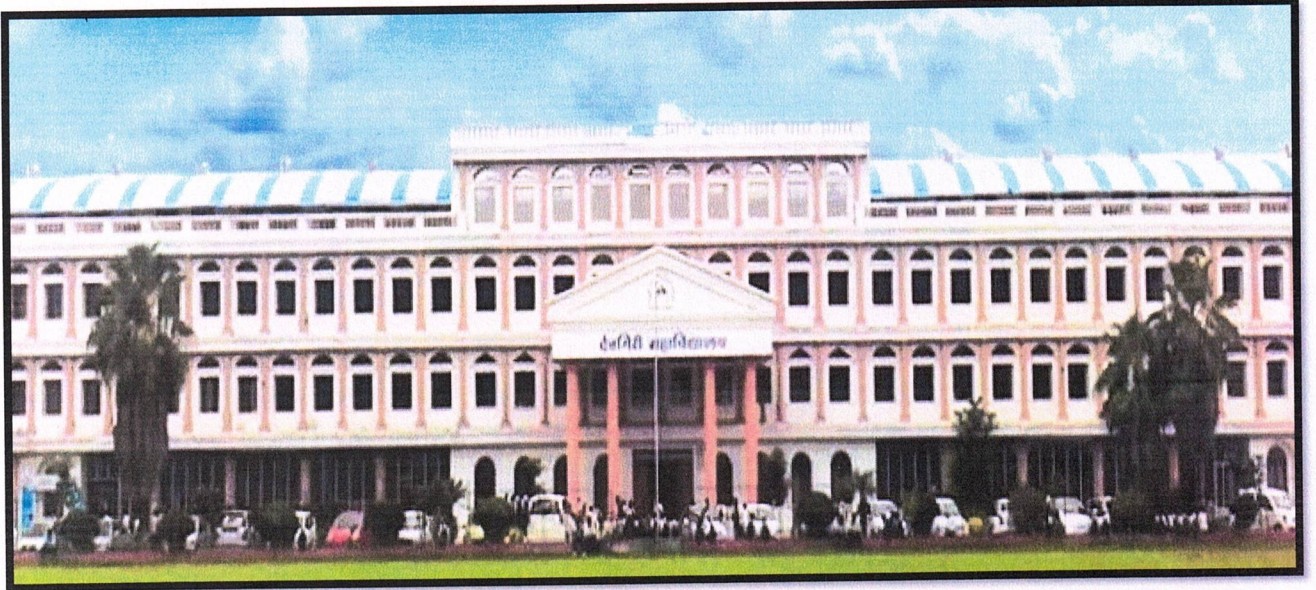


**Marathwada ShikshanPrasarak Mandal's
DEOGIRI COLLEGE, AURANGABAD**

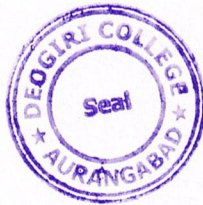


**POLICY
ON
SYSTEMS AND PROCEDURES FOR MAINTAINING AND
UTILIZING PHYSICAL & ACADEMIC SUPPORT
FACILITIES INCLUDING IT INFRASTRUCTURE**



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**Committees and Cells to Manage the Optimum Usage &
Maintenance of the Facilities are as Follows:**

- a) IT & Infra Committee
- b) Hostel Committees
- c) Time Table and Academic Calendar Committee
- d) Library Committee
- e) Academic Planning Board

Guidelines for the maintenance of physical infrastructure:

1. Ensuring the interruption free functioning of all academic and administrative activities on the campus.
2. Ensuring the timely updating of all systems including IT infrastructure for best experience of learning to students and hurdle free experiences of all types of works.
3. Prepare the routine and preventive maintenance schedule
4. Execute the maintenance schedule with the support of external agencies
5. Emergency maintenance shall be completed on priority basis

Responsibilities of maintenance of the infrastructure:

Sr. No.	Equipment/infrastructure	Routine Check	Monitoring Authority	Extension Number
1.	General Electrical maintenance	Mr. Bhagaji Wanarse & Mr. Ramesh Ingle	Store	374
2.	Air-conditioner	Lab Assistant and Lab-in-charge	Head of the respective Department	-
3.	Generator and Power Supply	Mr. Ramesh Ingle & Mr Bhagaji Wanarase	Dr. Anil Ardad (Vice Principal)	313



4.	Solar Thermal Systems & Solar Light Lamps and Electric Vehicle	Hostel Rectors	Dr. M. N. Naik	341
5.	Solid Waste Management	Dr. M. N. Naik	Dr. Anil Ardad	341
6.	Computers and Peripherals such as Printers, Scanners, LCD/DLPs	Mr. Girish Dudhgaonkar & Mr. Krushna Mhaske	Dr. S. N. Helambe	336
7.	Internet connectivity and Wi-Fi	Mr. Girish Dudhgaonkar	Mr. Krishna Mhaske	336
8.	Website	Mr. Girish Dudhgaonkar	Mr. Krishna Mhaske	336
9.	ERP	Mr. Kishor Khandagale	Principal	319
10.	CCTV and Biometric	Mr. Girish Dudhgaonkar	Mr. Krishna Mhaske	336
11.	Software	Lab in-charge and Subject In-charge	Head of the respective Department	-
12.	Library	Librarian	Principal	343
13.	Telephone-PABX	Mr. Jethu Dnyaneshwar Mr. Dabhade Suresh	Mr. Ramesh Ingle	333
14.	Health Centre	Doctor	Dr. C. S. Patil (VP)	399
15.	Lift	Mr. Ramesh Ingle & Mr. Bhagaji Wanarase	Ms. Shrdha Borde	314
16.	Civil Works	Mr. Shaikh Ansar	Principal	333
17.	Water-coolers and Purifiers	Mr. Ramesh Ingle & Mr. Bhagaji Wanarase	Related HoDs	-
18.	Plumbing	Mr. Sajay Chadidar	Dr. Anil Ardad (VP)	313
19.	ICT in Classrooms	Mr. Girish Dudhgaonkar	& Mr. Krishna Mhaske	336
20.	Classroom-benches and overall furniture including notice boards	Mr. Rasool Shaikh Mr. Ashok Sangule	Principal	333



21.	Sports facilities Play Ground, Basket Ball and Tennis Court	Dr. Shekhar Shirsath	Principal	348
22.	Gardening- Ground, Campus	Head, Dept of Botany	Dr. Ravi Patil	337

Details of External Agencies Involved in Maintenance of Physical and Academic Facilities on the campus.

Maintenance work is carried out with the help of the following agencies. Besides it, the college has dedicated personnel ensuring in-house maintenance at the campus in the following areas:

- a) Computers
- b) Electricians
- c) Carpenters
- d) Plumbing (regular)
- e) Gardeners

Content	External Agency	Coordinator/s
CCTV Systems	Newtron Telecom Systems	Mr. Krushna Mhaske
Computers	Web Computers, Aurangabad	Mr. Krushna Mhaske
Xerox Machines	Shree Sales Corporation, Aurangabad	Mr. Krushna Mhaske
Printers/Scanners	On Call Basis	
ICT in Classrooms	On Call Basis	Mr. Girish Dudhgaonkar & Mr. Krushna Mhaske
Internet & Wifi	Skynet Systems, Aurangabad	Mr. Girish Dudhgaonkar & Mr. Krushna Mhaske
Gardening	In-House	Dr. Ravi Patil
Generators	S&T Diesel Sales and Services, Aurangabad	Mr. Ramesh Ingle & Mr Bhagaji Wanarase
Anti-Virus	Web Computers, Aurangabad	Mr. Krushna Mhaske
Lift	Schindler India Private Ltd	Mr. Ramesh Ingle & Mr Bhagaji Wanarase
Water Coolers & Purifiers	Kalash Refrigerations & Services, Aurangabad	Mr. Ramesh Ingle & Mr Bhagaji Wanarase

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Coordinator, IQAC
Co-ordinator,
IQAC, Deogiri College,
Aurangabad.



Rank
Principal
Principal
Deogiri College,
Aurangabad.


USAGE OF PHYSICAL & ACADEMIC SUPPORT FACILITIES

Deogiri College, Aurangabad ensures the optimum utilization of existing infrastructure for academic and support facilities like laboratories, library, sports facilities, computers and classrooms. The following are the features of the strategies deployed for the optimum utilization of the academic and support facilities at the institution.


1. Accommodative planning of UG & PG classes for use of classrooms
2. Assuring optimal usage of resources of library by the students
3. Planning for the programs and events at college and department level
4. Batch wise utilization of laboratories
5. Team wise utilization of sports and games facilities
6. Providing comfortable and hygienic accommodation to students at the college hostels.
7. Providing updated IT infrastructure for enhancement of learning

Committees and Cells to Manage the Optimum and Appropriate Usage of the Facilities are as Follows:

- f) IT & Infra Committee
- g) Hostel Committees
- h) Time Table and Academic Calendar Committee
- i) Library Committee
- j) Academic Planning Board


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Aurangabad.




Principal
Principal
Deogiri College,
Aurangabad.

Following are the details of usage of the physical and academic support facilities:

Classrooms:

- Academic planning and class management is executed keeping in mind the following faculties and large number of students studying in the institution are provided learning facilities without any disturbances.
 - a) Commerce & Management
 - b) Sciences
 - c) Arts (Humanities)
 - d) Comp Science, IT and BCA
 - e) Biotechnology and Bioinformatics
- Special infrastructure for teaching and learning is dedicated to Commerce & Management Students, Computer Science, IT and BCA and for the students of Biotechnology and Bioinformatics
- Meticulous plan is made for sharing of infrastructure like classrooms for Science and Arts streams at UG and PG levels.

Seminar Halls & Auditorium:

- The seminars halls are used different purposes including that of regular teaching and learning.
- The seminar halls used for different academic events and programs organized by the students.
- Rabindranath Tagore Auditorium with 350 seating capacity is favorably used by the different departments for organizing different seminars, workshops, conferences, placement drives, Phule-Shahu-Ambedkar Lecture Series, Vinyakrao Patil SmrutiSamaroh, Deekshrambh (induction) programs, etc.

Laboratories and Museums:

- Learning through practical and demonstrations happen at different UG and PG laboratories at the college.



- With systematic planning, all students are accommodated for practical leaning.
- Museums are available at the departments like Botany, Zoology, Geology, History, etc.
- Special research labs are available for PG and Ph.D students.

Computer Laboratories and Language Learning Laboratory:

- Besides the computer laboratories at Department of Computer Science and IT, there are computer laboratories at programs as well.
- B. Voc programs like Multimedia & Animation and Jewellery and Gemology have special laboratories and they made use of for specialized learning.
- Departments Biotechnology and Bioinformatics have special computer labs.
- Department of Commerce & Management have special IT lab.

Library as Learning Resource:

- Two floors of the Commerce building are utilized for library purposes.
- Library also consists of a CD/DVD library.
- Special software and console for physically/visually challenged students.
- It also has computer section for browsing online resources for students.

Sports & Games Infrastructure & Facilities:


- Department of Physical Education makes optimal and appropriate usage of sports and games facilities along with the use of Gymnasium for students.
- Indoor and outdoor games and sports facilities are used with proper planning.
- Players are trained in teams and session wise by the coaches in the departments.
- The college ground is multipurpose one. It is used for different games and sports along with organization of Yoga Practice Sessions.



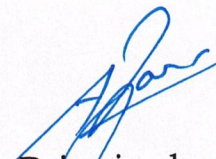
- Basketball court and lawn tennis court are used not only for college students but its usage is allowed to all budding players in the area.

Hostels – Girls and Boys:

- Knowing the importance of hostels for continuation of education especially for the girl students, college constructed new hostels.
- Hostels are viewed as great support facilities for learning.
- Hostels are also engage themselves in educational activities other than those taken at the college.
- Healthy food and hygienic atmosphere are provided to all the inmates of the hostels.


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USAGE OF IT INFRASTRUCTURE AT THE CAMPUS

Guidelines for Users:

- The institute's IT infrastructure refers to the institute network and any hardware and software services provided by the institute.
- The institute's IT infrastructure is primarily for academic use of the Deogiri College, Aurangabad community and should not be used by any user for any other purposes that are in direct conflict with the role of the user without the explicit permission of the competent authority.
- Users should not use the Institute's IT infrastructure for any commercial purposes unless specifically permitted by the competent authority.
- Users should not use the Institute's IT infrastructure in any way so as to compromise the security of any other user, system, or network anywhere, inside or outside the institute.
- Users should not use or communicate any information using the institute's IT infrastructure that may harm, threaten, intimidate, or harass others, or may otherwise be considered objectionable or illegal as per law.
- Users are solely responsible for any data stored or sent by them using the institute's IT infrastructure. Any liability arising out of any misuse is the responsibility of the user concerned.
- Users are not allowed to extend or otherwise tamper with the institute network in any manner without prior permission of the Computer Centre (CC), except for any network extension made individually by faculty members or staff members inside residential quarters officially allotted to them by the institute.
- Users should use the Email facility primarily for academic and official purposes and to a limited extent for reasonable personal purposes.
- Users are responsible for keeping a backup of important emails in their email accounts. While CC takes periodic email backups, CC cannot be held responsible for any loss of data in user email accounts.
- Users should not share their email account details with others, as the individual account holder is personally held accountable in case of any misuse of that email account
- Users should not attempt to break into others' email accounts.
- The user should not open any mail or attachment that is from unknown and suspicious sources or is of an otherwise suspicious nature without confirming the authenticity of the attachment. Users



should not give out confidential information such as passwords etc. in response to any email. CC never asks for password information over email.

- Users should use a strong password to protect any accounts owned by them on the institute's IT infrastructure including but not limited to email accounts. A password must be immediately changed if it is suspected of being disclosed or known to have been disclosed to anyone besides the authorized user.
- Users aware of any breach of security in any part of the IT infrastructure must report such situations to the CC or the departmental representative responsible for security in that area.
- Users are solely responsible for understanding and following this usage policy. Any violation of any part of this usage policy and/or any misuse of any part of the IT infrastructure by any user or using any account owned by the user is solely the responsibility of the user.
- Any liability or legal action (as per Indian cyber law) arising out of any such violation/misuse will solely be the responsibility of the user, and the user may be subjected to appropriate actions as decided by the authorities.

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Coordinator, IQAC
Co-ordinator,
IQAC, Deogiri College,
Aurangabad.



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Principal
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DECLARATION BY THE USERS

All users of Deogiri College, Aurangabad. will be subject to the following Acceptable Use Policy:

- I shall be responsible for all use of this network. In case I own a computer and decide to connect it to Deogiri College, Aurangabad., I will be responsible for all the content on it, especially that which I make available to other users. (This provision will also apply to any computer or device for which I am responsible, and is included in the meaning of “my computer”). In case I do not own a computer but provided with some IT resources by Deogiri College, Aurangabad., I will be held responsible for the content stored in the designated workspace allotted to me (examples: file storage area, web pages, stored/archived emails, on Computer Center or Department machines).
- I will be held responsible for all the network traffic generated by “my computer”. I understand that network capacity is a limited, shared resource. I agree that physically tampering with network connections/equipment, sending disruptive signals, or making EXCESSIVE USE of network resources is strictly prohibited. Repeated offenses of this type could result in permanent disconnection of network services. I shall not share the network connection beyond my use and will not act as a forwarder/ masquerade for anyone else.
- I understand that the IT infrastructure at Deogiri College, Aurangabad. is for academic use and I shall not use it for any commercial purpose or to host data services for other people or groups.
- I shall not host or broadcast information that might harm others or maybe otherwise be considered objectionable or illegal as per Indian law.
- I shall not attempt to deceive others about my identity in electronic communications or network traffic. I will also not use Deogiri College, Aurangabad. IT resources to threaten, intimidate, or harass others.
- I will not intrude on the privacy of anyone. In particular, I will not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
- I understand that the IT resources provided to me are subject to monitoring, with cause, as determined through consultation with the Deogiri College, Aurangabad. administration, when applicable. The monitoring may include aggregate bandwidth usage to effectively



manage limited IT resources as well as monitoring traffic content in response to a legal or law enforcement request to do so. I authorize Deogiri College, Aurangabad. administration to perform network vulnerability and port scans on my systems, as needed, for protecting the overall integrity and efficiency of Deogiri College, Aurangabad. network.

- I shall maintain my computer on this network with current virus-detection software and current updates of my operating system, and I shall attempt to keep my computer free from viruses, worms, trojans, and other similar programs. I shall not change the operating system of my computer.
- I shall not use the IT infrastructure to engage in any form of illegal file-sharing (examples: copyrighted material, obscene material). In particular, I have noted the following: Electronic resources such as e-journals, e-books, databases, etc. made available by the Central Library, Deogiri College, Aurangabad. are for academic use. These resources can be searched, browsed, and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited. The use of robots, spiders or intelligent agents to access, search and/or systematically download from the e-resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the Institute. I am aware that Systematic downloading will result in the publisher blocking the entire community of users at Deogiri College, Aurangabad. from accessing these resources.
- I understand that I will not take any steps that endanger the security of the Deogiri College, Aurangabad. network. Specifically, I will not attempt to bypass firewalls and access rules in place. This includes not setting up servers of any kind (examples: web, mail, proxy) that are visible to the world outside the Deogiri College, Aurangabad. campus. In critical situations, Deogiri College, Aurangabad. authorities reserve the right to disconnect any device or disable any account if it is believed that either is involved in compromising the information security of Deogiri College, Aurangabad.
- I understand that any use of IT infrastructure at Deogiri College, Aurangabad. constitutes a violation of Deogiri College, Aurangabad. Regulations could result in administrative or disciplinary procedures.
- Computer Center (CC) is responsible for procurement, installation, the configuration of all IT equipment (i.e. computers, printers, network switches, etc) in the administrative sections at Deogiri College, Aurangabad.



- CC will act as the system and network administrators for the administrative sections. The computer center is entrusted with the authority to decide the type and version of OS that gets loaded into each computer. CC will allocate the necessary IP addresses, proxies, email relays, etc. In other words, CC will act as a decision-making body as far as the hardware systems and the OS used in administrative sections of Deogiri College, Aurangabad.

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Coordinator, IQAC
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IQAC, Deogiri College,
Aurangabad.



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