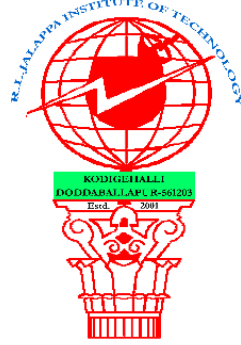# IT POLICY

(IT policy - 2023)

(Revised Version of IT policy -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/008

Approved by Institute Council Meeting on 30/01/2023

Sri Devaraj Urs Educational Trust (R.)

R. L. Jalappa Institute of Technology

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

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PRINCIPAL
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur-561203, Karnataka.

Recommendations of the Institution Council for the revision of approval IT policy**.**

History of changes in IT Policy

Sl. No.	Newly Added/Revised	IT Policy 2018	IT Policy 2023
1	Student Performance Monitory and Dissemination	Not Available	Available
2	Library	Not Available	Available

R. L. JALAPPA INSTITUTE OF TECHNOLOGY

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Ref. No. RLJIT /NAAC/2022-23/Policies/008

IT Policy

Policy statement:

RLJIT E -governance envisages with the sole vision of enhancing the system of governance for development of the institute byleveraging new and cutting edge technologies.

Scope:

This policy applies to:

- All Institution offices, departments and learning areas, including specifically the IT group.
- All IT systems or applications managed by the Institution that store, process or transmit information, including network and computer hardware, software and applications.

Objectives:

The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics, placements a staged manner. As a result, the institution has adopted a formal approach to operate and maintain the IT infrastructure.

The objective of this policy is to

- Implementation of E-governance in various functioning of the institute.
- Promoting Transparency and accountability.
- To maintain data on secure environment.
- Achieve convenience in multiple disciplines of the institution.

Policy Implementation:

The ICT committee is responsible for implementation and monitoring of the policy.

ERP Features

- Student Admission-Student admission process is carried out by collecting all the details pertaining to either CET/Management etc.

- Student daily attendance - Faculty can maintain the student attendance in ERP on daily basis.

- Student Marks Entry (both CIE and SEE): Faculty can able to enter the CIE marks in ERP and appropriate reports can be generated. Marks and attendance is sent to parents through SMS.

- Student Feedback: Students can give their feedback at the end of the semester about various parameters including academics.

- Faculty and Staff Details- Stores personal details of faculty and staff as well as their professional details.

- Faculty and Staff leave system- Faculty and staff can avail leave through ERP system.

- LG Mentoring - Local Guardian details are maintained and updated.

- Exam duty allocation- Allocation of exam duty for faculty is maintained and updated and SMS is sent accordingly.

- Placement Details- Maintains the placement details taking into account of company name drive and no of students placed.

- Accredition work details - Various accredition related information / reports can be maintained and updated.

- Library Management - Library book borrow and return is handled using ERP. Maintaining of books details and updated.

IT ASSET MANAGEMINT

The use of applications or technology services must be approved by the Principal of the institution.

- A list of IT assets shall be prepared and documented, following equipment should be included in the list:

  1. Computer and network hardware (desktops, servers, databases and network devices)

  2. Mobile computing devices (smartphones, tablets, laptops, and external hard drives)

  3. Software (applications, software sources and licenses)

- All computer hardware (as defined above) must be tagged for identification and traceability.

- The list of IT assets shall be updated in the stock register whenever an asset's status location is changed. Before disposing or recycling IT assets, the Institution shall ensure all sensitive information is securely and safely removed

- Proper statutory guidelines shall be followed while disposing e-wastes.

IT INFRASTRUCTURE AND NETWORK

The Institution shall ensure its IT infrastructure availability and performance is continuously monitored. This includes:

- ICT facility shall be provided in classrooms.

- IT laboratories shall be set up with workstations.

- Wired and wireless LAN connectivity with suitable bandwidth shall be provided cater the needs of both academic and administrative cadres

- Setting up monitoring tools on critical components of the network and systems.

- Institution shall setup firewalls to handle and secure the data during administrative and transactional matters.

IT HUMAN RESOURCES

The institution shall recruit the skilled and competent IT staff to cater the need of IT requirements such as.

- IT infrastructure in the classrooms, laboratories, educational and administrative spaces.
- An exclusive administrator for website maintenance shall be appointed.
- The IT staff shall plan and implement IT requirements in the institution.

IT MAINTEANANCE

- The IT maintenance section shall act as the single point of contact for all IT related technical requests.
- The assigned IT Staff shall respond to all requests submitted to the IT maintenance cell within two days of time or on a priority basis as applicable.
- If a request cannot be processed within a two days timeframe, the IT Staff should inform the complainant with adequate reasons.
- The issue shall be brought to the notice of the higher authority for appropriate measures.
- The following key performance records shall be used to monitor IT problems and incidents:
    1. Number of problems and incidents resolved
    2. Number of problems and incidents unresolved, with the time since opened and remarks of why they are still open.

ADMINISTRATION:

Administrative function serves as the key for academic effectiveness in educational institution. Institution to process admissions for programs, hostel, transport etc. using a Suitable ERP Solution.

- Admission process shall be done through the college ERP.
- Attendance system to be used by Administrative staff and teaching faculty to record and track attendance.
- Leave application system is provided online through ERP for staff.
- Examination duty allotment to be done using ERP solution.
- Circulars related to academic matters to be mailed.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paper less.

- The college shall look into opportunities to automate some of its functions related to administration.

PLACEMINT & TRAINING:

Placement to maintain student information & provide access to placement information on their fingertips.

- Circulars pertaining to placements are displayed on ERP.
- Updating the placed student's details.

STUDINT PERFORMANCE MONITORI & DISSEMINATI0N:

The college shall adopt an online system where students and parents can view their attendance and total internal assessment marks at the end of each internal assessment and can report discrepancies, if any. Student's attendance and Internal Performance to be maintained and communicated to the parents through SMS.

LIBRARY:

Entire Library System with respect to books issue and collection, to be automated and Staff & Students to access the library resource in the campus. Access to E- journals & E-resources to be provided within the campus.

COLLEGE WEBSITE AND SOCIAL MEDIA:

The website of the college shall be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by a third party on a secure platform" Along with it, training should be given to the existing staff and persons should be identified who shall undertake the responsibility of website administration and

updating at the college level. Important information & achievements shall be posted in the Social Media.

For the administration of the college website, a Website Committee will be constituted. On a regular basis, the Committee will oversee the process of updating, maintaining, and operating the website, The Committee will highlight the student and staff achievements on the website. Photos of events organised in college ore displayed and updated. All the important notifications have to go live on the website as and when they are released.

RIVISIONS:

The institute reserves the right to revise the terms of this Policy at any time. Any such revisions shall be noted in the revision history of the policy, which are available on the college website and by continuing to use the institute's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

Policy Preparation and Verification Team

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