IT Policy at R. A. Podar College

Need for IT Policy: IT policy is very much needed for the college. This policy document provides guidelines for purchasing IT equipment for the college within the restricted framework.

Purchase: IT equipment are purchased as per the Academic and Administrative requirement on time to time after following due procedure decided by the Purchase Committee of the college.

Licenses: Genuine licenses are purchased directly form the developer or from the approved vendors of the company.

Budget: A provision of allocation of funds is made out of college development funds for purchase of IT equipment.

Purchase of IT under Schemes: Podar College is covered under section 2(F) 12 (B) Act of UGC 1956. As per the UGC guidelines our college is eligible to receive fund for Merged Scheme and College Development Scheme. As and when notifications come from UGC, our college applies for the scheme. Under the UGC scheme, we purchase IT equipment as per the guidelines and maintain proper record of the same. We also receive funds from RUSA 2.0 under Component -8 towards Enhancing Quality and Excellence in Select Autonomous Collages. We purchase IT items under this scheme also.

Maintenance:

1. Company's guarantee /warrantee is availed as per the manufacture's guidelines agreed upon by the college management.
2. Annual AMCs are given for IT equipment with acceptable terms and conditions

Safety and Security: A firewall has been installed to protect unwarranted information and protect our IT infrastructure from malicious software and virus popup through internet access. Each and every machine is also installed with Seqrite anti-virus endpoint security software to protect end user's data.

Dedicated Email to Staff and Faculty: College has created institutional email ids for each and every staff and faculty members of the college for academic and office communication.

Weeding out IT equipment: The IT equipment which become old and obsolete, a list of such items ae prepared and technical report from the expert is taken about its working conditions and usability. One we receive the technical report, machines which may be useful are retained for college use and other items are referred to the Dead Stock Committee for necessary action.

Dr Shobana Vasudevan

Principal