- EC

Resolution of the Meeting of the ICT Working Committee
Date: 21-03-2016   time: 2.30PM

DCC

Approved   Ratify in EC
R.C. 31/3

Registrar
Pl. ratify in
EC for
NA
R.C.

1. Prof. Ranjan Chakrabarti – Hon'ble Vice-Chancellor - Chairman
2. Dr. J. K. Nandi – Registrar
3. Sri Arindam Bhattacharya – System Analyst
4. Sri Sunil Chandra Mallik – Director, Computer Centre – Convener

R 31/3

Agenda 1 : ICT Working Committee – Power and Function of the Committee

Hon'ble Vice-Chancellor welcomes all the members of the newly Constituted. Convener reported that it is necessary to clearly define the power and function of the newly constituted Committee apart from those as mentioned in the notification vide memo no. VU/R/Noti./310/2016 dated 17-03-2016.

Resolution: After discussion, Hon'ble Vice-Chancellor proposes the following power and functions of the said committee

i. The Committee will look after and revise the job distributions from time to time among the IT officials of the University namely officials of Computer Centre, Programmer/Analyst, Information Scientist, System Manager, DDE.

ii. All IT related policy decision will be taken by the committee for implementation.

iii. Any New IT project proposal and its implementation needs to be approved by this committee.

iv. Any purchase proposal of 'ICT Infrastructure' of more than 1 lacs from University fund/State Govt. fund/UGC fund/RUSA fund/project/any other fund should be examined, accepted and approved by this committee before processing .

v. Allotment of IT components (bulk purchased) will be done by the Hon'ble Vice-Chancellor or the ICT committee.

'ICT Infrastructure' means Computers, Servers, Laptops, Storage and peripheral devices, LAN, WI-FI devices, Security Devices, CCTV Installation, Smart Campus devices, A-V Studio, LED,LCD Projector, Classroom devices, System and Application Software, IP based and non-IP based Audio/ Video and conferencing Equipments and EPABX, Telephone systems, Mobiles.

Agenda 2:   ICT Job classification and revised distribution of workload in the University

- The Committee after careful consideration of the present ICT infrastructure, identified the following areas of working in the University.

   i)   **'Purchase'** of ICT infrastructure from various funding authorities.

   ii)   **'Proposal/ Implementation/Execution'** of new Project as may be decided by the ICT Working Committee.

   iii) **'Maintenance' and Upgradation** of Computer and Peripheral Devices.

   iv)   **'Maintenance' and Upgradation** of System and Application Software Licenses.

   v)   **'Maintenance'and Upgradation** of Campus LAN, WI-FI in the Academic and residential Campus.

   vi)   **Purchase and Implementation** of New CCTV Projects.

   vii) **'Maintenance' and 'Security' of CCTV projects and storage/ archival** of CCTV media clips.

   viii) **'Security'** of Campus LAN and WI-FI Campus.

ix)   NME-ICT/NKN Project and maintenance/upgradation of 1 GB INTERNET LINK

x)   **'Maintenance' and Upgradation** of Website including e-books and e-journals etc.

xi)   **Development and deployment** of Online Applications including Online Admission, online transactions, any other Software as may be required for various academic and administrative departments.

xii)   **Development and Deployment** of Hardware and Software for Directorate of Distance Education.

xiii)   Central Stock Registrar Maintenance

A. 'Purchase':

1. Any purchase Proposal of ICT Infrastructure of more than 1 lacs is to be passed/approved by the ICT working Committee or Vice-Chancellor as first step before the Financial approval and Tender Process.

2. Execution of Purchases will be looked after by the concerned department.

3. Any Central Purchases will be executed by Computer Centre under the ICT Working Committee.

4. Approval of Hon'ble Vice-Chancellor will be required before Final placement of Purchase Order.

B. 'Proposal/ Implementation/Execution' of new Project: by the Concerned Department or as may be decided by the ICT Working Committee.

C. 'Maintenance' and Upgradation of Computer and Peripheral Devices:

The Maintenance of Computer and Peripheral devices will be as per following guidelines:

i)   Programmer/Analyst will be attached to the Director, Computer Centre for their day to day functioning in IT related matters.

ii)   The Maintenance of Computer and Peripheral devices will be done through Annual Maintenance Contract (AMC) by deploying a third party vendor through appropriate tender process.

iii)   The maintenance of computers peripheral devices located in the Academic departments under the Faculty of Arts and Administration will be under the Supervision of Programmer/Analyst.

iv)   The maintenance of Computer peripheral devices located in the faculty of Science, CC, Engg. Dept., Residential Hostels Sports depts. Etc. will be supervised by the Director and System/Analyst of Computer Centre.

v)   The Computers at Central Library will be supervised by Information Scientists.

vi)   The Computer under DDE will be supervised by the System Manager, DDE.

vii)   The Central Stock Registrar of ICT infrastructure will be maintained by the Programmer Department.

viii)   The vendor may be the same.

D. 'Maintenance' and Upgradation of System and Application Software Licenses : To be managed and supervised by the respective departments who is looking after the maintenance of computers.

E. Purchase and Implementation of New CCTV Projects : To be managed and controlled by Director and system analyst of Computer Centre under the ICT Working Committee/CCTV Committee
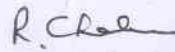
F. 'Maintenance' and 'Security' of CCTV projects and storage/ archival of CCTV media clips:

(i) The Maintenance of CCTV installation and operation will be done through Annual Maintenance Contract (AMC) by deploying a third party vendor through appropriate tender process.

(ii) The CCTV Installation, security and archival/backup at Old Admn. Building, New Admn./Auditorium/ Academic Depts. (IP based) and at VC Bunglow/Guest house will be the responsibility of Director and System Analyst of Computer Centre.

(iii) The CCTV Installation, security and archival/backup DDE building (analog setup) will be the responsibility of System Manager/Incharge of System, DDE.

(iv) The CCTV Installation, security and archival/backup at Computer Science and Central Library will be the responsibility of Head of the Comp. Sc. Dept. and Information Scientists respectively.

(v) The overall operation and maintenance/upgradation will be done under the ICT Working Committee/CCTV Committee.

(vi) Any CCTV Clips will be provided after receiving requisition with due approval of Hon'ble Vice-Chancellor.

(vii) All passwords of CCTV be handed over to the Director, Computer Centre by the Programmer

G. 'Maintenance', Upgradation and operation of Campus LAN, WI-FI in the Academic and residential Campus through AMC by deployment of a third party vendor with residential engineer under the supervision of Director and System Analyst of Computer Centre.

H. 'Security' of Campus LAN and WI-FI Campus : Strictly Under the Director and System Analyst of Computer Centre

I. NME-ICT/NKN Project and maintenance/upgradation of 1 GB INTERNET LINK and its operation under Director and System Analyst of Computer Centre

J. 'Maintenance' and Upgradation of Website including e-books and e-journals etc. under Information Scientists

K. Development and deployment of Online Applications including Online Admission, online transactions, any other Software as may be required for various academic and administrative departments under Information Scientists, Programmer/Analyst.

L. Development and Deployment of Hardware and Software for Directorate of Distance Education under System Manager, DDE who will be controlled by Director, DDE and Director, CC in IT related matters.

M. IP based Audio/ Video and conferencing Equipments and IP EPABX under the Director and System Analyst of Computer Centre.

N. Analog EPABX under the Registrar Dept. and EPABX Committee.

Meeting ended with thanks to the chair.

(Sunil Ch. Mallik)
Convener

(Prof. Ranjan Chakrabarti)
Chairman