

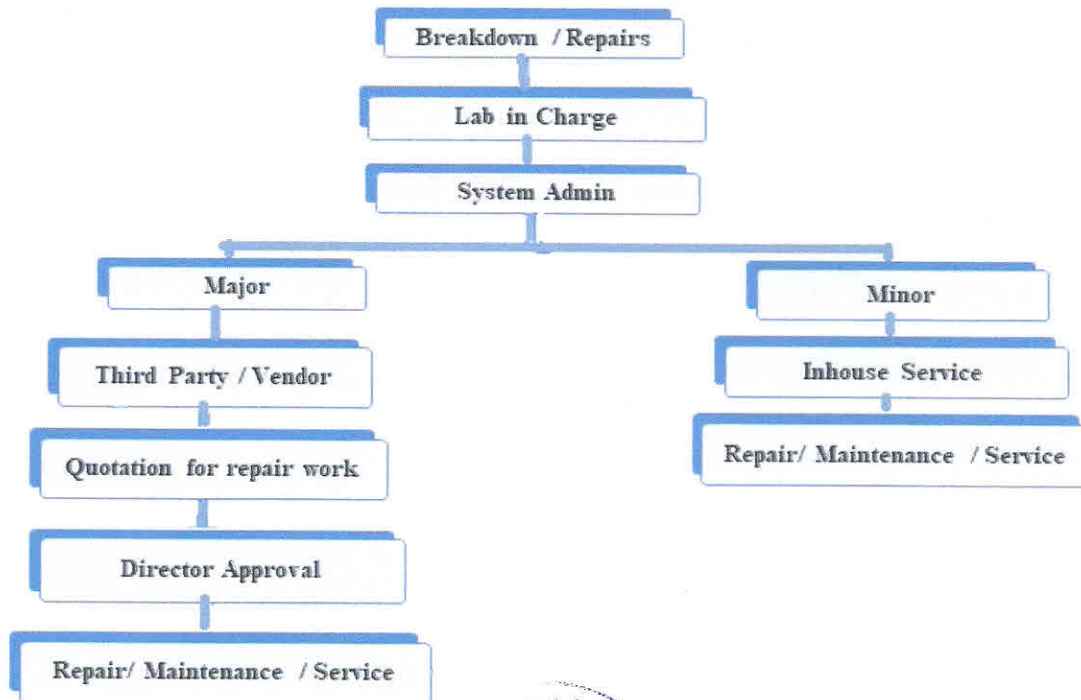
Maintenance Policy Document

The D. Y Patil Institute of Master of computer Application and Management, Akurdi owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The Institute has its own mechanism of maintenance and utilization of Labs, computers, classrooms, tutorial rooms, equipment in the campus. This document gives glimpse of maintaining Infrastructure and process on acting upon by allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

Maintenance of Computing Facilities:

In Institutes System Analyst and its support staff maintain the ICT facilities including computers and servers and other Accessories. The annual maintenance includes the required software installation, antivirus and up gradation. The lab in charge reports to the committee and put to the notice of Institute Authority periodically for all the maintenance works. Minor repairs are registered in a register maintained in the respective desk and attended on priority basis. Major repairs are carried out by system admin by calling quotation from third party and competitive statement is made and same is forwarded to director approval.

Following Chart includes standard procedure for Maintenance of Computer hardware, software and other equipment's.

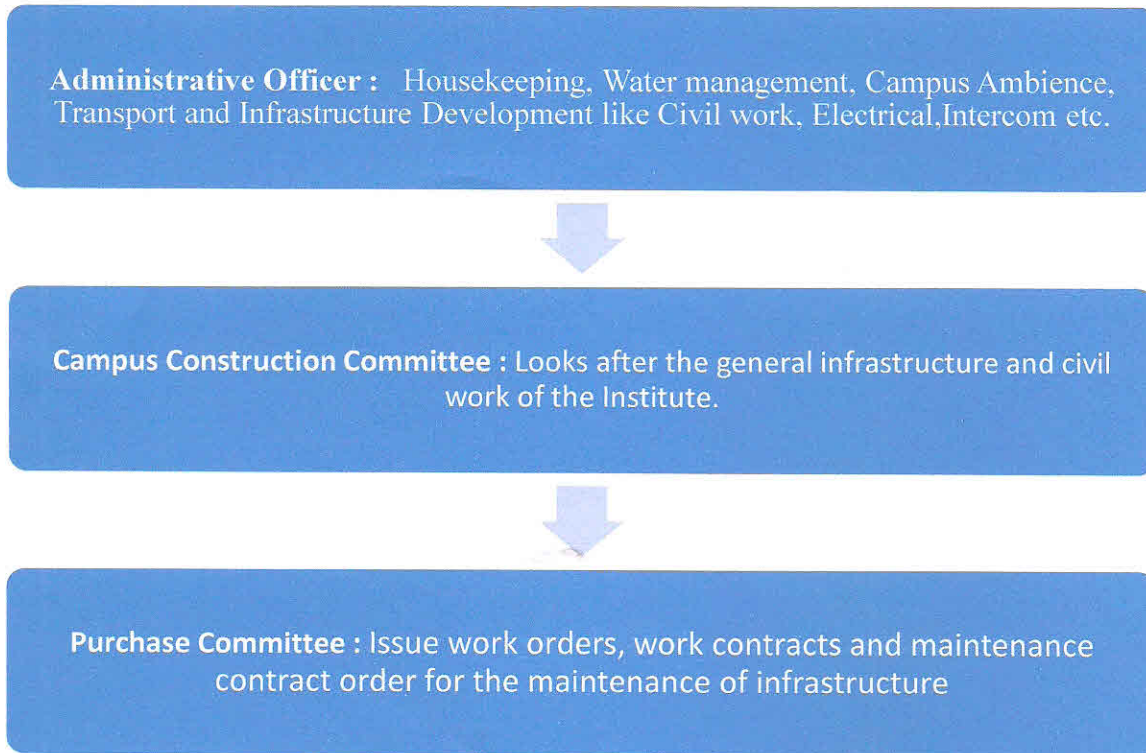


K. Nimela
DIRECTOR

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Maintenance of Institute Infrastructure :

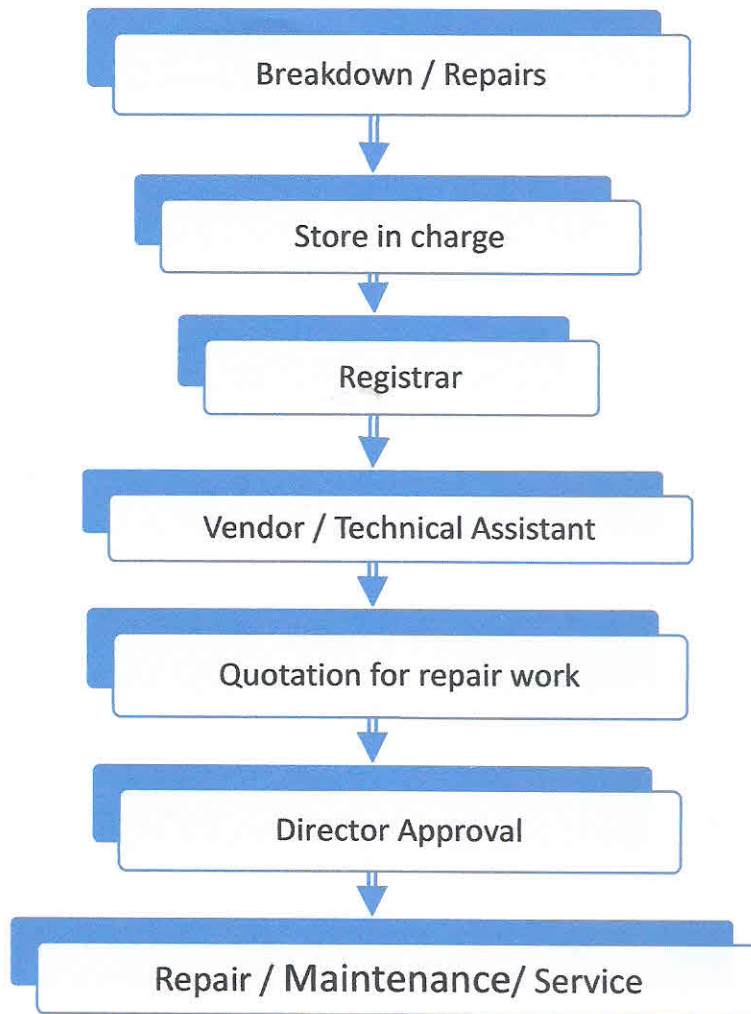
The general maintenance of the institute’s infrastructure including the class rooms, building, labs, garden etc. is done by the “Administrative Officer”. Following flowchart indicate standard procedure adopted for the maintenance of the infrastructure.



K. Nirmala
Dr. K. Nirmala
Director

General Amenities :

The general amenities maintenance like water coolers, air conditioners, electrical, fire extinguisher, CCTV cameras and generator set in the institute is carried by external agencies through time to time contract. The institute garden is maintained by the gardeners appointed by the campus and security of the institute is assigned to external agency. Following flowchart indicate the standard procedure adopted for maintenance of the general amenities.



K. Nirmala
Dr. K. Nirmala
Director