



**SNDT College of Home Science, Karve Road,  
Pune, 411038**

## **Criterion IV**

**4.3.1. Institution frequently updates its IT facilities including Wi-Fi**

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## **Information Technology Policy**

**The IT Policy of SNDT College of Home Science, Pune, is designed to govern the use of information technology resources and ensure a secure, efficient, and responsible IT environment within the institution. This policy outlines the guidelines and responsibilities that students, faculty, staff, and any other stakeholders must adhere to while utilizing IT facilities and services at the college.**

- 1. Responsible Use of IT Resources:** All users of IT resources at SNDT College of Home Science are expected to use these facilities responsibly and in compliance with applicable laws and regulations. This includes but is not limited to respecting copyright laws, intellectual property rights, and refraining from engaging in any unauthorized access, hacking, or distribution of illegal content.
- 2. Access Control and Authentication:** Access to IT systems and networks is subject to appropriate authentication methods. Each user is provided with unique credentials, such as usernames and passwords, to ensure accountability and control over access to sensitive information. Users are responsible for safeguarding their login credentials and must not share them with others.
- 3. Data Security and Confidentiality:** Protecting the confidentiality and integrity of data is of utmost importance. Users are required to adhere to data classification policies and handle sensitive information with the utmost care. Any transfer of sensitive data must be done securely and in accordance with established protocols.
- 4. Network Usage and Bandwidth Management:** The college's network resources are meant for academic and administrative purposes. Excessive or inappropriate use of bandwidth that hinders the network's performance is prohibited. Streaming high-definition videos, downloading large files, or engaging in activities that excessively consume bandwidth may be subject to restrictions.
- 5. Personal Devices and Bring Your Own Device (BYOD):** Users may be allowed to connect personal devices to the college's network under certain conditions and with prior approval. However, these devices must comply with security policies and standards to prevent unauthorized access or data breaches.

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6. Software and Application Usage: Only authorized software and applications may be installed on college-owned computers and devices. Users must refrain from using pirated or

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कर्वे रस्ता, पुणे ४११ ०३८.

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unauthorized software, as it is illegal and poses security risks.

7. Reporting Security Incidents: Users must promptly report any suspected security breaches or incidents to the designated IT authorities. This includes the loss of devices, data breaches, malware infections, or any other suspicious activity that may compromise the college's IT infrastructure.

8. Compliance and Training: All users are required to undergo IT security training and awareness programs. Compliance with the IT policy is mandatory, and failure to adhere to the policy may result in disciplinary action, including the suspension of IT privileges.

9. Continuous Improvement and Review: The IT Policy will be periodically reviewed and updated to adapt to technological advancements and address emerging security concerns. Feedback from users and stakeholders will be considered in the policy's continuous improvement process.

**The IT Policy of SNDT College of Home Science, Pune, serves as a crucial framework to foster a secure and productive IT environment. By promoting responsible use of IT resources, ensuring data security, and encouraging compliance, the college aims to provide a seamless and efficient technology experience for all members of its academic community.**

  
**IQAC CO-ORDINATOR**  
S.N.D.T. COLLEGE OF HOME SCIENCE  
KARVE ROAD PUNE-411 038.



  
**Principal (Addl. Charge)**  
SNDT College of Home Science,  
Karve Road, Pune-38.



**Bills and letters for projector purchase -2019**

21/8/2019

To  
Principal,  
Home Science, Pune.  
SNDT.

Subject:- Donation for Projector.

Madam,

I am donating Rs 50,000/- to your college for the purchase of projector for the college.

I hope it will be used for the benefit of the student.

Thanking you  
S. N. D. T.



  
PRINCIPAL  
S.N.D.T. COLLEGE OF HOME SCIENCE  
Karve Road, Pune-411038.

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**Maharshi Karve Vidya Vihar  
Karve Road, Pune - 411 038**



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## Bills and letters for projector purchase -2020

**CASH VOUCHER**

No. 023  
Date 7/7/2020  
₹ 1,63,000 00

Pay to S.N.D.T College of Home Science, Karve Road, Pune-38

Rs. in Words One lakh sixty three thousand only -

being LCD Projector & Equipments Audio etc

and debit

Authorised by

Recd. above sum of ₹ 1,63,000/-

Cash Drawn on Bank  
Paid by or  
Cheque 10 RTGS - Dandakh Bank

  
**PRINCIPAL**  
S.N.D.T. COLLEGE OF HOME SCIENCE  
Karve Road, Pune-411038.



SNDT College of Home Science

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Withdrawal ने Payment के अर्हे

Budget Head Equipment (Dorakon Hajar) Voucher No.: 2

Date: 7/7/2020

**Shreemati Nathibai Damodar Thackersey  
College of Home Science, Pune 411 038.**

Received with thanks from the Principal, the sum of Rs. 1,63,000/-

(Rs. One Lac sixty three thousand only)

In payment of Being expenses incurred for Interactive  
Projector Epson Model EB 536 w1, Audio Speakers  
with amplifier bill enclosed.

Cheque No. \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Place : Pune - 411 038.

Name Nandadeep Enterprises

Jr. Accountant \_\_\_\_\_

Principal \_\_\_\_\_



**TAX INVOICE**

Amount  
Rs.

<b>Deep Enterprises</b> No. 4, Bldg B1, Green Woods Soc., Nr. Airavath Temple, Dhayri, Pune:- 411041 No. 9225508100 Code : Maharashtra / 27 UIN: 27APPPK0504B1ZC	Invoice No. <b>NE - 19/20 / 055</b>	Dated <b>22-06-2020</b>
	Delivery Note	Mode/ Terms of Payment
<b>College</b> Karve Road, Pune. UIN:	Buyer's Order No. <b>1</b>	Dated 18/06/2020
	Suppliers Ref.	Other Reference(s)
	Dispatched through	Destination
	Terms of Delivery	

Description of Goods	HSN/SAC	Quantity	Rate	Per	Amount
Interactive Projector Epson Model.EB 536WI	85258020	2 Set	58000.00		116000.00
Audio speakers with amplifier	8518	8 nos	2195.00		17560.00
			<b>Sub total</b>		133560.00
GST For Item no.1-CGST				14%	16240.00
SGST				14%	16240.00
For Item no. 2 -CGST				9%	1580.40
SGST				9%	1580.40
			<b>Rounded off</b>		169200.80
					- 0.80
<b>GST Included Total</b>					<b>169200.00</b>

Amount Chargeable (in words) :  
 O.E  
**Indian Rupees One Lakh Sixty nine Thousand and two hundred Only** ✓ 163000/- E &

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax
		Rate	Amount	Rate	Amount	Amount
85286200	116000.00	14%	16240.00	14%	16240.00	32480.00
8518	17560.00	9%	1580.40	9%	1580.40	3160.80
<b>Total</b>	<b>133560.00</b>		<b>17820.40</b>		<b>17820.40</b>	<b>35640.80</b>

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## Bills and letters for projector purchase -2021

संदर्भ  
मुद्रा

Date: [ ] [ ] [ ]

20.8.21

प्रति,  
मा. प्राचार्य  
उपजा कॉलेज ऑफ होम सायन्स, पुणे

विषय: देणगीलकमेरा वापर प्रोजेक्टर येणेसाठी करणेबाबत  
(स्मार्ट क्लासूम)

मंडम,  
मी भुषन मुष्ठा आपल्या विनेती करता  
की मी आपल्या महाविद्यालयाने दिलेल्या रु. ६०००० च्या  
वापर उपाय केवळ प्रोजेक्टर येणेसाठी करावा न  
विद्यार्थींनी खोस करून घावी.

धक धु.

आपला,  
[Signature]


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Karve Road, Pune-411038



## Smart classroom and Xerox

3. Some generous parents who have donated the total amount of almost Rs.8,80,000/- have clearly specified in their request letter that the amount be used only for creating smart classrooms and xerox machine etc. for the benefit of the students.

**Resolution:** So, it is resolved that because the purchase of these items does not create a burden for the university or college and the is bound to respect the request of the parents, these items be bought urgently. This decision is taken under the descretion of the Hon'ble Vice Chancellor Prof. Shashikala Wanjari and therefore such purchase does not need any other approval.

  
Dr. Mukta Vikas Mathkari  
Principal

**PRINCIPAL**  
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**Karve Road, Pune-411038**



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**Maharshi Karve Vidya Vihar  
Karve Road, Pune - 411 038**



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**WIFI purchase orders**





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V. No. 405570  
Date: 06-Feb-2021  
Page: 0020-0021



S.N.D.T. Women's University  
1 Nathibai Thackersey Road, Mumbai 400020

PAYMENT VOUCHER NO. 405570 [General Payment]

Section: Department of Home Science, S.N.D.T. Women's University, MSC, N.T. P. Pune

S.N.	Voucher Details	Dated :	Debit [₹]	Credit [₹]
1.	Payment Voucher No. 405570, Being Amount Paid Toward Intallment Of WiFi In College For Online Teaching And Office Administration Bill No.	06-February-2021,		
	Debit Side			
	1. 3087 AP04101003 Purchase Of Equipment		50,000.00	50,000.00
	Credit Side			
	Instruments On 050310210000067, S B - Pune - Dept. of Food Science and Nutrition Saving a/c			
	1. By Chq. 462042, Dated : 11Feb 21 In Favour of : Mr. Rushikesh Pote		50,000.00	50,000.00
	Payment Voucher No. 405570 Total :		50,000.00	50,000.00

Payment Of ₹ 50,000.00/- [Fifty Thousand Rupees Only]

Payment Voucher No. 405570, Dated : 06-February-2021  
Voucher created by : [pgf/sn] anuja kinikar [06-Feb-2021 10:26 am]  
Voucher last modified by : [pgf/sn] anuja kinikar [11-Feb-2021 4:48 pm]

  
Receiver's Signature

  
Authorised Signature  
**PRINCIPAL**  
S.N.D.T. COLLEGE OF HOME SCIENCE  
Karve Road, Pune-411038.

Asst./Junior Accountant      Accountant      A. F. & A. Officer / Asst. Registrar      D. F. & A. Officer / Dy. Registrar      F. & A. Officer      Registrar



U - S0430

Vr. No. 406053  
17-February-2021  
F.Y. 2020-2021



S.N.D.T. Women's University  
1, Nathbai Thackersey Road, Mumbai 400020

**PAYMENT VOUCHER NO. 406053**

Section : Department of Food Science and Nutrition, (MSC, NFP) Pune

S.N.	Voucher Details	Debit [Rs.]	Credit [Rs.]
1.	Payment Voucher No. 406053, Dated : 17-February-2021, Being Amount Paid Towards Purchase Of WiFi for Online teaching and administrative work Bill No.		
	<b>Debit Side</b>		
	1. 3087 AP04101003 Purchase Of Equipment 40,000.00		
	2. 3087 AP04101003 Purchase Of Equipment 2,000.00		
	<b>Total Debit : 42,000.00</b>	42,000.00	
	<b>Credit Side</b>		
	Instruments On 050310210000067, S B - Pune - Dept. of Food Science and Nutrition		
	Saving a/c		
	1. By Chq. 462046, Dated : 17-Feb.21 42,000.00		42,000.00
	In Favour of : Mr. Rushikesh Pote		
	<b>Payment Voucher No. 406053 Total :</b>	<b>42,000.00</b>	<b>42,000.00</b>

Payment Of Rs. 42,000.00/- [Forty Two Thousand Rupees Only.]

Payment Voucher No. 406053, Dated : 17-February-2021  
Voucher created by : [pgfsn] anuja kinikar [17-Feb-2021 11:33 am]  
Voucher last modified by : [pgfsn] anuja kinikar [18-Feb-2021 10:17 am]

  
Receiver's Signature

  
Authorized Signature  
**PRINCIPAL**  
S.N.D.T. COLLEGE OF HOME SCIENCE  
Karve Road, Pune-411038.

Astt./Junior  
Accountant

Accountant

A. F. & A. Officer

D. F. & A. Officer  
/ Dy. Registrar

F. & A. Officer

Registrar

SNDT College of Home Science  
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Maharshi Karve Vidya Vihar  
Karve Road, Pune - 411 038




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Tel. No. 020-25432097 Email : office@homescpune.sndt.ac.in Website : www.sndthsc.com, www.sndt.ac.in

## Bandwidth Invoice-2021

Invoice					
 Fiveoptical Solutions Pvt.Ltd		Invoice no		KN/23-24/69	
		Date		12-Apr-23	
<b>Billing Address:</b> SNDT College Pune Near SNDT Women University, S.N.D.T college mega city Karve Road					
Sr.No	Plan Discription	SAC	Qty	Price	Total Amount
1	Sale of Broadband Plan Five Fiber Economy 50 Mbps	9984	31	54	1,674.00
				<b>Gross Total</b>	1,674.00
GSTN : 27AAECF7225K1ZF				<b>Grand Total</b>	1,674
Pan No. - AAECF7225K					
<b>Rs. In Wards : One Thousand Six Hundred Seventy Four Rupees Only</b>					
Account Details are as Follows- Account Name- Fiveoptical Solutions Pvt.Ltd Account Number- 0321001019691 Bank Name - Cosmos Bank, IFSC Code- COSB0000032 Branch Name- Warje				Received By Fiveoptical solutions Pvt.Ltd	
<b>Fiveoptical Solutions Pvt.Ltd</b>					
S. No. 15, H. No. 30/6, Lane No.6, Shri Ram Soc, Tapodham, Warje Pune- 411058					
This is computer generated invoice no signature required					



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Tel. No. 020-25432097 Email : office@homescpune.sndt.ac.in Website : www.sndthsc.com, www.sndt.ac.in

Invoice					
 Fibre Fiveoptical Solutions Pvt.Ltd		Invoice no		KN/22-23/61	
		Date		15-Mar-23	
<b>Billing Address:</b> SNDT College Pune Near SNDT Women University, S.N.D.T college mega city Karve Road					
Sr.No	Plan Discription	SAC	Qty	Price	Total Amount
1	Sale of Broadband Plan Five Fiber Economy 50 Mbps	9984	31	54	1,674.00
				<b>Gross Total</b>	1,674.00
GSTN : 27AAECF7225K1ZF				<b>Grand Total</b>	1,674
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Invoice					
 <b>Fiber</b> Fiveoptical Solutions Pvt.Ltd		Invoice no		KN/23-24/70	
		Date		12-May-23	
<b>Billing Address:</b> SNDT College Pune Near SNDT Women University, S.N.D.T college mega city Karve Road					
Sr.No	Plan Discription	SAC	Qty	Price	Total Amount
1	Sale of Broadband Plan Five Fiber Economy 50 Mbps	9984	31	54	1,674.00
				<b>Gross Total</b>	1,674.00
GSTN : 27AAECF7225K1ZF				<b>Grand Total</b>	1,674
Pan No. - AAECF7225K					
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<b>Fiveoptical Solutions Pvt.Ltd</b> S. No. 15, H. No. 30/6, Lane No.6, Shri Ram Soc, Tapodham, Warje Pune- 411058					
This is computer generated invoice no signature required					

  
**IQAC CO-ORDINATOR**  
S.N.D.T. COLLEGE OF HOME SCIENCE  
KARVE ROAD PUNE-411 038.



  
**Principal (Add. Charge)**  
SNDT College of Home Science,  
Karve Road, Pune-38.

SNDT College of Home Science, Pune-38