



N.A.A.C. Re-ACCREDITED

A

College of Social Work (Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

SOP for the Laptop Bank



College of Social Work initiated the laptop bank from 2015

Understanding that all the students are not able to afford a laptop for research and project work, the college has initiated the laptop bank from 2015 so that the students can borrow a laptop from the college and use it for the purpose of academics only in order to improve in their academic performance. The below guidelines are followed by the laptop bank committee and students for the smooth functioning, sustainability and responsibility to ensure the good use and upkeep of the laptop bank services provided by the college.

Guidelines:

The Students contacts the AV Unit for the need of a laptop. They are further requested to submit a written application to the Principal. The principal sanctions the application form and forwards the same to the Audio Visual unit in charge who accesses the availability of the laptop and issues the laptop to the student.

Certain criteria is taken into consideration

1. Priority is given to the MSW research students from socio economically weaker sections
2. While assigning the laptop the AV Unit in-charge notes down the **Laptop Model Name** and **Serial Number** on the sanctioned application of the student.
3. An Undertaking is taken from the students that the laptop will be returned in working condition within 15 days.
4. In case the student wants to extend beyond the period of 15 days an extension application is received and if there are no waitlist students applying for a laptop. The Laptop will be assigned depending on the availability and at the discretion of the Laptop Bank Committee.
5. If the laptop returned is not in working condition the students will bear the cost of any damage done to the laptop. For any technical issues the college will bear the cost of repairs.
6. Students are given the laptop only for research and project purpose and no other data must be saved on the laptop.
7. At the time when the laptop is returned it is duly checked by the AV Unit and noted on their application form. It is ensured that no data of the student is saved. If the Research data is found, the student is requested to copy the same on their pen drives.
8. Formatting of the Laptop is done on a regular basis by the Audio visual Unit In – charge and sent for maintenance if needed to the College AMC personnel.

Format of the application includes:

1. Name
2. class
3. Permanent and current address of the students
4. Contact details
5. Signature of the student
6. Date of application
7. Undertaking
8. Signature of the Principal

Laptop Bank Committee Members

- Principal
- Administrator
- AV Unit In charge
- Computer lab coordinator
- Librarian

