DYAL SINGH COLLEGE, KARNAL

Established in 1949
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INFORMATION TECHNOLOGY POLICY

INFORMATION TECHNOLOGY (I.T.) POLICY

The college has adequate number of the computers with internet connections and the utility software located in the Principal Office, Administrative office, Laboratories, Library, Departments, NSS and NCC rooms etc. All the stakeholders have equal opportunity to use these facilities as per the rules and the policies of the institution. The Administrative office computers which are connected through the LAN are loaded with necessary office software to ensure systematic and efficient discharge of office work and their use is restricted only to the office staff. The central computer laboratory connected in LAN is open for the students as time permits them. Computers, Laptops and printers in different departments are available for use by the faculty members.

Type	Total Computers	Computer Lab	Office	Departments
Existing	286	242	12	32
Added	1	0	0	1
Total	287	242	12	33

Business Lab: Recognizing the importance of much needed practical exposure to students in the field of Trade, Business and Commerce, a Business Lab has been established in the College. The lab provides practical orientation to students by linking the subject syllabi with practical training in the lab. The Lab is equipped with sufficient number of computers loaded with Tally software.

ICT Facilities

- Facility of Wi-fi in campus
- Computer Facility in every department
- Additional Laptops wherever required
- Smart classrooms
- Computer Labs
- Interactive Board Lifetime Microsoft Teams License for taking online classes
- Cisco WebEx for conducting online extension lectures or meetings.

USERS

The following guidelines are followed to increase the maximum utilizations of the labs in the college:

- Students aren't allowed to disconnect the computers or monitors power supply. Students are held responsible for any damage caused by them.

- Students connect their personal computers to wireless network points under the supervision of lab technicians.

- Each person use his/her ID card to enter in the computer labs.

- No advertising material is permitted in the laboratories.

- Computers are not left unattended for more than 15 minutes.

- Students are not allowed to install software on to the lab. Any software is installed by technicians only.

The following guidelines are followed to install software and monitor the piracy:

- System requirements are checked by the IT technician before installing any software.

- Distributing or sharing of software to unauthorized person is highly prohibited in the college.

- Software packages not covering the curriculum and are no longer in use are uninstalled.

The following guidelines are followed to secure the network to avoid the un-authorized access:

- Only IT technician team of the college is allowed to install and deploy IT equipments and software in the college campus.

- Access to systems and their data is protected so that information is denied to unauthorized users. All the IT equipments of our institutions are accessed through authorized username and password only.

- Antivirus software is installed in all computers to prevent malwares, worms, viruses spread into network.

- End user is restricted to install software or change the configuration of IT equipments by the user level privileges in their accounts.

- Key areas of the college are monitored through CCTV cameras as per surveillance policy of the college.

NEW PURCHASE STEPS

The following procedure is followed for IT asset inventory management in our college:

- Authorized staffs raise the purchase indent to the Principal based on the requirements with detailed configuration. After the approval, purchase committee will get the quotations from multiple vendors.

- Negotiation process may be followed to get the final price in front of the Principal and vendors.

- After completion of negotiation, purchase committee identify the vendor with best offer. Eligible vendor is given purchase order.

Responsibilities of Vendor

- Keep and ensure timely date of product from vendor.

- At the time of delivery of products, vendor should submit the delivery challan or invoice to the college with seal and signature.

- IT assets are installed by vendors through authorized technical experts to ensure there is no physical damage in their products and produce installation and warranty reports.

- IT assets may be moved from one location to another location based on needs by the IT helpdesk team after approval from the Principal.

- Periodic stock verification may be followed for all IT assets by the stock verification team which is constituted by the Principal.

- After the completion of stock verification, the team submits the detailed report to the Principal.

MAINTENANCE

The following procedures are followed for maintenance of computer lab in the Institution:

- Preventive maintenance scheduled is analyzed periodically.

- AMC concept is followed for sensitive and costly equipments.

- Service request or purchase request is raised by the IT team to the Principal if there is any major failure occurred in the equipment or parts of equipment

- Computers and IT assets of the college are preferably covered with on-site comprehensive warranty. After the expiry of warranty period, IT assets are looked after by the lab technicians of the college.

The following is the procedure of warranty claim:

- Complaint request is given to vendor who issues the reference number against the complaint request.

- Based on complaint, vendor's technical person comes to on-site to observe the complaint and service or replace the equipment or part of equipment.

- After completion of service equipment, college technician will verify the equipment status report to close the complaint request.

E-WASTE DISPOSAL

Institution has e-waste management committee to monitor the e-waste disposal in proper manner. Also, we provide orientation to our students and staff how to dispose the e-waste in systematic manner through pollution control departments and agencies.

- When IT assets have reached the end of their life, IT team recommend the asset disposal as e-waste through proper manner.

- E-waste disposal team will follow the guidelines for disposal of e-waste

Two key principles are followed for disposal of unused or out dated electrical and electronic appliances of the college:

- Return to Manufacturer for recycle.

- Dispose as scrap through vendors.

(Dr Ashima Gakhar)
Principal

(Sushil Kumar)
Convener
IQAC

(Dr Kushal Pal)
Incharge
Quality Policies