



The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.

Plan for Physical Resources & Technical Infrastructure

A. PROTECTION OF TECHNICAL INFRASTRUCTURE

Responsible person of the plan: This plan was established, and is being used by the Information Technology (IT) personnel.

Scope of the plan: This plan ensures the privacy, safety, and security of data contained within the institution's networks and computer system. This enables accurate reporting, visibility, and blocking of unsafe content and emergency back up for technical services. In this plan antivirus software is kept in PCs for Malicious Content Prevention. In this plan, Desktop User Rights is Restricted in campus PCs, from software installation without IT personnel approval. This controls what software is running on the network and helps prevent and limit malicious software installations. This protection plan is made public by posting in computer lab and in the main lobby of the campus.

Revision of the plan: This plan is used by the users, collected the survey, reviewed and revised for improvement as necessary, annually, by the staff meeting and/or by Advisory body. The revision of the plan notifies to all the stakeholders of the campus by keeping the revised plan in the lobby of the campus.

B. PLAN FOR FACILITY & TECHNICAL INFRASTRUCTURE IMPROVEMENTS

| Facility & Technical Infrastructure Improvements | | | | |
|---|--------------------------------|-----------------------------------|-------------------------------|--|
| <u>Topic of Improvement</u> | Implementation Timeline | Evidence of Implementation | Total Cost (Estimated) | Responsible Personnel |
| <u>1.Repair Water Fountain</u> | 12/2019 | Requisition repair | \$ 70 | Facility Coordinator, Prem Adhikari |

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|---|---------------|--|--|--|
| 2. Equipment/Supplies Reorganized office rooms for easy access to students for the required services Use of computer based (iCloud) system including Scanner and other accessories for student records. Make Lab Materials rack for Pharmacy Tech | 01/2020 | Already asked vender to provide Estimate | \$50 | Director, Dr Prem Adhikari |
| | Feb 2020 | Student Records | \$100 | |
| | 01/2020 | Already asked the handy man for this job | \$ 200 | |
| 3. Compliances: Post all the Certificates including TWC, Fire Dept approvals, COE Approval visible to all the guests Revise operational procedures to improve quality of services students | January 2020 | Already moved to the proper place | Total Cost (Estimated) 0 \$ | CAO, Priyanka Ayer |
| | January 2020 | E-mails & discussed Other Correspondence | | |
| 4. Personnel: Provide staff training on policies and procedures about COE | February 2020 | Discussed on Staff Meeting | Minute | CAO, Priyanka Ayer |
| 4. Addition of Media Materials: I. Add one computer in Media room and testing center II. Add new Learning Management System (LMS), Moodle to use for Hybrid system of delivery as needed | March 2020 | Purchasing coordinator is looking for discounted vendor to make the purchase | \$700 | Facility Coordinator Dr Arjun A Director, Dr Prem A |
| | April 2020 | Director is communicating with the technical person of the Moodle | \$200 | |