

D.S.T.S. Mandal's
COLLEGE OF PHARMACY, SOLAPUR

Approved by: A.I.C.T.E. & P.C.I., New Delhi
Kannada Linguistic Minority Institute, Affiliated to P.A.H. Solapur University, Solapur
Email: pharmacycol@yahoo.com ☎ : (0217) 2343760 Visit us at www.pharmacycol.com

POLICY ON IT ADMINISTRATION

Functional Area: Administrative

Objectives:

1. To provide IT facilities to assist staff, students and other authorized users to conduct academic administrative and research activities.
2. Timely review of requirements and procurement of IT infrastructure.
3. To carry out maintenance activities of the IT infrastructure of the college.
4. To ensure the use of IT Facilities in ethical and legal manner with respect to the user privacy and rights.
5. To make the system administrators and users aware and responsible for the protection of the IT network.
6. To support for effective availability of network and troubleshoot of related problems to minimize interruptions
7. To support on up-gradation of IT facilities

Responsible Authority: Computer section in charge

Introduction:

It is needed to provide policy on timely provision to use, troubleshoot, maintenance and up-gradation of IT infrastructure and services to assist staff, students and other authorized users to conduct academic administrative and research activities.

IT resources and services include collection of requirements from the office, faculty and students according to the need as well as recommendations from the regulatory authorities, authorized use of the available facility to make its optimal use and maintenance of hardware and software using Licensed/Open source software, provide protection against risk of virus and malware. The students and staff are required to follow all the provided rules and regulations of the IT Policy.

Policy Statement:

The policy is provided to make sure the timely provision of IT related equipment, services and facilities, support, maintenance and integration activities.

IT Section is responsible for the said activities for procurements, maintenance of computers, projectors, printers, scanners, network, servers and internet provision.



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Procedures:

Procurement of IT hardware, software and services

- IT related requirements are raised by office and faculty by formally applying to the Principal.
- The requirements for the Institute priority wise as per the budget allotted is compiled and quotations are received from the respective service providers
- The quotations are compared and comparative statement is submitted to the purchase committee.
- The higher authorities through purchase committee approve the purchase of the requirements on priority basis.
- After purchase, installation of the received IT requirements by the IT section and distribution to the different sections through the store department by recording in the stock register.

Registering an issue or problem and Support

- IT Section is responsible to provide recommendations and support for hardware and software.
- IT Section is responsible to coordinate with the faculty, purchase committee, accounts section and service provider to provide support and maintenance for hardware and software.
- In case of any technical problem, the user will raise the feedback to the IT section to make arrangements on the maintenance







Principal
D.S.T.S. Mandal's College of Pharmacy
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Good Computer Lab Practices: Standard Operating Procedure for Use of Computer Laboratories

STANDARD OPERATING PROCEDURE		
D.S.T.S. MANDAL'S COLLEGE OF PHARMACY, SOLAPUR		
SOP No: COP/CL/GEN/001	Dept. of Quality Assurance	Page No: of01.....
Version No: 01	"GOOD COMPUTER LAB PRACTICES"	Effective Date: 02/01/2013
1.0 Objective: To provide guidelines for Good Computer Lab Practices.		
2.0 Scope: These guidelines are applicable to Computer Lab.		
3.0 Responsibility: All teaching, non-teaching Staff and Students		
4.0 Accountability: Computer Lab Incharge		
5.0 PROCEDURE: 5.1 Students are prohibited to enter the lab unless authorized by the teacher. 5.2 All users should record the use of computers in the Computer Logbook. 5.3 Do not eat or drink in the laboratory. 5.4 The Lab should be kept clean and tidy at all times. 5.5 Internet facility is strictly for educational purposes ONLY. 5.6 Students should be aware of correct posture guidelines for using computer. 5.7 Avoid stepping on electrical wires or any other computer cables. 5.8 Do not insert clips/pins/needles into computer casings as they may cause fire. 5.9 Do not connect or disconnect any plug or cable without your teacher's permission. 5.10 Do not remove or load any software into the computer. 5.11 Keep all liquids away from computers and electrical equipment in the lab. 5.12 Do not delete files present in <i>Document and Settings</i> , <i>Windows</i> or <i>System</i> folder. 5.13 Do not change the <i>BIOS settings</i> and <i>Display</i> properties without teacher's permission. 5.14 Do not use pen drives or USB drives, as virus could infect the desktop. 5.15 Do not move the computer around when it is ON. 5.16 Do not try to service the computer yourself as it may damage the computer. 5.17 Do not open the CPU casing or monitor casing particularly when the power is turned on. 5.18 Some internal components hold fatal electric voltages of up to 30000 volts. 5.19 Don't turn off the system using the power ON/OFF switch. 5.20 Always "Shut Down" and then switch-off the main power. 5.21 Report fires or accidents or any broken plugs or electrical wires immediately. 5.22 Turn off the computer after use and switch off all power supplies before leaving the lab.		
6.0. ABBREVIATIONS: CPU- Central processing unit USB- Universal serial bus BIOS- Basic input-output system		

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