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Committees and cells to manage the Optimum Usage & Maintenance of the Facilities are as follows:

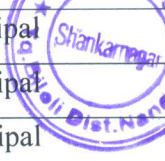
- a) IT & Infra Committee
- b) Hostel Committees
- c) Time Table Committee
- d) Library Committee
- e) Academic Planning Board

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
01	General Electrical Maintenance	Shri. Kishor Chonde Shankarrao	Sr. Clark
02	Generator and Power Supply	Shri. N. M. Jambhale	HOD Chemistry
03	Solar Thermal System	Sr. Cleark	HOD Physics
04	Solid Waste Management	Shri M. K. Karde	HOD Botany
05	Computers and Peripherals such as Printers, Scanners, LCD/DLPS	Lab. Assistant	Respective HODs
06	Internet Connectivity and Wi-Fi	Director NRC	HOD Chemistry
07	Website	Faculty of English	HOD Physics
08	EPR	Sr. Clark	Principal
09	CCTV and Biometric	HOD Chemistry	Principal
10	Software	Laboratory In Charge	Respective HODs
11	Library	Librarian	Principal
12	First Aid Centre	Sport department	Principal



13	Civil Works	Respective HODs	Principal
14	Water-coolers and Purifiers	Faculty of Botany	Principal
15	Plumbing	Shri. Bhure H. M.	Principal
16	ICT in Classrooms	Dept. of Computer	HOD of Physics
17	Classroom-benches and overall furniture including notice boards	Shri. N. S. Bhusawale	Principal
18	Sports facilities Playground, Basket Ball and indoor games	Dr. B. P. Jadhav	Principal
19	Gardening- Ground, Campus	Department of Botany	HOD Botany

.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	Pacific Incorporation Nanded	Principal
Computers	Pacific Incorporation Nanded	HOD of Physics
Xerox Machines	Copy care Chatrpati Sambhaji Nagar	HOD Chemistry
Printers/Scanners	Pacific Incorporation Nanded	HOD Physics
ICT in Classrooms	Pacific Incorporation Nanded	HOD Physics
Internet & Wi-Fi	BSNL Naigaon Division	HOD Physics
Gardening	Shri Ram Hi-tech Nursery Nanded	Department of Botany
Generators	Manik Enterprise Nanded	HOD Chemistry
Anti-Virus	Pacific Incorporation Nanded	HOD Chemistry
Water Coolers Purifiers	On Call Basis	Sr. Clark




USAGE OF PHYSICAL & ACADEMIC SUPPORT FACILITIES

Arts, Commerce & Science College Shankarnagar 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 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:

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


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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) Computer Science
- Special infrastructure for teaching and learning is dedicated to Commerce & Management Students and Computer Science.
- Meticulous plan is made for sharing of infrastructure like classrooms for Science and Arts streams at UG levels.
- Different building for commerce UG Degrees is available.

Seminar Hall & Auditorium:

- The seminar hall are used for different purposes including that of regular teaching and learning.
- .The seminar hall used for different academic events and programs organized by the students.
- College Auditorium is favorably used by the different departments for organizing different seminars, workshops, conferences, placement drives, Arts, Commerce and Science College Shankarnagar, Gatherings are arranged in open & Closed Spaces like seminar Hall & Auditorium.

Laboratories:

- Learning through practical and demonstrations happen at different UG laboratories at the College.
- With systematic planning, all students are accommodated for practical learning.



Computer Laboratories:

- The computer Laboratory is well equipped with furnished resources.
- Department of Commerce & Management have computers.

Library as Learning Resource:

- The College has Library having a reading room at its upstairs. N-list data is used & particular automation is done.
- 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.
- Out 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 is used not only for college students but its usage is allowed to all GMCTs players in the area.

Hostels Girls:

- Knowing the importance of hostels for continuation of education; the college has proposed to plan for new hostel for boys as the hostel for boys is abandoned due to the recommendations made by structural Audit done previous year 2021-22 and the Girls Hostel as no girl has sought admission to the hostel.

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USAGE OF ITS INFRASTRUCTURE AT THE CAMPUS



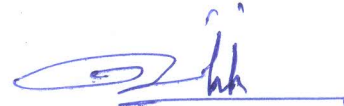
Guidelines for Users:

- 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 Arts, Commerce and Science College Shankarnagar 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 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. The computer department never asks for password information over email.

- 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.


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DECLARATION BY THE USERS

All users of Arts, Commerce and Science College Shankarnagar 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 Arts, Commerce and Science College Shankarnagar 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 am included in the provided with some IT 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 Arts, Commerce and Science College Shankarnagar 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 Centre or Department machines).
- I understand that the IT infrastructure at Arts, Commerce and Science College Shankarnagar 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 Arts, Commerce and Science College Shankarnagar 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 Arts, Commerce and Science College Shankarnagar 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 Arts, Commerce and Science College Shankarnagar administration to perform network vulnerability and port scans on my systems, as needed, for protecting the overall integrity and efficiency of Arts, Commerce and Science College Shankarnagar network.



- I shall not use the IT infrastructure to engage in any form of illegal file sharing or any other activities that may harm the Arts, Commerce and Science College Shankarnagar network. I have noted the following:
Electronic resources such as e-journals, e- books, databases, etc., made available by the Department of Library Arts, Commerce and Science College Shankarnagar 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 understand that I will not take any steps that endanger the security of the Arts, Commerce and Science College Shankarnagar network. Specifically, I will not attempt to bypass firewalls and access rules in place. This includes not setting up servers of any kind (example: web, mail, proxy) that are visible to the world outside Arts, Commerce and Science College Shankarnagar campus. In critical situations, Arts, Commerce and Science College Shankarnagar 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 Arts, Commerce and Science College Shankarnagar
- I understand that any use of IT infrastructure at Arts, Commerce and Science College Shankarnagar constitutes a violation of Arts, Commerce and Science College Shankarnagar regulations could result in administrative or disciplinary procedures.

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