



## Policy No. 9

### IT ADMINISTRATION POLICY

	<b>Policy Title: IT Administration Policy</b>	
1.	<b>Administration Policy Number (APN):XXXX/XX/XX (Suggested By IQAC)</b>	<b>Functional Area: Administrative</b>
2.	Brief Description of the policy	IT related infrastructure procurement and maintenance
3.	Drafting	IQAC
4.	Policy Applies to:	It Administrative committee
5.	Effective from the date:	20/06/2018
6.	Approved by:	Principal
7.	Responsible authority	Computer Department
8.	Superseding authority	Principal
9.	Last Reviewed/ Updated:	-----
10.	Main Objectives of the policy	<ol style="list-style-type: none"> <li>1. Timely review of requirement, Planning for procurement and Maintenance of the IT infrastructure of the college.</li> <li>2. To provide IT facilities to assist staff, students.</li> <li>3. To make student teachers and staff aware and responsible for the protection of the IT network.</li> <li>4. To facilitate an effective</li> </ol>



		availability of network at all times. 5. To resolution of any network problems 6. To minimize interruptions in the IT service.
11.	References for the policy	University of KBCNMU/UGC guidelines.

### **Introduction:**

There for appropriate use, maintenance and up-gradation of Information Technology related infrastructure and Services to support the Institute's teaching, Research , administrative, and service functions.

### **Policy Statement:-**

Computer department is responsible for maintaining the network, servers, workstations and peripherals, license renewals, software upgrades, AMC and IT support to ensure that quality is maintained at reasonable cost.

### **Definitions:**

IT equipment means desktop computers, iPad, laptops, smart phones, servers, monitors, printers, audio-visual equipment's, software, network equipment, Telecommunication equipment's and CCTV but excludes IT consumables such as printer cartridges.

### **Policy Objectives**

1. Maintenance of IT infrastructure
2. To provide IT Facilities to assist staff, students and other authorized users to conduct bonafide academic and administrative pursuits.
3. To ensure that all users must accept full responsibility for using the IT
4. To make the system administrators and users aware and responsible for the protection of the IT network.
5. To facilitate an effective availability of network at all times, and rapid tracking down and resolution of any network problems.
6. To minimize interruptions in the IT services.

