

Date

LQAC POLICY

Introduction

ICT Infrastructure is an important element of any higher educational institution. The IITM provides IT Resources for the advancement of the University's educational (teaching and learning) and research. It involves huge investment of the University to create such assets. It is equally important that the infrastructure so created must be used and maintained to be fully operational and used meaningfully to assist and maximizing the gains from these resources. This LQAC policy and procedure manual attempts to provide a guideline document regarding the usage, upkeep, do's and don'ts for the Faculty, Staff and Students.

Objectives:

1. **Ensure High Standards of Equipment:** Regularly monitor and maintain all computer lab equipment to ensure it meets high performance and reliability standards.
2. **Implement Best Practices:** Develop and implement best practices for lab management, including equipment usage, software installation, and security protocols.
3. **Enhance User Experience:** Continuously improve the user experience by soliciting feedback from students and faculty and addressing any issues promptly.
4. **Provide Training and Support:** Offer training sessions and technical support to students and faculty to maximize the effective use of lab resources.
5. **Maintain Software Compliance:** Ensure that all software used in the lab is properly licensed and up to date, and manage software inventory effectively.
6. **Promote a Safe Environment:** Ensure a safe and conducive learning environment by adhering to safety standards and guidelines.



7. **Facilitate Research and Innovation:** Support research and innovation by providing advanced computing resources and facilitating access to specialized software and hardware.
8. **Monitor Lab Utilization:** Track and analyze lab usage data to optimize scheduling, improve resource allocation, and plan for future needs.
9. **Encourage Sustainable Practices:** Promote energy-efficient and environmentally sustainable practices within the computer labs.
10. **Foster Collaboration:** Encourage collaboration among students, faculty, and staff by providing spaces and resources that support group work and interactive learning.
11. **Quality Assurance Reviews:** Conduct regular quality assurance reviews and audits to identify areas for improvement and ensure the lab meets institutional and industry standards.
12. **Innovate and Update:** Keep abreast of technological advancements and continuously update lab facilities to provide state-of-the-art resources for students and faculty.
13. **Documentation and Reporting:** Maintain thorough documentation of lab policies, procedures, and usage statistics, and provide regular reports to the administration on lab performance and needs.

Committee:

To ensure that the above objectives are attained the composition of LQAC committee is as under:

Sr. No.	Designation	Position in committee
1	IT Manager/ Faculty	Coordinator
2	Lab in-charge	Member (One lab in-charge from each Computer Lab)

Functional Duties & Responsibilities:

Coordinator:

- By a strong leadership skill motivate and exercise control on the activities of the Labs technicians and Assistants.



- For new purchase ensure that at least 2-3 quotations are received and proper negotiations are made before recommending to the Director.
- Ensure that Server Room and computer labs maintained properly and all the required services are provided efficiently and effectively to the users.

Committee Members:

The Committee members assist the Coordinator overseeing the organization activities, programs and events taken place in labs including all infrastructures of Institute and software's.

USER RESPONSIBILITIES AND STATEMENT OF PROHIBITED USES

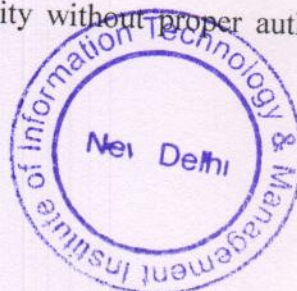
Usage

- Only authorized Users have the privilege to access and use the IT Resources. Access and use is limited to the purposes that are consistent with the instructional (Pedagogy), research, and administrative goals of the IITM.
- Users are prohibited from using any portion of the IT Resources to post or transmit any information, including data, text, files, links, software, chat, collaboration, communication, or other content (Content) that is abusive, disparaging, discriminatory, hostile, combative, threatening, harassing, intimidating, defamatory, pornographic, or obscene.

Users who do not respect the specified Use of IT Resources may be held in violation of this policy.

User Names and Login

- The IITM makes use of a "user name" or "login" that may be different from the User's legal name for using computing, online or other resources. Using someone else's name or assuming someone else's identity without appropriate authorization, however, is a violation of the principles and this policy.
- Users may not use the IT Resources under false name, identification, email address, signature, or other medium of any person or entity without proper authorization. The



University prohibits such use of a User name for the purposes of misrepresentation or an attempt to avoid legal or other obligations.

Any such unethical use may constitute a violation of this policy.

Specific Responsibilities of Users:

Faculty, staff and students with authorized accounts may use the IT facilities for academic purpose, official purpose and for any other purpose so long as such use;

- Does not violate law under IT Act 2000 of government of India.
- Does not interfere with the performance of institute duties or work of an academic nature.
- Does not result in commercial gain or private profit other than that allowed by the Institute.

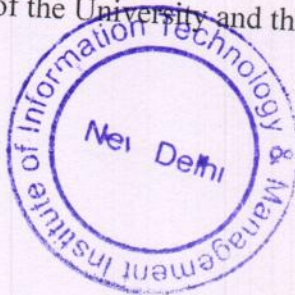
Quality Assurance

The LQAC reserves the right to access, inspect, examine, monitor, intercept, remove, restrict, and take possession of all IITM owned and operated IT Resources, including but not limited to, electronic mail network connectivity, hard disks, printed media, devices, data, software, printers, voice mail, removable media, fax machines, scanners, computers, mobile devices, telephony equipment, connected devices, laptops, documents, and other files.

The LQAC may exercise these rights for various reasons, including but not limited to:

- Ascertaining whether Users are using the systems in accordance with the IT Policy and other guidelines issued from time to time;
- Preventing, investigating, or detecting unauthorized use of the systems;
- Ensuring compliance with applicable regulations.

Users are expected and obligated to use such IT resources in a manner consistent with the purposes, objectives, and mission of the University and this policy.



Director