IT Policy

The IT infrastructure of the Institution is regularly updated. The requirements will be obtained from the departments as the first step. Based on the requirements, quotations will be drawn from three vendors. The vendor for the purchase of IT equipment will be decided after obtaining approval from the Secretary. The students will give feedback about the computers and other equipment which will be updated by the Hardware Engineer.

The Institution has 5 Computer labs and 432 Computers. There is1 browsing centre and 32 high-speed internet FTTH connections with Wi-Fi facility. During the COVID-19 pandemic, the Wi-Fi connections were of great assistance to the teachers in handling online classes. The College has licensed Office Windows 10 software, 100 nos., CLARITY S Net 1 no. and 42 K7 Antivirus. There is separate software namely Easy 5.0 for Students' Admission, Fees payment, and Examination section. There are 57 LCD Projectors and 5 Smart Boards. Video Conferencing facility is available in the Seminar Halls, Auditorium, e-Conference Hall and DC Meeting Hall.

1. Systems and Procedures for maintaining and Utilizing Computers

Computer Maintenance is very important for keeping the computer systems running smoothly in an educational institution. Computers shall be maintained in accordance with good maintenance practices. To ensure the effective functioning of computer systems, the following procedures for maintenance and utility are laid down:

➢ The Programmer is in-charge of maintaining computer systems in a Laboratory.

➢ The Programmer shall make sure that the configuration of each system is displayed. He / she shall maintain Stock Register with Date of Purchase of Equipment, Bill copy of each purchase obtained from the College Office, Serial numbers of Monitors, Hard Disks, RAMs, SMPS, Keyboards, Mouse, CD Drive (if any) details of the unused Hard Disks, RAMs and other equipment.

- The System Administrator shall enable the programmers to install the current Operating System updates, software, maintain current and uniform anti-virus software in all the computer systems.

- The Programmer shall ensure that every CPU is locked and sealed.

- A Log Register shall be maintained and duly signed by the respective practical in-charge.

- The Programmer shall be ready for an Audit likely to be held every three months. The Auditor Team shall comprise of the Administrative Advisor, IQAC Coordinator, ISO Coordinator, Bursar, Respective Head, System Administrator, Hardware Engineer.

- In case of malfunction of any systems in the Laboratory, the Programmer shall inform the System Administrator. The System Administrator shall fill in the prescribed Form for Repair. He / She shall instruct the hardware engineer to repair the same. If there is any request of any spare, it may be notified to the System Administrator, the Purchase Coordinator and the Bursar.

- After purchasing the spares, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased spare may be handed over to the Hardware Engineer, the Programmer and the concerned HoD.

- The Hardware Engineer shall also keep and maintain the spare parts purchased with proper approval from the concerned HoD.

2. **Systems and procedures for maintenance and utility of LCD Projectors and Smart Boards**

- The Hardware Engineer shall be responsible for the maintenance of LCD Projectors and Smart Boards.

- The Hardware Engineer shall fill up the prescribed Form for Repair in the event of any malfunction.

- The filled in Form for Repair shall be signed by the Purchase Coordinator and the Bursar.

- After purchasing the spares, the Hardware Engineer shall avail the outsourcing services based on circumstances.

3. Systems and procedures for maintenance and utility of Software, Wi-Fi, LAN, Broadband and Telephone connections

- ➤ The Software in-charge is responsible for the maintenance of software in computer systems.

- ➤ He/she shall enable the programmers to install the current Operating System updates, software, maintain current and uniform anti-virus software in all the computer systems.

- ➤ He/she is also the in-charge of the record keeping and maintenance of Wi-Fi, LAN, Broad bands and telephone connections.

- ➤ In the event of any malfunction of the available software, the Administrative Heads shall inform the Software in-charge.

- ➤ The Software in-charge shall fill in the prescribed Form for Repair, requesting any software, duly signed by the Bursar and the Purchase Coordinator.

- ➤ After purchasing the software, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased software may be handed over to the Software in-charge and the Programmer.

PRINCIPAL

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