Ref No -SKNSCOE/ 2019-20/Sem-I/Cir/Policy/101   Date -17/09/2019

Circular

Policy for Maintenance of Computer Laboratories

1. The maintenance of computer laboratories is taken care by Lab In-charge and the supporting staff.

2. Set up weekly updates or automatic updates for computer software

3. All the PCs and related equipment like printers, scanners, etc. are backed by UPS

4. Installation of anti-virus program on the computers

5. Back up of computers on a regular basis

6. Hard disc cleanup and defragmentation utilities regularly

7. All computers are checked at start of semester

8. Turn off all computers by selecting the shutdown option on the desktop

9. Frequent maintenance of computers, Printer and other equipment for every 6 months or as and when required.

10. Software license renewal is done as per the license period.

Dr. K. J. Karande
Principal

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1) Deans
2) HODs
3) Admin Office

Savitribai Phule Shikshan Prasarak Mandal's

SKN SINHGAD COLLEGE OF ENGINEERING

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Ref No -SKNSCOE/ 2019-20/Sem-I/Cir/Policy/102   Date -17/09/2019

Circular

Network Maintenance Policy

- All computers from all the departments have been connected by LAN. In server room Network admin should maintain the firewall, LAN connectivity, Campus Wi-Fi, CCTV and internet connectivity throughout the institute.

- Maintenance of computer systems is carried out by the Network admin and Lab assistants of the respective department.

- If the department is not able to resolve the issue, the problem is referred to Network admin.

- In case the maintenance problem persists, the same is referred to the outside vendor in consultation with the principal.

- The functioning of college intranet and internet facility is monitored and maintained by the Network admin

- Fiber Optic cable issues (if any) are maintained with the support from vendor.

- Any upgradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.

Dr. K. J. Karande
Principal

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