Vidya Pratishthan's
Institute of Information Technology
We Shape Tomorrow...Today

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

"B"
Grade
CYCLE II

Criterion IV

4.4.2 Established Systems & Procedures for Maintaining and unitizing physical, Academic and support facilities

Institute purchases computers as well as other peripherals and equipments with latest technology whenever required. In the annual budget adequate provisions are made for the same.

Institute keeps budget allocation every year for maintenance and upkeep of various facilities.

As and when the maintenance is required for the infrastructure and the facilities, institute puts up these issues to the Executive Committee and the work is carried out accordingly.

The computers of the institute are protected from power surge. The MSEB line is directly connected to 315 KVA transformer with DG backup and then the power is distributed to the entire premises. The institute has also installed 51 KVA Solar Power System to support MSEB power supply.

Policy for Physical, Consumables and IT Infrastructure:

Title: Physical and IT Infrastructure and consumables

Objective: Procedure for Procurement and Maintenance

Scope: This policy is meant to set appropriate procedure for VIIT only

Procedure for procurement:

- The matter related to Infrastructure- Physical, Consumables and IT is to be discussed at the institutional level i.e. meetings of concerned committee members as well as staff meetings.
- Shortlisting/Freezing of the requirements for the resources- physical/IT
- Parent Body has empanelled certain set of vendors for various elements (for Procurement)
- Quotations for the concerned requirements are to be obtained
- Compare and prepare a consolidated statement for approval of Top Management
- The proposal for the additional requirements of physical/IT is prepared and put for Parent Body's Executive Committee's approval
- Executive Committee to approve the proposal
- Appropriate Purchase Order is raised
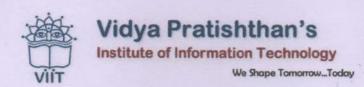- The concerned elements are procured with duly stamped Invoices from the shortlisted Vendor/s

Procedure for maintenance:

- The matter related to maintenance of Infrastructure- Physical and IT is to be discussed at the institutional level i.e. meetings of concerned committee members as well as staff meetings.
- Shortlisting/Freezing of the requirements for maintenance- physical/IT
- Parent Body has empanelled certain set of vendors for various elements (for Maintenance)
- Quotations for the concerned requirements are to be obtained
- Compare and prepare a consolidated statement for approval of Top Management
- The proposal for the additional requirements of physical/IT maintenance is prepared and put for Parent Body's Executive Committee's approval
- Executive Committee to approve the proposal
- Appropriate Purchase Order is raised
- The concerned elements are hired for such maintenance activities with duly stamped Invoices/Bills from the shortlisted Vendor/s

Policy for Library Resources:

Library Resources:

- The matter related to Library Resources is to be discussed at the institutional level i.e. meetings of concerned committee members as well as staff meetings.
- Shortlisting/Freezing of the requirements for the library resources i.e. Reference books, Text Books, e-resources like e-books, journals and subscription to online journals.
- Catalogues of various publishers for the concerned requirements are to be obtained
- Compare and prepare a consolidated statement for approval of Top Management
- The proposal for the additional requirements of library resources is prepared and put for Parent Body's Executive Committee's approval
- Executive Committee to approve the proposal
- Appropriate Purchase Order is raised
- The concerned elements are procured with duly stamped Invoices from the shortlisted Vendor/s

DIRECTOR
VIDYA PRATISHTHAN'S
INSTITUTE OF INFORMATION TECHNOLOGY
M. I. D. C. (RES. ZONE
BHIGWAN ROAD BARAMAT, PUNE 413-33

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Policy for utilization of Physical & IT Infrastructure and Library Resources:

Every teaching, non-teaching staff and student must observe following on, before and during usage of physical & IT Infrastructure and Library Resources:

- Must use the resource as if it is his/her own
- Must make entry in the concerned register before commencing its usage
- Must not damage or misuse the resource
- Must keep the resource up-to-date and in excellent physical working condition
- Must switch off electrical appliances before exit
- Must keep the concerned premises tidy and clean
- Must keep silence and maintain decorum of the place
- Must maintain overall discipline and follow ethical norms and or behaviour
- Must abide by the above else, will need to face disciplinary action

Policy for utilization of Shared Resources:

Shared resources include:

1) Sports Ground
2) Ga.Di.Ma. Sabhagruh
3) Gymnasium
4) Girls and Boys' Hostels
5) Staff Quarters
6) Nakshatra Garden
7) Canteen/Cafeteria

These resources are shared and hence are to be utilized on requirement basis.

Due care has been taken while utilizing these resources by following:

- Must use the resource as if it is his/her own
- Must make entry in the concerned register before commencing its usage
- Must not damage or misuse the resource
- Must keep the resource up-to-date and in excellent physical working condition
- Must switch off electrical appliances before exit if any
- Must keep the concerned premises tidy and clean
- Must keep silence and maintain decorum of the place
- Must maintain overall discipline and follow ethical norms and or behaviour
- Must abide by the above else will need to face disciplinary action