Tara Government College Sangareddy
(Autonomous)

An ISO 9001: 2015 certified college

IT POLICY

The below mentioned points form part of IT policy of Tara Government College Sangareddy (A). After going through the requirements of the college in terms of IT, the policy has been formulated. The policy tells us that all required IT resources will be provided (and maintained) to the stakeholders of the college (Students: UG, PG, Research, Employees, Faculty, Administrative Staff and other personnel who come under the category) based on the available funds. It will see that the quality services will meet the standards. Goal of IT policy is to see that objectives of college are met such as student-computer ratio.

1. All required computer devices will be provided to the stakeholders. This includes Desktop computer systems to the staff, both teaching and non- teaching, students and other stakeholders.

2. All the above-mentioned systems will be provided with internet facility with adequate bandwidth.

3. The students can utilise services of internet from the internet centre of the college.

4. All devices related to IT will be purchased from authorised dealers and from standard firms only. The purchases will be made as per the purchase policy of the college.

5. All the stakeholders shall be sensitised about the data usage and responsible browsing.

6. There is no compromise on the responsible behaviour while using internet.

7. All connectivity issues will be resolved immediately i.e., issues such as Wi-Fi.

8. Data back up will be done on periodical basis.

9. All the students will be sensitised about the responsibilities of using and maintaining IT devices.

10. Budgetary allocations for IT upgradation and new purchases are done on a periodical basis and based on requirements.

11. The institution recognises importance of security of the stakeholders and utilises the services of IT such as CC cameras in the college.

12. The students and staff are permitted to bring their mobile phones into the college and they must abide by mobile phone policy of the college.

13. The students will not be permitted to bring any other internet devices into the classroom without proper permission.

14. Institution provides Wi-Fi to all its stakeholders.

15. The college has computer labs, TSKC and Internet centre. Students can use IT devices during their classes / lab timings and any other timings.

16. The college has adequate number of printers, scanners and photocopying machines. They were purchased after following the procedures in vogue. The college will follow the same policy while making purchases in future also.

17. The college accepts IT related devices and software from donors and other philanthropists.

18. The stakeholders are sensitised lucidly on the copyrights and its violation.

19. The stakeholders or users of devices are adequately informed of the responsible usage of devices, internet and other browsing processes.

20. The college has a dedicated website. The stakeholders shall bring to the notice of the college, through proper channel, about the services required / changes to be made in the website to meet requirement of students and other stakeholders.

21. This IT policy document will be periodically emended since IT is an ever-growing component and technology is an inalienable element in imparting quality education.

22. List of IT and IT related material / devices in the college

    a) Desktop Computers

    b) Laptops

    c) Colour Printers

    d) B/w Printers

e) Photocopy Machines

f) LCD Projectors

g) Equipment in Virtual class room

h) Scanners

i) Over Head Projectors

j) Wi-Fi routers

k) Mana TV and its equipment

l) Audio equipment.