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Į	4	Classroom maintenance · · · · · · · ·	76-117

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PRINCIPAL Navodaya Institute of Technology (1117) RAICHUR-SS4 10

Approved by All India Council for Technical Education (AICTE), New Dethill Althlated to University and Technicogeral University (VTU), Belgaum

NAVODAVA INSTITUTE OF TECHNOLOGY Navodinja Nagar, Bijanagera Road RAICHUR: 584.303, Kamataka

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Navodaya Institute of Technology, Raichur Department of Mechanical Engineering

Daily Lab Maintenance Report

Name of Laboratory, F.M. Letto

In-charge: Acteritic Manager

Lab Technician: " Ve event

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Navodaya Institute of Technology, Raichur Department of Mechanical Engineering

Daily Lab Maintenance Report

Name of Laboratory: FM7 Lette

Indiarge Mattickarites

Date: 03/01/2=19

Lab Technician: \Seewegh

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Duter 03/01/2015

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		Department of N	Iechanical En	gineering	
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	Department of M	echanical Eng	gineering	1971
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Date	Condition	Service Done	Parts Used	Serviced B
	Page	3 of 117		

To

The principal Navodaya Institute of Technology Raichur

Through

The HOD Department of Mechanical Engineering Raichur

Respected Sir,

Sub: - Submission of Fluid mechanics and Hydraulics lab service bill-Reg.

With reference to above cited subject, here by we are submitting the Fluid Mechanics and Hydraulics lab service and maintenance bill. As the service person have visited the lab and serviced the following equipment's.

SLNo	Name of the Equipment	Description	Name of the lab	Cost
1.	Pelton wheel turbine, pump test rig.	General cleaning and servicing of pelton wheel turbine and pump test rig.	Fluid mechanics and	25,134 /-
2.	Orifice	Rewinding of flow through open orifice pump	Hydraulics lab	
			Total	25,134 /-
			Advance Paid	0/-
		Bai	lance to be paid	25,134 /-

In words (twenty five thousand one hundred and thirty four rupees only)

For the above bill approval has been taken, hence we are submitting the original bill.

Thanking you

S-Jone 10/14 March toolart Astilly 10/6/19

* At the time of service regariated with company person to reduce the minic charges. He has accepted to reduce the cost.

Lab In charge Mr.Mallikarjun NIT, Raichur



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Nevodaya Education Trust @

Navodaya Institute of Technology

Raichur Date: 09-05-2019. Forwarded to the Honorable Chairman through respected CEO of NIT, Raichur for kind approval: **Requisition No:** 2018-19 Academic year: 09-05-2019 Date of Request: Requisition for servicing of Pelton wheel and flow through Notches equipment in Subject: Fluid Mechanics. Rs. 31,034/-Amount: (Rupees Thirty One Thousand & Thirty Four only). Urgent / Ordinary Priority: Contact Person: HOD-Mechanical-NIT. Mechanical Engg Dept. Domain: Remarks of the Principal: 'For Youx kind Approval Motor Servicing/ Repair Total Amount : - Rs. 26,300 + 18%GST = Rs. 31,034. This is for your kind Approval. regi Remarks of the C.E.O Signature of the C.E.O. Remarks of the Chairman Signature of the Chairman 2019 1988

P. J. O)

Original Copy

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To, ,	THE PRINCIPAL NOVODAYA INSTITUTE OF TECHNOLOGY, MANTRALAYA ROAD, NAVODAYA NAGAR, RAICHUR – 584 103	Order No. YO Party's GSTIN Despatched	Date UR E-MAIL C	12-12-2 Pd DATED: 27-06	2018
SI.	KIND ATTN: DEPT., OF MECH., ENGS.,	LE way Bill No	Qty.	Amour	nt _
1 2	NSN CODE: 9023, Instruments, apparatus and m demonstrational purposes in education or exhibit For other uses. EM LAB General Cleaning and servicing of Pelton Wheel Turb Rewinding of Flow through open Orifice Pump (The rates include Transportation Charges, Fixing char	odels, designed for Itions, unsultable ine, Pump Test Rig. Irges and Labor charges)	1 No 1 No Rs Rs	15,500 5,800 21,300 1,917	00 00 00 00
		ADD SGST @9% Total Amount	Rs Rs	25,134	00
	(Rs Twenty Five Thousand and One Hundred T BANK DETAILS Bank Name: - CENTRAL BANK OF INDI Branch: - KATRIGUPPA, BANGALORE - A/C. Holder Name: - FLOW & FORCE F A/C. No: - 3049874109 Branch Code: - RTGS/IFSC: - CBIN 028	hirty Four Rupees Only) IA, - 560 085 ENGINEERS 32708			



BASIC MATERIALS TESTING LABORATORY

DO's

- ✓ After entering in the laboratory, first write your USN, Name, and Login Time in Log Book.
- \checkmark Understand the procedures that you intend to perform
- ✓ Ensure equipment is maintained appropriately
- ✓ Be considerate of neighbours when working with hazardous materials and using laboratory equipment
- ✓ Communicate space and equipment needs with your laboratory partners to avoid conflicts
- ✓ Communicate the use and properties of hazardous materials with your neighbours
- ✓ Only use equipment for its intended purpose(s)
- Be vigilant, and report all unsafe conditions and actions of co-workers their accidents may affect you
- ✓ Clean glassware thoroughly and promptly
- ✓ Avoid working alone
- ✓ Always wash your hands thoroughly after using any material (and before leaving the laboratory)
- ✓ Cover any wounds in the skin with a waterproof dressing
- \checkmark Wear laboratory coats or gloves in the lab areas.
- ✓ Keep the work area clear of all materials except those needed for your work.
- ✓ If leaving a lab unattended, turn off all ignition sources and lock the doors.
- ✓ Wash hands before leaving the lab.
- ✓ Keep your lab space clean and organized.
- ✓ Do keep notes: Write proper laboratory procedures, observations and instructions in a laboratory notebook. Lab notebooks help keep track of data, maintain records of experiments and facilitate thinking.

- ✓ Do wear closed-toed shoes: Protect your feet from spills, hot items and heavy objects by wearing shoes with closed toes. Sandals and other open-toed footwear leave your feet vulnerable to burns and broken bones.
- Clean up all laboratory equipment, materials, supplies and work surfaces before leaving the lab.
- ✓ While leaving the laboratory enter your Logout time and sign in Log Book.

DON'Ts

- 🙁 Don't wear apparel that may become contaminated or caught on equipment
- On't leave equipment running or experiments overnight, unless they are labelled "please leave on" with date, name, and telephone number of the person responsible
- 😕 Don't run in laboratory areas
- 🙁 Don't bring food or drink into laboratory areas
- 😕 Don't eat, or drink in laboratory areas
- 🙁 Do not leave an on-going experiment unattended.
- 😕 Do not store heavy items above table height.
- ^(S) The use of personal audio or video equipment is prohibited in the laboratory.
- ^(S) The performance of unauthorized experiments is strictly forbidden.
- ⁽²⁾ Never work in the laboratory without the supervision of an instructor.
- 🙁 Never leave experiments while in progress.
- 😕 Never attempt to catch a falling object.



CONCRETE AND HIGHWAY MATERIALS LABORATORY

DO's

- \checkmark Understand the procedures that you intend to perform
- ✓ Ensure equipment is maintained appropriately
- ✓ Be considerate of neighbours when working with hazardous materials and using laboratory equipment
- ✓ Communicate space and equipment needs with your laboratory partners to avoid conflicts
- ✓ Communicate the use and properties of hazardous materials with your neighbours
- ✓ Only use equipment for its intended purpose(s)
- ✓ Be vigilant, and report all unsafe conditions and actions of co-workers their accidents may affect you
- ✓ Clean glassware thoroughly and promptly
- ✓ Clean-up your own mess
- ✓ Avoid working alone
- ✓ Always wash your hands thoroughly after using any material (and before leaving the laboratory)
- ✓ Cover any wounds in the skin with a waterproof dressing
- \checkmark Wear laboratory coats or gloves in the lab areas.

DON'Ts

- 🙁 Don't wear apparel that may become contaminated or caught on equipment
- ② Don't leave equipment running or experiments overnight, unless they are labelled "please leave on" with date, name, and telephone number of the person responsible
- 😕 Don't run in laboratory areas
- 😕 Don't bring food or drink into laboratory areas
- 😕 Don't eat, or drink in laboratory areas



ENVIRONMENTAL LABORATORY

Do's

- Do keep your lab and office space clean and free of clutter.
- Keep items in proper place & Organized
- Do maintain good lab cleanliness it's for your own safety and convenience as well as for others!
- Do clean the working place after finishing your experiment
- Do avoid trip hazards, Keep wires and/or tubing off the floor
- Do arrange cylinders by strapping it well
- Always wear shoes that completely cover your feet no sandals or opened-toed shoes.
- Avoid bulky, loose or trailing clothes.
- Tie back long hair.
- Place all belongings out of the work area.
- Know the locations and operating procedures of all safety equipment including: first aid kit(s), and fire extinguisher. Know where the fire alarm and the exits are located.
- Always work in a well-ventilated area.

Don'ts

- Do not wear open-toed shoes (sandals) in the lab.
- Don't Clutter working place
- Do not eat or drink in the lab
- Do not place drinking water bottle/ Cups in working place
- If a spill occurs, restrict access to the spill area.
- If chemicals come in contact with the skin or eyes, the affected body parts should be rinsed thoroughly with large amounts of clean water. Eye wash stations and emergency showers are used to deal with chemical spills.



ENGINEERING GEOLOGY LABORATORY

DO's

- Bring the laboratory manual, observation and record book without fail
- Learn objective & significance of the practical
- Keep silence in the lab.
- Always perform the experiment or work precisely as directed by the teacher.
- Don't forget to bring calculator, graph sheet and other accessories when you come to lab.
- Before performing practical read manual carefully.
- Count all rocks and minerals before leaving lab.

DON'Ts

- Don't use mobile phones during lab hours.
- Don't try to repair any faulty instrument.
- Don't touch rocks & minerals without permission.



SURVEY LABORATORY

Do's:

- Learn objective & significance of the practical.
- Keep silence in the lab.
- Always perform the experiment or work precisely as directed by teacher
- Count all accessories before receiving equipment in the lab.
- Proper place theodolite, level, compass and plane table, avoid jerks.
- Center and level the base of Auto Level accurately.
- Crosshairs must be focused sharply.
- Keep the Back sight and Foresight distances nearly equal to compensate for collimation error, if any.
- Always take 3 or more observations of each point to take the average.
- Take sufficient number of observations at regular interval along and across the direction of survey, so as to represent the ground profile (Longitudinal and Cross-sectional) accurately.
- Apply checks after computing RL's.
- Find closing error and distribute it.

Don'ts:

- Handle the Auto Level with utmost care. If dropped accidently, it may damage compensator and digital display.
- If using aluminum staff, be away from electric poles, transformers and wires.
- While shifting the instrument from one station to another station, always keep it in box for transport.
- Protect the instrument from heavy rains.
- Don't use mobile phones during lab hours.
- Don't try to repair any faulty instrument.
- Never sight sun with a theodolite.
- Keep total station carefully.



DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Do's

- Conduct yourself in a responsible manner at all times in the laboratory.
- Dress properly during a laboratory activity.
- Long hair, dangling jewellers and loose or baggy clothing are a hazard in the laboratory.
- Observe good housekeeping practices.
- Replace the materials in proper place after work to keep the lab area tidy.

Don'ts

- Do not wander around the room, distract other students, startle other students or interface with the laboratory experiments of others.
- Do not eat food, drink beverages or chew gum in the laboratory and do not use laboratory glassware as containers for food or beverages.
- Do not switch on the trainer kit without verifying connection.



DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

DO's

- Leave the footwear outside the laboratory at the designated place.
- Keep your belongings such as bags in the designated place.
- Work on the designated computers only.
- Turn off the respective systems and arrange the chairs properly before leaving the laboratory.

DON'Ts

- Do not install, uninstall or alter any software on the computer.
- Students are not allowed to work in a laboratory alone or without the presence of faculty or instructor.

General Instructions

- Students are expected to be polite individually or in groups.
- Read and fully comprehend the lab procedure as set forth in the lab manual before you begin any experiment.
- If you notice any unsafe conditions in the lab, let your supervisor know as soon as possible.
- Every student must carry his/her identity card and do not chew gum, drink, or eat while working in the lab.
- Mobile phones are not to be operated at any time within a laboratory.



DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

ELECTRICAL MACHINES LAB

DO'S:-

- 1. Students should attend the laboratory wearing prescribed uniform and rubber shoes.
- 2. Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- 3. Students should carry observation notes and record completed in all aspects.
- 4. Correct specifications of the equipment have to be mentioned in the circuit diagram.
- 5. Student should be aware of operating equipment.
- 6. Students should be at their concerned experiment table, unnecessary moment is restricted.
- 7. After completing the connections Students should verify the circuits by the Lab Instructor.
- 8. The reading must be shown to the staff In-Charge for verification.
- 9. Before leaving the lab students must ensure that all switches are in the OFF position, all the connections are removed.
- 10. All patch cords and stools should be placed at their original positions.

DON'Ts:-

- 1. Don't come late to the Lab.
- 2. Don't enter into the Lab with Golden rings, bracelets and bangles.
- 3. Don't make or remove the connections with power ON.
- 4. Don't switch ON the supply without verifying by the Staff Member.
- 5. Don't switch OFF the machine with load.
- 6. Don't leave the lab without the permission of the Staff In-Charge.



CIRCUITS AND SIMULATIONS LAB

Do's

- 1. Follow proper dress code.
- 2. Arrange the chairs before leaving the lab.
- 3. Disconnect all the equipment and switch off the power supplies before leaving.
- 4. Enter the lab with permission from the concerned staff.

Don'ts

- 1. Do not come late to the lab.
- 2. Don't switch ON the supply without verifying by the Staff Member
- 3. Do not sit in groups in front of a single system.
- 4. Do not leave the lab without the permission of the Staff In-Charge.



MICROCONTROLLERS LAB

Do's

- 1. Follow proper dress code.
- 2. Students should observe strict discipline in the lab.
- 3. Students should switch off the power supplies, trainer kits etc. before leaving the lab.

Don'ts

- 1. Do not come late to the lab.
- 2. Don't come to the lab with out complete rough and fair record.
- 3. Don't leave the lab with out returning the components.



POWER ELECTRONICS LAB

Do's

- 1. Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- 2. Follow proper dress code.
- 3. Students should observe strict discipline in the lab.
- 4. Students should switch off the power supplies, trainer kits etc. before leaving the lab.
- 5. Do try to keep wires short and tidy
- 6. Do ensure connections are solid, wires firmly pushed into the breadboard, power supplies on, scopes set to appropriate settings.
- 7. Do use your test equipment
- 8. Track down problems. Make a probe (alligator clip, short wire and banana cable) and check voltages at various nodes within your circuit.
- 9. Do analyse your circuit to see what you expect at different nodes.
- 10. Follow wires on your circuit diagram and on your breadboard to ensure you built it correctly.
- 11. Do be creative in using your equipment. Remove a component to test it, to isolate and test parts of your circuit, etc.

Dont's

- 1. Do not come late to the lab.
- 2. Don't come to the lab without complete rough and fair record.
- 3. Don't leave the lab without returning the components.



RELAY HIGH VOLTAGE LAB

Do's

- 1. Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- 2. Students should observe strict discipline in the lab.
- 3. Students should switch off the power supplies, trainer kits etc. before leaving the lab.
- 4. Report fires or accidents to your Staff /laboratory technician immediately.
- 5. Report any broken plugs or exposed electrical wires to your Staff /laboratory technician immediately.
- 6. Students should observe strict discipline in the lab.

Dont's

- 1. Avoid stepping on electrical wires or any other computer cables.
- 2. Do not open the system unit casing or monitor casing particularly when the power is turned on.
- 3. Some internal components hold electric voltages of up to 30000 volts, which can be fatal.
- 4. Do not touch, connect or disconnect any plug or cable without your Staff/laboratory technician's permission.



POWER SYSTEM SIMULATION LAB

Do's

- 1. Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- 2. Students should observe strict discipline in the lab.
- 3. Students should switch off the power supplies, trainer kits etc. before leaving the lab.
- 4. Report fires or accidents to your Staff /laboratory technician immediately.
- 5. Report any broken plugs or exposed electrical wires to your Staff /laboratory technician immediately.

Don'ts

- 1. Avoid stepping on electrical wires or any other computer cables.
- 2. Do not open the system unit casing or monitor casing particularly when the power is turned on.
- 3. Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.
- 4. Do not remove anything from the computer laboratory without permission.
- 5. Do not touch, connect or disconnect any plug or cable without your Staff/laboratory technician's permission.



BASIC ELECTRICAL ENGINEERING LAB

DO'S:-

- 1. Students should attend the laboratory wearing prescribed uniform and rubber shoes.
- 2. Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- 3. Students should carry observation notes and record completed in all aspects.
- 4. Correct specifications of the equipment have to be mentioned in the circuit diagram.
- 5. Student should be aware of operating equipment.
- 6. Students should be at their concerned experiment table, unnecessary moment is restricted.
- 7. After completing the connections Students should verify the circuits by the Lab Instructor.
- 8. The reading must be shown to the staff In-Charge for verification.
- 9. Before leaving the lab students must ensure that all switches are in the OFF position, all the connections are removed.
- 10. All patch cords and stools should be placed at their original positions.

DON'Ts:-

- 1. Don't come late to the Lab.
- 2. Don't enter into the Lab with Golden rings, bracelets and bangles.
- 3. Don't make or remove the connections with power ON.
- 4. Don't switch ON the supply without verifying by the Staff Member.
- 5. Don't switch OFF the circuit with load.
- 6. Don't leave the lab without the permission of the Staff In-Charge.



Department of Mechanical Engineering

DO's:

- 1. Conduct yourself in a responsible manner at all times in the laboratory. Don't talk aloud or crack jokes in lab.
- 2. A lab coat should be worn during laboratory experiments. Dress properly during a laboratory activity. Long hair, dangling jewelry and loose or baggy clothing are a hazard in the laboratory.
- 3. Observe good housekeeping practices. Replace the materials in proper place after work to keep the lab area tidy.
- 4. Know what to do in an emergency.
- 5. Perform lab work in the designated lab area, not in other areas (such as storage, hallway, etc.).
- 6. Store fuels, combustible and toxic substances in compatible, safe containers. Keep them in a clearly marked, ventilated area.
- 7. Protect any breakable containers with appropriate protection with (wrapping) to protect against breakage and explosion.
- 8. Clean up spills and broken glass immediately.
- 9. Post signs to warn others of all dangerous materials such as fuels, lubricants cleaners or toxic hazards in the lab.
- 10. Practice good personal hygiene in the lab.

DONT's

- 1. Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others.
- 2. Do not eat food, drink beverages or chew gum in the laboratory and do not use laboratory glassware as containers for food or beverages. Smoking is strictly prohibited in lab area.
- 3. Don't use damaged equipment.
- 4. Don't carry materials between lab and storeroom by hand. Use appropriate carriers, trays, racks, and carts.
- 5. Don't store or leave materials on floors or other places where people could trip over them.
- 6. Don't keep materials in working areas that are no longer needed.
- 7. Don't leave equipment unattended when it's operating.
- 8. Don't put staff members and fellow workers in danger



Department of Mechanical Engineering

COMPUTER LABORATORY

DO's:

- Conduct yourself in a responsible manner at all times in the laboratory. Don't talk aloud or crack jokes in lab.
- Always shut down your computer properly.
- Stay away from power cords.
- Ask the concerned faculty in any emergency.

Don't:

- Do not eat around the computer.
- Do not drink around the computer.
- Do not use magnets around a computer.
- Do not install any software without informing the concerned lab incharge.

LABORATORIES at NIT

• Mechanical Engineering





Computer Aided Modeling & Analysis Laboratory/ Computer Integrated Manufacturing

Fluid Mechanics and Machinery Lab (FM Lab)



Workshop & Machine Shop Laboratory



Energy Conversion Engineering Lab



Computer Aided Engineering Drawing Lab



Workshop and Machine Shop

Civil Engineering



Concrete & Highway Materials Testing Lab

Computer Aided Design Lab





Survey Laboratory

Geotechnical Engineering lab

Electronics & Communication Engineering



Digital Electronics Lab

Communication Lab



Power Electronics lab

HDL Lab

Computer Science Engineering







Analog & digital electronics lab



Computer Graphics & visualization lab



Unix system programming lab

Electrical & Electronics Engineering



Electrical Machine lab

Power electronics lab





Circuit & simulation lab

Microcontroller lab

Humanities and Sciences



Chemistry Lab



Physics Lab

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CCP Lab



Computer Aided Engineering Lab

LABORATORY UTILIZATION

• CIVIL ENGINEERING

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10	31417000 11	K Voarth Kumas	Specific almuits at EA	N.COphai	William	13/09/18	片开始	is is all when
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Page 31 of 117

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• COMPUTER SCIENCE ENGINEERING

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• MECHANICAL ENGINEERING

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• ELECTRONICS & COMMUNICATION ENGINEERING

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Navodaya Education Trust @ Navodaya Institute of Technology Raichur



LIBRARY RULES AND REGULATIONS

RULES:

- 1. Open access system (i.e., a borrower permitted to have access to the stock room) is followed
- Strict silence should be observed in the library.
- 3. When a book is borrowed, it must immediately be examined carefully and damage, if any, noted should be brought to the notice of the Librarian at once. If the borrower fails to do so, he is liable to be held responsible for the damage. Students must keep borrowed books neatly; Photocopying of text books is strictly prohibited.
- 4. Books can be retained for a maximum of 15 days (including general holidays). The students are informed to visit library before the due date with the books and return or renew without fail. After the due date, each book will be charged Rs. 1/- per day.
- 5. If any book is reported to be lost, then the borrower should replace the lost one by a new book of the latest edition. If he/she is not able to make a replacement, then one and half of the original cost of the book will be recovered from the borrower.
- 6. Books borrowed from the library are not transferable.
- 7. Books will not be issued during the summer vacation. All the students are required to return the books before they proceed on vacation. Final semester will be issued no due certificate only after they return the books and surrender the borrower's card after the examinations.
- Students should not write anything or make any marking or in any way damage the books and belonging to the library.
- 9. Books and journals in the reference section will not be issued for study at home under any circumstances.
- 10. Students who have not cleared their dues or against whom there are other dues pending will not be allowed to borrow books.
- 11. Personal books and other personal belongings should be left in the property counter while entering in the stack room.
- 12. Students will be allowed in the library with ID cards and books will be issued to the students only after showing their ID cards. The registers are maintained for the entry and exit of the students and staff and they are asked to sign and enter the library premises.
- 13. Reference books will be issued to students by producing ID cards for reading the books in the reading room.
- 14. Any matter not covered by the above will be solely decided by the principal.

PRINCIPAL Navodaya Institute of Technology (NIT) RAICHUR-584 103

LIBRARY MAINTENANCE

• Library Stock Verification - 2019



Sir.

With reference to the above cited subject, it is herewith submitting the physically verified books (12724 no's) list in the library for the academic year 2018-19. During stock verification the officers found that there are no missing books. The final verified list is attached this is for your kind information.

Stock verified faculty list:

S.No	Faculty Name	Dept	Signature
1	Mr.Vinayak S	Civil	Kount
2	Mr.Mallikarjuna	ME	- Menne
3	Mr.Vinayak Mannur	ME	Kenny-
4	Ms.Geeta K M	EEE	OF
5	Mrs.Madhuri Devi CH	ECE	M
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• Library Stock Verification - 2020



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• Accession Register

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Online Accession Register showing Books 1-12724

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• Student's book circulation history



• Library card for Issue of books to students

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Library at NIT Campus



Front View of Library



Book Issue Counter

Online Public Access Catalogue (OPAC)



Text Books stack Area



Reference Books stack Area

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Page 53 of 117



Reading Room



Browsing Centre



Digital Library



Page 55% T1700m



LIBRARY TIME TABLE - ODD SEMESTER

ACADEMIC YEAR 2019-20

DAY/ TIME	9:00AM- 9:55AM	9:55 AM- 10:50AM	10:50 AM- 11:10 AM	11:10AM -12:05PM	12:05PM- 01:00PM	01:00 PM- 01:50 PM	01:50PM- 02:45PM	02:45PM- 03:40PM	03:40PM- 04:35PM
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TUESDAY								ME- e-lib-VII CSE-III	ME- e-lib-V ECE – V ME-VII
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THURSDAY			Short			Lunch			ME - III
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LIBRARY TIME TABLE - ODD SEMESTER

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LIBRARY TIME TABLE - EVEN SEMESTER

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SATURDAY									

LIBRARIAN

PRINCIPAL



NAVODAYA EDUCATIONAL TRUST RAICHUR

IT Policies & Guidelines

(Version 1.0)

Prepared by IT-CELL, Navodaya Educational Trust Raichur.

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Digital Library	:	Mr. Ihetsham Email : <u>ihetsham.net@navodaya.ed</u> Contact : +91 9741141064	<u>u.in</u>
System Admin	:	Mr. Anil Kandagal Email : <u>sysadmin.nit@navodaya.edu.i</u> Contact : +91 8722155459	<u>n</u>
ICT Coordinator	:	Mr. Raghavendra Email : <u>raghavendraga.ncs@navodaya</u> Contact : +91 8147374437	<u>a.edu.in</u>

Contents of IT-Cell Policy

- 1. Need and Objectives of IT Cell
 - ✤ The core responsibility of IT Cell is to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the esteemed Navodaya Educational Trust within the campus.
 - This policy establishes institutional-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the entire trust.
 - ✤ All Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

2. Responsibilities of IT Cell

1. Campus Network Backbone Operations

- The campus network backbone and its active components are administered, maintained and controlled by IT-CELL, NET.
- IT-CELL, NET operates the campus network backbone such that service levels are maintained as required by the College departments served by the campus network backbone within the constraints of operational best practices.

2. Physical Demarcation of Campus Buildings' Network

- Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of IT-CELL, NET.
- Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of IT-CELL, NET. It essentially means exactly at which location the fiber optic based backbone terminates in the buildings will be decided by the IT-CELL, NET. The manner in which the building is to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless or any other media) is also the responsibility of IT-CELL, NET.
- IT-CELL, NET will consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.
- It is not the policy of the College to actively monitor Internet activity on the network, it is sometimes necessary to examine such activity when a problem has occurred or when optimizing traffic on the College's Internet links.

3. Network Expansion

• Major network expansion is also the responsibility of IT-CELL, NET. Every 3 to 5 years, IT-CELL, NET reviews the existing networking facilities, and need for possible expansion. Network expansion will be carried out by IT-CELL, NET when the college makes the necessary funds available.

4. LAN / WAN / Wireless Local Area Networks / Private Area Networks & Setup

- Where access through Fiber Optic/UTP cables is not feasible, in such locations IT-CELL, NET considers providing network connection through wireless connectivity.
- IT-CELL, NET is authorized to consider the applications of departments for the use of radio spectrum from IT-CELL, NET prior to implementation of wireless local area networks.
- IT-CELL, NET is authorized to restrict network access to the departments through wireless local area networks either via authentication or MAC/IP address restrictions.

5. Electronic logs

• Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.

6. Global Naming & IP Addressing

• IT-CELL, NET is responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. IT-CELL, NET monitors the network to ensure that such services are used properly.

7. Providing Net Access IDs and email Accounts

• IT-CELL, NET provides Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the college upon receiving the requests from the individuals on prescribed proforma.

8. Network Operation Center (Location of IT-Cell)

- IT-CELL, NET is responsible for the operation of a centralized Network Operation Control Center. The campus network and Internet facilities are available 24 hours a day, 7 days a week. All network failures and excess utilization are reported to the IT-CELL, NET technical staff for problem resolution.
- Non-intrusive monitoring of campus-wide network traffic on routine basis will be conducted by the IT-CELL, NET. If traffic patterns suggest that system or network security, integrity or network performance has been compromised, IT-CELL, NET will analyze the net traffic offending actions or equipment are identified and protective restrictions are applied until the condition has been rectified or the problem has been

resolved. In this process, if need be, a report will be sent to higher authorities in case the offences are of very serious nature.

9. Network Policy and Technology Standards Implementation

• IT-CELL, NET is authorized to take whatever reasonable steps are necessary to ensure compliance with this, and other network related policies that are designed to protect the integrity and security of the campus network backbone.

10. Network (Intranet & Internet) Usage Policy

• Network connectivity provided through the College, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection, is governed under the College IT Policy. The Communication & Information Services (IT-CELL, NET) is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the College's network should be reported to IT-CELL, NET.

i. IP Address Allocation

- Any computer (PC/Server) that will be connected to the College network, should have an IP address assigned by the IT-CELL, NET. Following a systematic approach, the range of IP addresses that will be allocated to each building is decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorisedly from any other location.
- As and when a new computer is installed in any location, the concerned user can download the application form available for the purpose of IP address allocation and fill it up and get the IP address from the IT-CELL, NET.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports. IP address for each computer should be obtained separately by filling up a requisition form meant for this purpose.

ii. DHCP & Proxy Configuration – Departments, Sections, Users

- Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the College. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by IT-CELL, NET.
- Even configuration of any computer with additional network interface card and connecting another computer to it is considered as proxy/DHCP configuration.

• Non-compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

iii. Network Services and group policies

- Individual departments/individuals connecting to the College network over the
- LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the IT-CELL, NET in writing and after meeting the requirements of the College IT policy for running such services. Non-compliance with this policy is a direct violation of the College IT policy, and will result in termination of their connection to the Network.
- IT-CELL, NET takes no responsibility for the content of machines connected to the Network, regardless of those machines being College or personal property.
- IT-CELL, NET will be constrained to disconnect client machines where potentially damaging software is found to exist.
- A client machine may also be disconnected if the client's activity adversely affects the Network's performance.
- Access to remote networks using a College's network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the College Network connects. College network and computer resources are not to be used for personal commercial purposes.
- Network traffic will be monitored for security and for performance reasons at IT-CELL, NET.
- Impersonation of an authorized user while connecting to the Network is in direct violation of this agreement and will result in the termination of the connection.

iv. Allocation of Broadband connections

• Computer systems that are part of the College's campus-wide network, whether College's property or personal property, should not be used for dial-up/broadband connections, as it violates the College's security by way of bypassing the firewalls and other network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.

v. Allotment of Internet bandwidth

- Internet bandwidth acquired by any Section, department of the College under any research programme/project should ideally be pooled with the College's Internet bandwidth, and be treated as College's common resource.
- Under particular circumstances, which prevent any such pooling with the College Internet bandwidth, such network should be totally separated from the College's campus network. All the computer systems using that network should have separate

• IP address scheme (private as well as public) and the College gateway should not be specified as alternative gateway. Such networks should be adequately equipped with necessary network security measures as laid down by the College IT policy. One copy of the network diagram giving the details of the network design and the IP address schemes used may be submitted to IT-CELL, NET. Non-compliance to this policy will be direct violation of the College's IT security policy.

11. E-mail Account Use Policy

- In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the College's administrators, it is recommended to utilize the College's e-mail services, for formal College communication and for academic & other official purposes.
- E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal College communications are official notices from the College to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general College messages, official announcements, etc.
- To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to www.gmail.com with their User ID and password.For obtaining the College's email account, user may contact IT-CELL, NET for email account and default password by submitting an application in a prescribed proforma.
- Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:
 - 1. The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
 - 2. Using the facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
 - 3. While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.
 - 4. User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox all most full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.
 - 5. User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.

- 6. Users should configure messaging software (Outlook Express/Netscape messaging client etc.,) on the computer that they use on permanent basis, so that periodically they can download the mails in the mailbox on to their computer thereby releasing the disk space on the server. It is user's responsibility to keep a backup of the incoming and outgoing mails of their account.
- 7. User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
- 8. User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- 9. While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.
- 10. Impersonating email account of others will be taken as a serious offence under the College IT security policy.
- 11. It is ultimately each individual's responsibility to keep their e-mail account free from violations of College's email usage policy.
- 12. Any Spam mail received by the user into INBOX should be forwarded to spam@navodaya.edu.in

Any mailwrongly stamped as SPAM mail should be forwarded to <u>gen-grievance@navodaya.edu.in</u>All the mails detected as spam mails go into SPAM_MAIL folder of the respective users' mail accounts. Users are requested to open these folders periodically to check any important mail wrongly stamped as SPAM mail and went into this folder. If so, user may forward that mail ID to <u>it-cell@navodaya.edu.in</u>for necessary action to delete from the spam mail category. It is recommended to empty this folder as frequently as possible. The above laid down policies particularly 1 to 11 are broadly applicable even to the email services that are provided by other sources such as Hotmail.com, Yahoo.com etc., as long as they are being used from the College's campus network, or by using the resources provided by the College to the individual for official use even from outside.

12. Receiving Complaints - Scope of Service

- IT-CELL, NET may receive complaints from COLLEGE DEPARTMENTS, if any of the network related problems are noticed by them during the course of attending the end-user computer systems related complaints. Such complaints should be by email/phone.
- IT-CELL, NET may receive complaints from the users if any of the user is not able to access network due to a network related problem at the user end. Such complaints may be generally through phone call to IT-CELL, NET.
- The designated person in IT-CELL, NET receives complaints from the users/ COLLEGE DEPARTMENTS and coordinates with the user/service engineers of the

network hardware or with internal technical team to resolve the problem within a reasonable time limit.

13. Installation of Hardware components

• COLLEGE DEPARTMENTS is responsible for maintenance of the college owned computer systems and peripherals that are either under warranty or annual maintenance contract, and whose responsibility has officially been entrusted to this Cell.

14. Hardware Installation and Licensing Policy

• College network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

i. List of primary users

• An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

ii. End user PC's

• Apart from the client PCs used by the users, the College will consider servers not directly administered by IT-CELL, NET, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the IT-CELL, NET, are still considered under this policy as "endusers" computers.

iii. Warranty & Annual Maintenance Contract

• Computers purchased by any Section/Department/Project should preferably be with 3year onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include OS reinstallation and checking virus related problems also.

iv. Power Connection to Computers and Peripherals

• All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthling and have properly laid electrical wiring.

v. Network Cable Connection

• While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

vi. File and Print Sharing Facilities

• File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

vii. Shifting Computer/Printer/Others from One Location to another

• Computer system may be moved from one location to another with prior written intimation to the IT-CELL, NET, as IT-CELL, NET maintains a record of computer identification names and corresponding IP address. Such computer identification names follow the convention that it comprises building name abbreviation and room No. As and when any deviation (from the list maintained by IT-CELL, NET) is found for any computer system, network connection would be disabled and same will be informed to the user by email/phone, if the user is identified . When the end user meets the compliance and informs IT-CELL, NET in writing/by email, connection will be restored.

viii. Maintenance of Computer Systems/Printers/Scanners/other Computer related

• For all the computers that were purchased by the College centrally and distributed by the College Computer Maintenance Cell (COLLEGE DEPARTMENTS) will attend the complaints related to any maintenance related problems.

ix. Noncompliance

• NET faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's noncompliant computer can have significant, adverse affects on other individuals, groups, departments, or even whole College. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

x. IT-CELL, NET/College Departments Interface

• IT-CELL, NET upon finding a non-compliant computer affecting the network, will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/telephone and a copy of the

notification will be sent to the COLLEGE DEPARTMENTS, if applicable. The individual user will follow-up the notification to be certain that his/her computer gains necessary compliance. The IT-CELL, NET will provide guidance as needed for the individual to gain compliance.

15. Software Installation and Licensing Policy

• COLLEGE DEPARTMENTS will be responsible only for solving the hardware related problems or OS or any other application software that were legally purchased by the college and was loaded by the company.

i. Software Installation and Licensing Policy

- Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.
- Respecting the anti-piracy laws of the country, College IT policy does not allow any pirated/unauthorized software installation on the College owned computers and the computers connected to the College campus network. In case of any such instances, College will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

ii. Operating Systems & Licenses

- Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a week or so.
- College as a policy encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.
- Any MS Windows OS based computer that is connected to the network should access http://windowsupdate.microsoft.com web site for free updates. Such updating should be done at least once in a week. Even if the systems are configured for automatic updates, it is users responsibility to make sure that the updates a being done properly.

iii. Anti-virus & Licenses

• Computer systems used in the College should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

- Individual users should make sure that respective computer systems have current virus protection software installed and maintained.
- He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from any service-providing agency.

iv. Local Backup & Sharing

- Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.
- Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on Floppy, or CD or other storage devices such as pen drives

16. Installation of Un-authorized Software

• COLLEGE DEPARTMENTS or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

17. Reporting IT Policy Violation Incidents

• If COLLEGE DEPARTMENTS or its service engineers come across any applications that are interfering with the network operations or with the IT policies of the college, such incidents should be brought to the notice of the IT-CELL, NET and college authorities.

18. Reporting incidents related to Network Operations

• When the network port of any particular computer system is turned off due to virus or related activity that is affecting the network performance, the same will be informed to the COLLEGE DEPARTMENTS by IT-CELL, NET. After taking necessary corrective action COLLEGE DEPARTMENTS or service engineers should inform IT-CELL, NET about the same, so that the port can be turned on by them.

19. Rebuilding the Computer System (Formatting/Firmware upgrade)

- When the service engineers reformat the computer systems and re-install OS and other application software, care should be taken to give the same hostname, IP address, network Mask, gateway as it was having earlier. Further, after installing the OS all the patches/latest service pack should also be properly installed. In case of anti-virus software, service engineers should make sure that its latest engine and pattern files are also downloaded from the net.
- Further, before reformatting the hard disk, dump of only the data files should be taken for restoring it back after proper re-installation. Under no circumstances, software files from the infected hard disk dump should be used to write it back on the formatted hard disk.

20. Electronic Security standards

- Any Centre, department, or Section or other entity can connect to the College network using a legitimate user account (Net Access ID) for the purposes of verification of affiliation with the college. The user account will be provided by IT-CELL, NET, upon filling up the prescribed application form and submitting it to IT-CELL, NET.
- Once a user account is allocated for accessing the college's computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the college for all the actions performed using that user account. Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access Id and for email account ID) to prevent un-authorised use of their user account by others.
- As a member of NET College community, when using the college' network facilities and its user account, it becomes user's duty to respect the College's reputation in all his/her electronic dealings within as well as outside the College.
- It is the duty of the user to know the IT policy of the college and follow the guidelines to make proper use of the college's technology and information resources.

21. Setting up of Wireless Local Area Networks/Broadband connectivity

- This policy applies, in its entirety, to school, department, or division wireless local area networks/broadband connectivity within the academic complex. In addition to the requirements of this policy, school, departments, or must register each wireless access point with IT-CELL, NET including Point of Contact information.
- Obtaining Broadband connections and using the computers alternatively on the broadband and the college campus-wide network is direct violation of the college's IT Policy, as college. IT Policy does not allow broadband connections within the academic complex.
- School, departments, or must secure permission for the use of radio spectrum from IT-CELL, NET prior to implementation of wireless local area networks.
- School, departments, or must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.
- As inter-building wireless networks are also governed by the College IT Policy, setting up of such wireless .networks should not be undertaken by the Schools/Centers without prior information to IT-CELL, NET.

22. Security

• In connecting to the network backbone, a school, department, or division agrees to abide by this Network Usage Policy under the College IT Security Policy. Any network security incidents are resolved by coordination with a Point of Contact (POC) in the originating department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC.

23. Preservation of Network Equipment and Accessories

- Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the college are the property of the college and are maintained by IT-CELL, NET.
- Tampering of these items by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to, □ Removal of network inlet box.
- Removal of UTP cable from the room.
- Opening the rack and changing the connections of the ports either at jack panel level or switch level.
- Taking away the UPS or batteries from the switch room.
- Disturbing the existing network infrastructure as a part of renovation of the location IT-CELL, NET will not take any responsibility of getting them rectified and such tampering may result in disconnection of the network to that segment or the individual, until the compliance is met.

24. Additions to the Existing Network

- Any addition to the existing network done by Section, department or individual user should strictly adhere to the college network policy and with prior permission from the competent authority and information to IT-CELL, NET.
- College Network policy requires following procedures to be followed for any network expansions:
- All the internal network cabling should be as on date of CAT 6 UTP.
- UTP cabling should follow structured cabling standards. No loose and dangling UTP cables be drawn to connect to the network.
- UTP cables should be properly terminated at both ends following the structured cabling standards.

- Only managed switches should be used. Such management module should be web enabled. Using unmanaged switches is prohibited under college's IT policy. Managed switches give the facility of managing them through web so that IT-CELL, NET can monitor the health of these switches from their location. However, the hardware maintenance of so expended network segment will be solely the responsibility of the department/individual member. In case of any network problem created by any computer in such network, if the offending computer system is not locatable due to the fact that it is behind an unmanaged hub/switch, the network connection to that hub/switch will be disconnected, till compliance is met by the user/department.
- As managed switches require IP address allocation, the same can be obtained from IT-CELL, NET on request.

25. Structured Cabling as a part of New Buildings

• All the new buildings that will be constructed in the academic complex here onwards should have the structured cabling included in their building plans like any other wiring such as electrical and telephone cabling, for LAN as a part of the building layout Plan. Engineering Branch may make provisions in their designs for at least one network point in each room. All such network cabling should strictly adhere to the structured cabling standards used for Local Area Networks.

26. Campus Network Services Use Agreement (Terms & Conditions)

• The "Campus Network Services Use Agreement" should be read by all members of the college who seek network access through the college campus network backbone. This can be found on the Intranet Channel of the college web site. All provisions of this policy are considered to be a part of the Agreement. Any Section, Department or Division or individual who is using the campus network facility, is considered to be accepting the college IT policy. It is user's responsibility to be aware of the College IT policy. Ignorance of existence of college IT policy is not an excuse for any user's infractions.

27. Campus Automation Package and Use policy

• IT-CELL, NET needs latest information from the different Administrative Units of the College for providing network and other IT facilities to the new members of the college and for withdrawal of these facilities from those who are leaving the college, and also for keeping the NET web site up-to-date in respect of its contents.

The information that is required could be broadly of the following nature:

- All the students' admission and promotion related information of all the colleges.
- Students attendance and proper communication platform for both faculty and students community.
- Information about New Appointments/Promotions.
- Information about Termination of Services.
- Information of New Enrolments.

- Information on Expiry of Studentship/Removal of Names from the Rolls.
- Any action by the college authorities that makes n individual ineligible for using the college's network facilities.
- Information on Important Events/Developments/Achievements.

28. Website hosting and update policy

Mandatory:

- 1. Provide the full Internet e-mail address of the Web site coordinator.
- 2. Provide a link to the NET home page from the parent (department of origin) home page. 3 Provide a link to the parent home page ("Return to department's home page") on all supporting local pages.
- 4. Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- 5. Know the function of HTML tags and use them appropriately.

6 Make provision for providing information without images as printer-friendly versions of the important web pages.

Recommended:

- 1. Provide information on timeliness (for example: August 2005; updated weekly; updated monthly, etc.)..
- 2. Provide a section indicating "What's New."
- 3. Provide a caution statement if link will lead to large pages or images.
- 4. Indicate restricted access where appropriate.
- 5. Avoid browser-specific terminology.
- 6. Provide link text that is clear without the link saying 'click here' whenever hyperlinks are used.
- 7. Maintain visual consistency across related pages.
- 8. Provide a copyright statement (if and when appropriate).
- 9. Keep home pages short and simple.
- 10. Avoid using large graphics or too many graphics on a single page.
- 11. Provide navigational aids useful to your users (Link to Home, Table of Contents, Next Page, etc.).
- 12. Maintain links to mentioned pages.
- 13. Make your Web pages easy to maintain for yourself and anyone who might maintain them in the future.
- 14. Avoid active links to pages that are in development. Place test or draft pages in your "test," "temp," or "old" subdirectory. Remember that nothing is private on the Internet: unlinked pages in your directory may be visible.
- 15. Check your finished page with a variety of browsers, monitors, and from both network and modem access points. It is also recommended that you check your page with a Web validation service.

16. Think of your users--test with primary user groups (which will be mix of users linking through our high-speed network, and users linking via much slower modems). Conform to accepted, standard HTML codes.

29. Staff & Students training

- All the staff (i.e. Teaching and Non-teaching should undergo proper training before using any new software or hardware component.
- The IT-Cell, NET should take care of all training sessions and distribute the information via soft or hard copies of materials on demand.

30. Stock verification and auditing

• All IT components should undergo auditing on annual basis and the detailed report should to be submitted to the management.

3. The IT-Cell policy applied on,

- 1. End Users Groups
 - i. Institutional Heads
 - ii. Departmental Heads
 - iii. Teaching Faculties
 - iv. Non-teaching faculties
 - v. Students
 - vi. Officers and other staff's
 - vii. Guests
- 2. Network Administrators



भारत संचार निगम लिमिटेड /BHARAT SANCHAR NIGAM LIMITED

(भारत सरकार को उदयम)/(A Govt. of India Enterprise) महाप्रवंधक द्रसंधार का कार्यालय, रामचूर-584102. Office of General Manager Telecom, Raichur-584 102.

Lir Not - NS-1/Comm1/LL-GenCorrp/2019-20/103 did @ Raichur the 23.03.202.

To, The Principal, Navodaya lustitute of Technology (NIT), Raichur- 584103

Dear Sir,

Sub: Providing dedicated Internet Leased Line (ILL) of 100Mbps (1:4) connectivity for Internet Services at NIT, RCR - Reg.

Ref:-t) Your office letter dtd.04-03-2020

Inviting kind reference to above subject & subsequent discussions had with your staff, we would like to covey our rebate for the subject work as follows

Section and the se

- 1. Actual cost (annual recurring charges) for providing Internet Leased Line (ILL) of 100Mbps (1:4) connectivity is Rs.7, 00, 000/-. Against this item, a lump sum rebate of Rs.1, 75, 000/- is offered and revised price is Rs.5, 25, 000/- per annum exclusive of GST(18%), which is at par with our tariff .
- 2. However we are having long term relationship with NIT in providing services and considering good relationship at par with your organisation, we are happy to extend higher band width 1000MBPS (1:4) Internet Leased Line connectivity at revised final price of Rs.6.19,500.00 per annum inclusive of GST(18%).



PRINCIPAL2+15/2020 Navodaya Institute of Technology (1111, RAICHUR-584 103

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The rates quoted above are compatible with and look forward for your valuable lob order at the earliest enabling us to extend our services. This is for your information and needful action on the subject matter please. Thanking you,

Asst. General Manager

O/o GMTD, BSNL, Raichur-584102.



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DN Insue Date : 15.05.2018 DN Payment Due Date : 14,05.2018 PAN Number | AABCBSS760 Customer GETIN : 298AATN57198128

Customer Name : NAVODAYA INSTITUTE Customer Account : 7000053743 Billing Account : 7000063162 OF TECHNOLOGY

Customer Address -NEW CAMPUS BIJANGERA ROAD KT_HCR43 RAICHUR Karnataka 584101

Circuit Details : Service Type | Leased Line Service Subtype : INTERNET LC HCA | HCR Channel Dist : 0 KM (RD)

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a manual	From: UNIQUE COMPUTERS # 122 Y, 14 Floor, Sunrise Plaza, 34 Y Block Rajajinagar Bangalore-560 010. Tols/For : 22116952/52			Consignee Navodaya Education Trust (R) P.B.No 26, Navodaya Nagar Raichur 584 103 - Karnataka Contact Mr. Venkatesh Ph: 08532 223216, 223448			
	Tele	/Fax: 231109	52/54	TI	N No: 207002	82576	Time:5:00PM
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E mad : sales@unquec.com URL : www.unquec.com

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From UNIO # 16 Next Ban Ph :	m: QUE COMPUTERS A1, 'C' Block, MKK Road t to Kuvempu Metro Station galore - 21 .080 - 23320160 / 254	Consignee Navodaya Institute Of Technology P.B. No 26, Navodaya Nagar Raichur 584 103 - Karnataka CP. Mr. Venkatesh Ph: 08532 223216, 223448 TIN No 20700282576 Time 02:50PM		
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SI	Description	Unit Price	Qty	
01	HP T505 Thin client PN: D9F70AA VIA Eden X2 U4200 1GHz4GB RAM 2 GB DDR-3 SODIMM installed in single slot leaving one slot empty 2 GB 1600 MHz DDR3 SDRAM VIA Chromotion HD 2.0 Integrated Graphics Processor 10/100/1000 Gigabit Ethernet Internal amplified speaker; 1/8-inch mmr-jack; 192 kHz sample rate; 1/8-inch microphone mini-jack; 96 kHz sample rate 6 USD 2.0; 1 serint; 1 parallel; 2 PS/2; 1 RJ-45; 1 DVI-1; 1 DVI-D; 1 DVI-1 (DVI-to-VGA adapter included)65 W, worldwide auto- sensing, 100-240 VAC, 5D-60 Hz energy saving automatic power- down, surge tolerant HP PS/2 Standard Keyboard HP Easy Tools; HP Device Manager agent; HP Thin State for rapid deployment Windows# Embedded Std 2009 HP 18.5* LED Monitor	15,735.60	30	Rs.4,72,058.00
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From: UNIQUE COMPUTERS # 122 Y, 1 st Floor, Sunrise Plaza, 3 st Y Block Rajajinagar Bangalore-560 010. Tele/Fax : 23116952/53			Consignee Navodaya Education Trust (R) P.B.No 26, Navodaya Nagar Raichur 584 103 - Karnataka Contact Mr.Venkatesh Manvikar Ph: 08532 223216.223448/9845445369			
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1221 Summe Place, 3rd T Block, New Bhashyan Circle (Opp. Shame on Victal Bank) Rajannagar, Bangalore - 560 010 Telefax - 080 - 231 16352 / 53 E-mail - sales (Funguer, com URL - www.aniquer.com

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SI	Descrip	otion	Unit Price	Quy	Total
01	HP Compaq Pro PN: QV983AV SN: INA338X650 SL/SP/SJ/S Intel® Core TM IS- (3.2 GHz, 6 MB c Intel® Q75 Expre 4 GB 1600 MHz 4 DIMM Upgrade 500 GB 7200 SA DVD Writer Intel HD Graphic High Definition / Realtek, Intel 82 4 USB 3.0; 6 US 1 VOA; 1 Displa HP USB Keyboa 320W standard PFC FREE DOS HP 18.5° LED M PN : C9E54AA	5300 MT PC //SK/5N/5H/ M/5Q 3470 ache, 2 cores) 35 DDR3 SDRAM able to 32 GB TA Hard Disk 2579LM Gigabit B 2.0; 2 PS/2; y Port; 1 serial; rd & Mouse efficiency, active ionitor	1 297.20	09	Rs.2,02,532.00 Rs.5,188.80
02	HP USB DVD W	riter	1,237,20	100	
0	Antivirus for Th	ree years	564.00	14	9 Rs.84,036.00

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04	HP Compaq Pro 6300 MT PC PN: QV983AV Intel® Core ^{IM} i3-3220 [3.3 GHz, 3 MB cache, 2 cores] Intel® Q75 Express 4 GB 1600 MHz DDR3 SDRAM 4 DIMM Upgradeable to 32GB 500 GB 7200 rpm SATA Intel HD Graphics 2500 High Definition Audio with Realtek Intel 82579LM Gigabit 4 USB 3.0; 6 USB 2.0; 2 PS/2; 1 VGA; 1 Display Port; 1 serial; HP USB Keyboard Mouse 320W standard efficiency, active PFC FREE DOS HP 18.5" LED Monitor PN: C9E54AA 55 HP Compaq Pro 6300 MT PC PN: QV983AV Intel® Core ^{IM} i3-3220 [3.3 GHz, 3 MB cache, 2 cores] Intel® Q75 Express 4 GB 1600 MHz DDR3 SDRAM 4 DIMM Upgradeable to 32 GB 500 GB 7200 rpm SATA NVIDIA Quadro 410 512MB Graphics High Definition Audio with Realtek Intel 82579LM Gigabit 4 USB 3.0; 6 USB 2.0; 2 PS/2; 1 VGA; 1 Display Port; 1 serial; HP USB Keyboard & Mouse High Definition Audio with Realtek Intel 82579LM Gigabit 4 USB 3.0; 6 USB 2.0; 2 PS/2; 1 VGA; 1 Display Port; 1 serial; HP USB Keyboard & Mouse 320W standard efficiency, active PF	19,683.60	30	Rs.5,90,508.00
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Invo	ice No: UC-13563 Date: 25.10.13	11N NO:297002	STOOL	PAN:AAQPP1939H
Cus	PO: Date:	ST:AAQPP19391	Oty	Total Price
SI:	Description	Unit Price	44	
01	HP Pro 3330 Micro tower PC PN : EON10PA SN:INA325S9PF Intel Pentium Dual Core™ G2010 (2.8 GHz, 3 MB cache) Intel& H61 Express 2 GB 1333 MHz DDR3 up to 8GB 500 GB 7200 rpm SATA 3.0 Gb/s HP 18.5° LED Monitor PN : A5V72AA SN: 6CM3321ZMF RTL8171E Gigabit Ethernet DVD Writer HP USB Std Keyboard & Mouse 300W power supply - active PFC Three Year HP Onsite Warranty	18,000.00	01	Rs. 18,000.00
0	2 HP LaserJet 1020+ Printer PN : CC418A SN:CNCH297834	6,000.00	01	Rs.6,000.00
0	3 HP LaserJet 1218MFP Printer Scan, Copy, Fax, Network, Wifi PN: B4K88A SN: CNJ8F5J0GV/	15,000.00	01	Rs.15,000.00
0	Telephone Surge Protector	200.00	03	Rs.600.00

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SI:	Description	Unit Price	Qty	Total Price
0.5	HP Pro 3330 Miero tower FC PN: DOQUOPA SN:INAJ21RCLW Intel® Core TM 13-3220 (3.30 GHz, 3 MB cache, 2 cores) Intel® H61 Express 2GB 1333MHz DDRJ upto 8GB Additional HP 2GB RAM PN: B4U35AA 500GB 7200 rpm SATA 3.0 Gb/s NCQ, DVD Writer HP 23° LED IPS Monitor PN : E1L11AS#ACJ SN: CNC3330FRY Realtek RTL5171E Gigabit Ethemet, 6 USB 2.0; 1 DVI-D; 1 VGA; 1 RJ- 45; PS/2 keyboard; 1 PS/2 mouse; 1 audio in: 1 audio out; 2 full-height PCI 2.3; 1 full-height PCIe x1; 1 full- height PCIe x16 HP Wireless Keyboard & Mouse PN: LV290AA 300W power supply - active PFC Three Year Onsite Warranty DVD Writer, Linux Kaspersky Internet Security	21,500.00	01	Rs 21,500 00
-		VAT	@ 5.5%	3,361.00
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0	aly. All conditions of Sale overleaf read and agreed	For	Unique	Computers
	Receiver Sign & Scal	Au	thorized	Signatory



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Order details:

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FQC-06437	WinPro 8 SNGL Upgrd OLP NL Acdmc	100
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5	MW COMMU SYS- TOLBOX	MW-Communications System Too	itox	NG	10	9.00
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'	MW SIMPOWERS	NW-SimPowerSystems		NO	10	0.00

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Ravodaya Institute of Technology (NIT) RAICHUR-584 103

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Page 98 of 117

NAVODAYA EDUCATION TRUST (R)

PB No. 76, Navodáya Llagar, RAICHUR - 584 103 (Karnataka) 10 : 08537-723216, 223448, 223449, 273361, 223234 For 08532-223326 E-mail netroregranchamet in Walisite www.navodayaeducationtrust.com

Mr.Prasad.HSN-

Unique Computers 122y, Sunnise Plaza. 3* Y Block, Rajajinagar Bangalore 560 010

10" Nov 09

Dear Sr.

Sub: Purchase Order for HP Products

We are pleased to confirm our purchase order for HP Products for our computer Lab. The summary of the order is below for detailed configuration please roler the annexure.

Computer Lab

		Unit price	Otv	Total Price
SLND	Description	146120		146120
1	HP ML 350GS Server	190120		998400
2	HP Desktop	33280	30	6086
1	Windows 2003 server lic	6085		
-	Terment col	385	30	11530
4		1500	1	1500
5	Media - server	5000	1	5000
6	Server Installation	F013	30	164790
7	Vista starter & Win 7 Academic	4500		1500
8	Media - win 7	1000		4150
9	Visual studio	4150	01 -	
10	Networking approx	180000	01	180000
	Villay 25 Lizart	56800	01	56800
-11	Willia 20 Daera	Grand Total	all had a	15,75,896

Terms and conditions:

1	Defivery.	With in 3-4 weeks
2	Payment	50% Advance, 50% Against Delivery DD payable @ Bangalore
1	Validity	15 Days
1	Paces	VAT @ 4% for PC, Server, Software and networking @ 12.5%
5	Warranty	Three Years Warranty onsite for Server & Desktops

FREE Gilts : HP LaserJet 1522NF Multifunction Printer and 3Nos of USB External DVD Writers FREE

Please find herewith enclosed a cheque for Rs.7,50,000 (Seven Lakhs Fifty Thousand Only) drawn on State Bank of India vide C.No.

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Navadaya Institute of Technology (NIT, **RAICHUR-584 103**

Page 99 of 117



Navodaya Education Trust ® Navodaya Institute of Technology Raichur



Open Source Operating System:

- 1. Ubuntu,
- 2. Fedora
- 3. CentOS

Autodesk Educational Licenses:

- 1. Revit 2017, 2019, 2020
- 2. Nastran 2017, 2018
- 3. AutoCAD Electrical 2017, 2019, 2020
- 4. AutoCAD Mechanical 2017, 2020
- 5. 3DS Max 2017
- 6. AutoCAD 2019, 2020
- 7. Vehicle Tracking 2017



SYSTEM ADMIN

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Navodaya Institute of Technology (NIT) RAICHUR-584 103



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Terms & Conditions

Terrins & Conditions Declaration: We hereby confirm that software supplied wide this involce is acquired in a subsequent transfer and transferred without any modification. Tas has been deducted under section 195 deposited under PAN NO AAECK2295C by the PAN holder. Hence no TDS is deducted on this involce as per Notification No. 21/2012 [F.No. 142/10/2012-50 - 50 1323 (E), dated 13-6-2012 issued by the by ministry of finance (CBDT).





Authorized Signature

Navodaya Institute of Technology (NIT) RAICHUR-584 103

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Navodaya Institute of Technology, Raichur

NETS

Date: 22-01-2016

The Hon ble Chairman. NET, Raichur

Respected Sir.

le.

With respect to the purchase order to be placed by our college, we are furnishing few points for your kind information of Canon Digital Copier/Printer.

- 1) The quotation for the above said copier/printer 'Canon iR 2520' sent by M/s Accutek info Pvt Ltd., is suggested since this company has supplied similar machines in the Navodaya Group
- 2) The Features of 'Canon IR 2520'
 - Automatic Document Feeder (Scanning)
 - Network Digital A3, A4, and A5 Size Copler.
 - Color Scanner (Network Pull Scan)
 - Duplex Automatic Document Feeder (DADF)
 - Speed up to 20 pages/Min (A4 Size)
 - 3) Company provides prompt and regular service
 - 4) This Printer is needed for NAAC purpose for both scanning and large scale Network Duplex- Printing because, the NAAC Team is distributed over the campus and they don't have individual printer for this purpose.

Thanking you,

Sri. Bhacath Reddy

Abert Tracention Price. dest Tracention Price. dest Anthis beets with Navodaya Institute Of Technology, Raichur

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RAICHUR-584 103

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PENDALA INSTITUTION TECHNOLOGY RAIGHTR

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The store "Bally & States and States POLT FRANKTON

Automot Reserver angeneral & Carter & 1510 Poster/Copier

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White explored to the short sited todarts, as pay white explored them as three guine through the old trive at the medical college computs and after the prophation for the eboor metitioned Printer/Copier, he has agreed to supply the Machine for the price that we have asked and to install the machine without Transportation/ Installation fees by graing us a free Stabilizer for the given Price. We have enclosed the old and new Quote costs fay your kind information.

The Old Price Quanted was :

23	Deine Marine Cours	- Rs.1.	29,994-00
21	Statutioes (Mainh Tree)	Rt.	4,580-00-
a	trade on the train	- Es	\$,200.09
	TIME & MARINE ANAL		A Den Contra

Total Procenth Yas)

Rs.1,38,777-00

The New price Quoted after Negotiation is :

Printer # 2520 - DADE - Stabilizer Rs. 1,30,000-00 (Inclusive Taxes)

Kindly to the sendful.

Thanking wow

Yours faithfully, Sri. Bharath Redd

NIT, Raichur.

Encionares 1) Old Question 21 Marin Church 21 Hot. Ar Respond Letter



Navodaya Institute of Technology (NiT **RAICHUR-584 103**

S S MARKETING JESIDE AGAPE CHURCH, ASHAPUR ROAD, RAICHUR-584101

Joice No: 201	Dates	06 D	ecember 2019	
0.	Work		500	
The Chairman	Dated :			
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BIJINEGERA ROAD, NAVODAYA NAGAR RAICHUR	10 10 10 10 10 10		AND DESCRIPTION OF THE OWNER	
CASH / CREDIT BILL		Contraction of the second s		
Description	QTY	Rate	Total	
Camera : 2MP IR Bullet/Dome Camera Make: Dahua Model : DH-IPC-HDW1230S/HFW1230S 2 MP IR H-265 IR (2Years Warranty)	2 2	4850	9,700.00	
Power Supply :Power Supply For Camera DC 12V 05Amps (Month Warranty)	6 1	1200	1,200.00	
3 Network Swlich: 05-Port Unmanaged Switch 10/100/100Mbps	1	780	780.00	
4 Cable : Caté UTP Cable Indoor 305Mtr=1Bundei	60	20	1,200.00	
5 Connectors : RJ 45 Connectors	10	15	150.00	
6 Connectors : DC Pin	2	25	50.00	
7 Enclouser: 4X4 Pvc Box	2	90	180.00	
7 Enclouser : I mount	2	250	500.00	
8 ELETRICAL ITEMS			1,200.00	
Kound O		TOTAL	14,960.00	
otal Amount (In words):-Fourteen Thousand Nine Hundred and	Sixty Only			
eclaration :- Terms & Conditions	Certified that t	he perticular gi	ven above are ture and corr	
Composition taxable person," Goods one Sold Ourne St Taken Back or exchaged Warranty One Year from the date of Installition Ouereneewhenever so grown by the Manufactures & not by us	Fo	Authorized Signatory		
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SS MARKETING BESIDE AGAPE CHURCH, ASHAPUR ROAD, RAICHUR-584101 GSTIN: 29BIHPS7207P1ZE

No: 200	Date:	06 December 2019	
o, The Chairman			
VODAYA INSTITUTE OF TECHNOLOGY	Location	NIT RAICHUR	
CASH / CREDIT BILL	Avenue de la	7004 / P.D.	and the second
Description	QTY	Rate	Total
amera : 2MP IR Bullet/Dome Camera ake: Dahua Model : DH-IPC-HDW1230S/HFW1230S 2 MP IR 265 IR (2Years Warranty)	4	4850	19,400.00
prage :HDD 4 TB Surveillance Hard Disk Made for CCTV ake: WD (3 Years Warranty)	1	9800	9,800.00
wer Supply :Power Supply For Camera DC 12V 10/20Amps Month Warranty)	1	2800	2.800.00
etwork Swtich: 08-Port Unmanaged Switch /100/100Mbps	1	1080	1,080.00
able :Caté UTP Cable Indoor 305Mtr=1Bundel	1	5980	5.980.00
onnectors : RJ 45 Connectors	20	15	300.00
onnectors : DC Pin	4	25	100.00
clouser : 4X4 Pvc Box	4	90	360.00
DLE : 12ft Pole With Powerd Coted with Mounts and smably Box with Fixing and Civil Work Febrication	1	7500	7,500.00
ETRICAL ITEMS	1		9,250.00
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Amount for monday. Biffing also the second force handred and		TOTAL	56,570.00
Amount (In words):- Fifty six thousand five nundred and sev	Caritinad that	y the pasticular site	was above are tore and corre
omposition taxable person," ods one lidit denot Be Taken Back or exchaged tranty One year from the date of installtion arabase whenever as give or by the Manufactures & not by us	Fo	PICE ST	Marketing
	No: 200 Chairman VODAYA INSTITUTE OF TECHNOLOGY INEGERA ROAD, NAVODAYA NAGAR RAICHUR CASH / CREDIT BILL Description Imera : 2MP IR Bullet/Dome Camera ake: Dahua Model : DH-IPC-HDW12305/HFW12305 2 MP IR 265 IR (2Years Warranty) Image :HDD 4 TB Surveillance Hard Disk Made for CCTV ake: WD (3 Years Warranty) wer Supply :Power Supply For Camera DC 12V 10/20Amps Month Warranty) Image :HDD 4 TB Surveillance Hard Disk Made for CCTV ake: WD (3 Years Warranty) wer Supply :Power Supply For Camera DC 12V 10/20Amps Month Warranty) Image :ADD 4 TB Surveillance Hard Disk Made for CCTV ake: DO (3 Years Warranty) Image :HDD 4 TB Surveillance Hard Disk Made for CCTV ake: DO (3 Years Warranty) Image : ADD 4 TB Surveillance Hard Disk Made for CCTV ake: DO (3 Years Warranty) Image : ADD 4 TB Surveillance Hard Disk Made for CCTV ake: DO (3 Years Warranty) Image : JD 4 TB Surveillance Hard Disk Made for CCTV ake: DO (3 Years Warranty) Image : ADD 4 TB Surveillance Hard Disk Made for CCTV ake: DO (3 Years Warranty) Image : JD 4 TB Surveillance Hard Disk Made for CCTV ake: DO (3 Years Warranty) Image : JD 4 TB Surveillance To (12V 10/20Amps Month Warranty) Image : ADA A Surveillance To (12V 10/20Amps Image : ADA A Surveillance To (12V 10/20A	No: 200 Date: Order Order a Chairman Dated : VODAYA INSTITUTE OF TECHNOLOGY Location INEGERA ROAD,NAVODAYA NAGAR RAICHUR Incation CASH / CREDIT BILL Description QTY Integer: 2MP IR Bullet/Dome Camera ake: Datua Model : DH-IPC-HDW12305/HFW12305 2 MP IR A Addition Model : DH-IPC-HDW12305/HFW12305 2 MP IR At 200 Integer: HDD 4 TB Surveillance Hard Disk Mode for CCTV ake: WD (3 Years Warranty) Wer Supply: For Camera DC 12V 10/20Amps Integer: HDD 4 TB Surveillance Hard Disk Mode for CCTV ake: WD (3 Years Warranty) Wer Supply: Power Supply For Camera DC 12V 10/20Amps Integer: Attract Cale Indoor 305Mitr=1Bundel Integer: Attract Cale Indoor 305Mitr=1Bundel Integer: Attract Cale Indoor 305Mitr=1Bundel Integer: Attract Row Coled with Mounis and Integer: Att Pvc Box Atteger: Att Pvc Box Atteger: Att Pvc Box Integer: Att Pvc Box Integer: Att Pvc Box Round Off	No: 200 Date 66 Dec Code Orde Code Dated : VODAYA INSTITUTE OF TECHNOLOGY Location INEGERA ROAD,NAVODAYA NAGAR RAICHUR Dated : CASH / CREDIT BILL Description QTY Rate Integeration Rote QTY Rate Integeration QTY Rote Integeration Integeration Integeration Integeration <t< td=""></t<>

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	34	200	K.EUDIOJ
Display : 40" Inches Full HD LED TV Wilk 2 HDMI Ports	1	20000	26.000.00
Display Cable : HDMI Cable Display Cable 20 Mins	1	6600	6,800.00
Nunloy Soliter : HDMI Switcher 4 in 1 Out	I,	1500	1.500.00
elegitas Cable (108 Coble 20Mils Will: Power	1	2080	2.000.00
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OF BITS DSB HOD OF ICHAR	2	790	1.560.00
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tetwork Racks Fully Loaded Rock 170	1850	12	59,200.00
	1000	3500	3 500 00
Inclosure Bex ; Fiber Joint Enclosure Box		5000	
ermination Boxes & FIXED OFTIGAL TIPLE	1	8000	0.000.00
Ingle Mode OFC MEDIA CONVERTER LAN 10/100 Mbps	12	4500	54,000.00
OFC Fatch Cord with SC/SC Connectors 3mins Cable	12	650	7,800.00
A YING AND SPICING	1		20,000.00
NSATALLATION & ELECTRICIAN CHARGES			30,000,00
LETRICAL ITEMS	T		CO.000.03
		TOTAL	6,64,550.00
	Discount	-8%	-53,164.00
A 1 Blottable Flavor Thousand Three M	Gran	d Total	6,11,386.00
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	Production Description		Rate	Total
Site Quatatio	on (34 Camera Setup)	1		3,41,560.0
QUOTATION	- CMS/ Server	1		1,69,830.0
3 Cableling C	DFC Quatation	1		1,53,160.0
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TUL TECHNOLOGIES Audio Visual Design Consultants www.autil2cimologies.com

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#Th Security grade Hard disc Make Wener #24thd purphe veries	.2	12.00%	9,000	F.K. 000,00	3,240,00	21,240.00		
8 Channel DC power sipply for canora	st	15.00%	1,200	3,600	642	4,248.00		
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Page 108 of 117

RAICHUR-584 103

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Invoice Date | 23 jor 2016

Involce No : DT-160723-3638-002

Retail Invoice Cash on Delivery: Collect ₹ 10458.0

FIN No. 1 07090368295 CST TIN No. 1 07090368295 Octor to 1 18960507 Suborder to 28599845

Billing and Shipping Address

anil navodaya institute of technology, biljanagera road, raichur, Raichur - 584103 Karnataka , India Ph. 8722155459

Item Summary

Product Title & Reference Number	Qty	Unit Rate*	VAT/CST	Tota dase Price	Total VAT/CST**	Total Net Price
D Liek OSL 27500 Wireless N 300 ADSL2 + 4 Port Wirfl Pouter with Modern 12XC101003153,RZXC101003159,RZXC101003157 R23 G1003158,RZXC101003130,RZXC101003160	KL1 6	₹ 1743.0	5.0%	ب 0 9960 0	F 498.0	t 10456.0
Shipping and Handling Charges	短短	Free	Contraction Free		105-60-200	5
	VALUE AND	Contrain F	Net Amount	1 9960.0	£ 498 0	4 10458.0

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NAVODAYA INSTITUTE OF TECHNOLOGY, RAICHUR

Date: 27-07-2016

10

Sri, Bharath Reddy Sir NIT, Raichur.

Sub: Regarding purchasing of Wi-Fi Routers for all the Departments of NIT.

Respected Sir,

The following are the prices of Wi-Fi Routers to be installed in all the departments to provide Wireless access to Staff members of NIT.

The list given in the next page shows the prices of Three (3) Online shopping and the a price Quote given by local vendor for the above said Wi-Fi Router.

After comparing the quotations of the vendors listed. We have selected the quotation from infibeam.com whose price is least that that of all other quotes. The selected quotation is given below for purchase.

infibeam.com: D-Link-DSL 2750U Wireless N300 ADSL2 4 Port Wi-Fi (Print Enclosed) M.R.P.: Rs 1,743.00 -- Cash On Delivery is Available. For Six (6) Quantities: Rs. 1,743.00 x 6 = Rs. 10,458.00



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Comparison of Prices from online sliopping To Local Vendor

1) Flipkart.com - D-Eink-DSL 2750U Wireless N300 ADSL2 4 Port WI-FH (Print Enclosed) M.R.P.: Rs. 1,899.00 -- Cash On Delivery is Available (1 Unit per day) For Six (6) Quantities: Rs. 1,899.00 x 6 = Rs.11,394.00

2) Shopelues.com.-D-Link-DSL 2750U Wireless N300 ADSL2 4 Port Wi-Fi (Print Enclosed) MRP Rs 2,350,00 -- Cash On Delivery is Available (1 Unit per day) For Six (6) Quantities: Rs. 2,350.00 x 6 = Rs.14,100.00

3) infibeam.com; D-Link-DSL 2750U Wireless N300 ADSL2 4 Port Wi-Fi (Print Enclosed) M.R.P. Rs 1,743.00 -- Cash On Delivery is Available. For Six (6) Quantities: Rs. 1,743.00 x 6 = Rs.10,458.00

Excel Computers, Raichur: D-Link-DSL 2750U Wireless N300 ADSL2 4 Port Wi-Fi MRE Rs. 2.000.00 - Cash or Cheque can be made For Six (6) Quantities: Rs. 2,000.00 x 6 = Rs.12,000.00

This is for your information for purchase.

Thanking you,

yours faithfully,

Anil Kandogal

Enclosures 1. Screen shots of Online-prices from infibeam.com, Elipkart.com, Shopelues.com 2. Quotation from Excel Computers, Raichur,



apeni Navodaya tasrifute of Secondary (NIT) RAICHUR-SS4 103

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Susand with Campleannes



COMPUTER MAINTENANCE at NIT



Consent: Checked all the systems and performed the above listed tasks.

104/200

Signature of the In-charge

Navodaya Education Trust @ Navodaya Institute of Technology

Raichur

ate: 30/04/2020

COMPUTER MAINTENANCE CHECK-LIST (DAILY)

Dept: Mechanical

Lab: CAED (Abbin)

S. No.	Description / Task	Checked (Y/N)
1	Disk Cleanup- (Delete Temp Internet/windows Files/ Cached files)	Y
2	Run Virus Scan / Adware/ Spyware	Not S-stated.
3	Checking connection for all the peripherals	Y
4	Check Network connection/ switch	Y

Problems (if any.) CAC technician day it cannot be reported

Sys. No.	Problem	Description	
1	23, 42 8143	C.PU Not Switchipon	
2	32 8 38	CPU SMPS Problem	-
3	34	CPU Hanging.	1 his
4		0 0	141
5			
6			
7			
8			
9			
10			

Consent: Checked all the systems and performed the above listed tasks.

Total no of Systems = 43 NO. of working systems = 37 # * 12 NOSA Mouses read.

C. K. Stal 2014/2020

Signature of the In-charge

	COMPUTER MAINTENANCE CHECK-LIST (DAILY)	28/04	203
S.No.	Description / Tark	b	
1.1	Ditk Chraning (Dickets Tarmer betranet and	CALULA	
1	Rom Vous Scan / Astacara/ Saymate	-	
3	Checking commercian loc all the peripherals	/	
	Course contact another second second	~	

Problems (if any...)

Sys. Problem Description No. 3,12,18 Ghaphic and problem, given to Anid Sir. 8 Nocpu shiped to system admin 11 mother based problem informed to Anil sir informed to Avid sir Hard dilak problem 25 5 ă 10 Consent: Checked all the systems and performed the above listed tasks -Total systems - 28 Total warking systems-25 Total kyboards-28 Total moules-16 Signature of th -charge (1 mouse given to staff room)

Dupt octomber month Constant and the constant CIVIL & Mechanical 2 Q 0 2 ee A 2 00 Ż t 19 ile AGEE 38] 2 52 3 DATE-FROM- BI | 15 | 1710 3 0 | 1 0 | 17 2 2 35 7 2 0 NAVODAYA INSTITUTE OF TECHNOLOGY RAICHUR Sale and 7 7 5 2 7 7 7 7 7 1 ¢ 1 2 0 3 all a a fa 1 16 2 7 Class rooms cleaning & moping , benches Cleaning of surrondings of dept blocks . rooms, staff rooms, class rooms, labs & Wet moping (Corridors / stair cases) & Garbage clearing from all rooms (HOD Wet moping, toilets cleaning & wet 8:45 AM TO 9:15 AM Floor checking , cleaning wherever COLLEGE CAMPUS SWEEPING, CLEANING S. COLLEGE CAMPUS ACTIVITY Floor sweeping (Total) & desky cleaning toilets cleaning Lunch break MORNING MORNING EVENING EVENING required. tolletes). Inoping Break 10:45 To 12:45 PM 10:30 To 10:45 12:45 To 2 PM 2 PM To 3 PM 3 PM To 4 PM 9:30 To 10:30 Signature of Supervisor: 9:15 To 9:30 Signature of Managers TIME 4 To 5 PM SL.NO s 9 r 90 1 en.

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