



## **POLICIES & PROCEDURES FOR MAINTAINING INTERNET & COMPUTERS**

### **IT & Internet:**

1. The college website shall be maintained and updated regularly by AMC and technologies are updated regularly by the IT department.
2. The website committee shall continuously monitor the maintenance of the website.
3. Campus shall have separate server room which maintains all internet related issues (up-dation, maintenance, repair and installation).
4. All broadband services to all departments are distributed and maintained by IT department.
5. Purchase, updation and installation of essential software's shall performed by technicians of IT department.

6. All IT related systems shall be in good repair and maintained within 24 hours.
7. CCTV cameras shall be maintained by a technically sound agency which shall be covered under AMC.
8. The College Surveillance camera system shall be under IT administrator.

**Computers:**

1. IT team takes care of smooth running of automation , up-gradation and maintenance of computers college websites, biometric services, hardware maintenance, networking equipments including internet connectivity, procurement of hardware, software.
2. Centralized computer laboratory established to enrich the students.
3. ERP software is used for maintaining faculty and students details.
4. Each Department having appropriate computer for their requirements.
5. Internet and WIFI Enabled campus.
6. Open access journals facilities are available.

**Surveillance Cameras:** Entire campus is packed with adequate number of CCTV cameras in different locations round the clock for monitoring. The Maintenance of cameras will be taken care by the IT department from time to time.