



GOVERNMENT OF WEST BENGAL

Office of the Principal
Maulana Azad College



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POLICY, MANAGEMENT AND STRATEGY OF IT & ICT INFRASTRUCTURE

A. The Policy:

The IT & ICT Policy at Maulana Azad College is established to ensure the fair and transparent use of the college's extensive IT & ICT resources by students, faculty, staff, management, visiting guests, research scholars, and other authorized users. The college features a comprehensive IT & ICT infrastructure across campus buildings and the boys' and girls' hostels. The following Resources comes under the purview of the IT & ICT policy:

IT Hardware

- Desktop/Laptop facilities
- Documentation facilities (Printers/Scanners)
- Photocopiers
- Digital Notice Boards
- CCTV Surveillance
- Local Area Network (LAN) Devices (wired /wireless) and Hotspot
- OPAC-Kiosk
- Barcode Scanner

ICT Hardware

- Digital Interactive Boards with live streaming and recording devices
- Microphone and Laser pointer
- LCD Projectors

IT Infrastructure

- Official Website
- High-speed Internet services
- Student's Fee Payment Gateways
- NLIST-INFLIBNET and DELNET connectivity

Other ICT Tools

- Social Media Platforms of the College (Instagram, Twitter-X, Facebook, YouTube)
- Online Class, Webinar and Meeting Platforms of the College (Zoom, Google Meet)

Software

- Windows
- Ms Office 365
- Antivirus Quick Heal
- Tally
- Linux
- MatLab
- KOHA
- OPAC
- Python
- R
- C++
- Fortran
- ChemDraw
- Gaussian 09
- Gaussview06
- DSpace
- HRMS-WBIFMS

Cloud Services

- Google Workspace for Education (G-Suite)
- Data Storage (Google Workspace)
- Learning Management System (AIMES Cloud based)
- AIMES Core-Student Data Base Management System
- Open Educational Repository (OER)

All faculties, students, staff, departments, authorized visitors, visiting faculty, and others permitted to use the college's IT & ICT infrastructure, must comply with the established guidelines to ensure secure, ethical usage and efficient operation of the resources.

Principal
Maulana Azad College
Kolkata
Govt. of West Bengal



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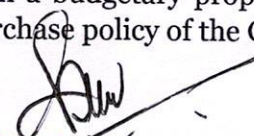
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B. Management:


1.
 - To administer, manage, and regulate IT-related operations on campus regularly.
 - To modify procedures to reflect changing technology, the evolving needs of the IT user community, and updated operating procedures.
 - To inform users about the steps taken to manage the network effectively
 - To develop an annual plan for introducing new technologies in line with NEP 2020 standards.
 - To establish provisions for prioritizing the upgrading of IT-related products and IT-enabled services on campus in accordance with the visions of NEP 2020.
 - To allocate annual maintenance expenses to ensure maximum uptime of IT products.
 - To ensure that IT products and services are updated and available 24x7 on campus, in accordance with policies lay down by the College Management.
2.
 - Provision of up gradation of IT Resources is managed time to time by IT subcommittee.
 - Align IT resources with academic programs as per UGC, CU and other regulatory guidelines.
 - Procure additional PCs to replace non-functional units from the COVID period and expand current inventory.
 - Upgrade LAN infrastructure to optical fibre and transition last-mile connections to CAT 6 cables.
 - Enhance internet speed by replacing ISP link cables with CAT 8 patch cords and upgrade the internet broadband service pack
 - Upgrade the Wireless routers for improved campus-wide Wi-Fi connectivity
 - Improve PC performance with upgrades to 4 GB RAM and 250 GB SSDs.
 - Enhance the Learning Management System (LMS) with advanced features.
 - Integrate teaching-learning tools into Google Workspace for Education (G-Suite) to support larger online classes.
 - Install more HD DVR surveillance systems and closed-circuit cameras in key college areas.
 - Establish an audio-visual setup in the Language Lab.
 - Deploy Digital Interactive boards in classrooms.
 - Expand the number of computer laboratories.

C. Strategy:

1. At the beginning of each FY, Department Heads submit IT/ICT maintenance and upgrade requests to the Purchase Advisory Committees. A budget is then prepared by the College and then submitted to the Higher Education Department of West Bengal, which allocates funds and development grants. The purchase process involves inviting tender quotations through newspaper advertisements, issuing work orders, and receiving supplies from vendors.
2. Annual Maintenance Contracts are also procured through the Tender process described above in the beginning of each FY.
3. For purchase of computer peripherals, online e-Bidding via GEM-India portal is performed following the standard purchase policy of the Govt. of West Bengal.
4. For purchase of IT/ICT resources, the college authority can directly approach WBSIDCL/WEBEL with a budgetary proposal. These agencies will then arrange procurement following the standard purchase policy of the Govt. of West Bengal.


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