



## IT COMMITTEE

**Purpose :** To facilitate the exchange of information regarding maintenance, regulatory compliance and equipment performance among its committee members, faculty, staff, students, maintenance contract agencies and IT department Ayurvihar/ Vidyavihar.

**Scope :** This SOP applies to the constitution of the IT committee, roles and responsibilities of members of the IT committee and maintenance of all activities and documents. Applicable to college and hospital website, college facebook and instagram page and computer related equipment in academic, clinical and administrative sections of the college.

### Procedure :

A) **Meetings:** Monthly and as and when required

B) **To update the faculty, staff and students regarding use of various IT programs and facilities available in the college**

C) **Maintenance of Website:**

- To maintain and update hospital website, college website, college facebook page and instagram page
- To coordinate with IT department of the organization and duly attend the scheduled meetings in various campus of the organization.
- To ensure updating/designing/modification of the content on social media page with due inputs from the concerned faculty, staff and committees
- Information for uploading to be provided as follows:
  - Student activity / achievements etc: class coordinator, council
  - Academic achievements: Academic committee
  - Workshop: Workshop Committee
  - Camps/Events: Individual Department organizing the camp
  - Alumni Activity: Alumni committee
  - Donation: Dr. Mayur
  - Admission: Admission Committee.
- All information that needs to be updated on website/ social media pages to be provided by respective in-charge/ committee via email to the IT committee and Principal.



## K J Somaiya College of Physiotherapy

- After content is approved the same will be uploaded by Mrs. Radha on the same day or next day morning by 12 noon.
- All information to be provided 15 days prior to the event and the Report of the event to be submitted on the same day or next day morning to Principal & Administration Committee.

**NOTE: ONLY IN CASE OF LAST MINUTE ORGANISED EVENTS INFORMATION CAN BE PROVIDED MAX 2 DAYS PRIOR TO THE EVENT.**

### **D) Receiving New Equipment :**

1. Committee member will maintain entries of all computer related equipment in the stock register once issued by the purchase committee after purchase.
2. The warranty card of the equipment will be filed in the file and stored in admin section.

### **E) Equipment Storage :**

1. The Equipment after entry will either be issued to the respective departments as per requirements or retained by the committee as stock in admin 2 section.
2. During issue of any equipment the same will be noted in the stock register duly signed by the department in-charge and the member of the committee.

### **F) Equipment Issue :**

1. Equipment will be issued by the staff in admin section with due entry in the register.
2. At return the working status will be checked by the staff in admin section and the same will be noted in the register with sign.
3. NO equipment will be issued to students for their personal work/ lecture presentation preparation.
4. On return of the equipment, if found to be damaged the individual responsible for the issue will have to bear the expenses of either replacing or repair of the equipment.



**G) Equipment Stock taking :**

1. Individual section in charge will be responsible for maintaining the list of all computer related equipment in the section in the register and google drive folder.
2. Individual department in charge will be responsible to conduct monthly stock taking and maintenance checks in their respective departments and update the same in the register, google drive on or before 5th of each following month.
3. Report of any equipment damage, needing repairs, lost or not found during stock taking should be reported to the committee member and note of the same to be recorded in the register and individual department equipment list on google drive.
4. Twice a year stock taking of computer equipment of all departments (teaching, clinical and administrative) will be done by the committee member.

**H) Equipment Maintenance :**

1. The equipment not working or damage in any department should be entered in the computer equipment complaint register kept in admin section by individual section in charge and signed by the committee member.
2. Once not working or damage of equipment is recorded call for its repair will be sent by the committee member.
3. Expense for repair of the equipment will be notified to the administration committee and Principal.
4. Following approval of the budget for repair from administration committee and Principal, the equipment will be sent for repairs as needed.
5. Along with the committee member department in charge of the damaged equipment will be responsible towards following up with the repairs and maintenance.
6. After the equipment is received post repairs along with the committee member department in charge of the repaired equipment will be responsible towards checking proper functioning of the equipment to its pre damaged status.
7. In case of AMC given for any computer equipment individual department in charge will be responsible to maintain an AMC file of all the equipment in their department under AMC, make note of the visits done by the AMC firm and any repairs suggested by the AMC firm which is beyond AMC terms and conditions.



## K J Somaiya College of Physiotherapy

8. In case any equipment under AMC need repairs beyond AMC terms and conditions should be entered in the computer complaint register by the individual department in charge and signed by the committee member.
9. The repair of the equipment under AMC will be as per point 3 to 6.

### **I) Equipment to be Condemned :**

1. Any Equipment beyond the scope of repairs as reported by the company/ AMC firm/ Repair Firm will be condemned with after approval from administration committee and Principal.
2. Note of same will be made in stock register by the committee member.

### **Responsibility :**

1. Dr. Isha Tajane
2. Dr. Mugdha Oberoi
3. Mrs. Radha Shevade

Principal: Dr. Shweta Manwadkar (PT)