

## IT COMMITTEE SOP

**Purpose :** To facilitate the exchange of information regarding maintenance, regulatory compliance and equipment performance; online lectures/events IT support; email ID generation 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, computer related equipment in academic, clinical and administrative sections of the college, online lectures and event IT support.

### **Procedure :**

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

**B) To facilitate the learning** for the faculty, staff and students regarding the use of various IT programs and facilities available in the college with the help of somaiya IT team

### **C) Maintenance of Website:**

- To maintain and update hospital website and college website
- To coordinate with IT department of the organization and duly attend the scheduled meetings in various campus of the organization.
- Information for uploading to be provided as follows:
  - Student activity / achievements etc: class coordinator, council
  - Workshop: Workshop Committee
  - Alumni Activity: Alumni committee
  - Donation: Dr. Mayur
  - Admission: Admission Committee.
- All information that needs to be updated on website pages to be provided by respective in-charge/ committee via email to the IT committee and Principal after going through branding guidelines
- After content is approved the same will be uploaded by Mrs. Radha on the same day or next day morning by 12 noon.

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

1. Mr. Vishal Kadam 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 the 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 the admin section with due entry in the 'Key and Laptop' register.
2. At return the working status will be checked by the staff in the admin section and the same will be noted in the register with a sign.
3. UG and PG Students to restrict the use of laptop for the lecture and seminar presentation (NOT for the preparation purpose)
4. ONLY the laptop which is allocated to the respective class is to be used (eg. For the first year, laptop no. 1 to be used)
5. Teachers are requested to NOT use the laptop for personal use for attending any workshop, seminars or events.
6. 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 departments 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 'Complaint Log' register and individual department equipment list on google drive.
4. Twice a year stock taking of all IT equipment of all departments (teaching, clinical and administrative) will be done by the committee member.

#### **H) Equipment Maintenance :**

1. The equipment not working or damaged in any department should be entered in the computer equipment complaint register kept in the admin section by the individual section in charge and signed by the committee member.
2. Once not working or damage of equipment is recorded, a call for its repair will be sent by the committee member.
3. Expenses for repair of the equipment will be notified to the administration committee and Principal.
4. Following approval of the budget for repair from the administration committee and Principal, the equipment will be sent for repairs as needed.
5. 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, the individual department in charge will be responsible to maintain an AMC file of all the equipment in their department under AMC,



8. In case any equipment under AMC needs 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 from 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 after approval from the administration committee and Principal.
2. Note of the same will be made in the stock register by the committee member.


**J) Online events and lectures:**

1. Respective class coordinators and class representatives to use designated Somaiya email ID for the purpose of any lectures or events, credentials for the same to be shared by IT committee
2. Respective committees to use designated Somaiya email ID for any official communication, credentials for the same to be shared by IT committee
3. For any college online event, if IT support is required in terms of zoom account management, higher than 300 capacity zoom, YouTube live for the same event, has to be informed to IT committee at least 7 days prior to check the availability of zoom account from vidyavihar and IT committee members' availability for IT support.
4. IT support to be provided for any online event in terms of managing zoom account and technicality. Content and hosting of the event will be done by the concerned event coordinator.

**Responsibility :**

1. Dr. Prajakta Tilaye (PT)
2. Dr. Riddhi Goradia (PT)
3. Mrs. Radha shevade
4. Mr. Bipin Kamble
5. Mr. Vishal Kadam

Principal: Dr. Shweta Manwadkar (PT)

  
**Principal**  
**Somaiya College Of Physiotherapy**  
Ayurvihar Complex, Eastern Express Highway,  
Sion (East), Mumbai - 400 022.