Pt. Mohan Lal S.D. College for Women Gurdaspur

IT POLICY

Principal

Dr. (Mrs.) Neeru Sharma

IT Policy

The Institute has an IT policy covering all major areas like ICT enabled teaching learning, Wi-Fi, cyber security, software upgradation, ERP system, etc. which is updated or amended whenever required as per the need of the institute. The initiative to develop an IT Policy of the college is inspired by the tremendous potential of IT for enhancing outreach and improving quality of education. This policy endeavours to provide guidelines to support our stakeholders in optimizing the use of IT resources.

Objective:

- To devise, catalyse, support and sustain IT and IT enabled activities and processes in order to improve access, quality and efficiency in the education system of the college.
- To emphasize and integrate IT education to foster digital literacy and innovation as per National Education Policy (NEP).
- To prioritize the promotion of digital education initiatives to enhance accessibility, affordability, and quality of learning opportunities for all.

Goals:

- To maintain, secure and ensure appropriate use of Information technology infrastructure established by the institution on the campus.
- To work as a guide to stakeholders in the usage of the institution's computing facilities including computer hardware, software, email, information resources, intranet and internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations. IT hardware installation and maintenance guidelines.

Policy:

- IT hardware installation and maintenance should be performed by the technical expert and incharges of IT Club.
- IT hardware installation and maintenance services are provided only after receiving an approval from the principal and incharges of IT Club.

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- Maintenance of computer systems should be done periodically.
- Managing e-waste such as written off instruments / equipment's, CRTs, printers, computers, batteries under supervision of Scrap Disposal committee.

Software installation and licensing guidelines:

• IT policy allows authorized and open-source software installation on the institution computers.

• Antivirus software need to be procured and installed in the systems.

Web Site hosting guidelines:

• Institution website should be used to provide academic and administrative information for its stake holders.

• The contents hosted on website should be correct and clear.

• Technical Expert is responsible for content updation and maintenance of the website.

E-waste Management:

• The institution has undertaken a number of E-waste management initiatives with the objective of creating an eco-friendly environment in the campus.

• The major e-waste such as written off instruments / equipment's, CRTs, printers, computers are sold out.

• UPS Batteries are recharged / repaired / exchanged by the suppliers.

• All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.

• The waste compact discs and other disposable non-hazardous items are used by students for decoration.

• The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.

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