

Dr. B. B. Hegde First Grade College, Kundapura

Computer Purchasing, Maintenance and Disposal Policy

This policy governs the purchasing, maintenance and disposal of hardware and software within the college.

Purchase

The concerned persons of all departments, Laboratories, office and library will submit the list of desktop and peripherals, laptop, and server systems required, to the Principal for the approval. Then the list will be sent to system administrator and later the proposal will be submitted to Purchase office.

Preferred/contracted suppliers are chosen through manual quotations received from various suppliers.

The windows operating system environment will be the standard desktop environment for staff desktop, and laptop systems: Linux and other operating systems will be used for desktop computing where there is a particular teaching or research requirement.

Maintenance

There IT desk includes one system administrator and two technicians will be the central point of contact for maintenance calls to all suppliers. IT technicians will provide full support for software and hardware that is owned by the college. This includes the installation of necessary software, updates and patches as well as trouble shooting and repair of any issues related to the operation of the devices. Technicians are only responsible for making sure that devices purchased by the college are configured and are operating properly.

If software has been installed on the machine that is interfering with the proper operation, the technician can remove it but is not responsible for any loss of data that may result. Further action may be taken if unauthorised software is installed on college owned equipment, especially if it interferes with proper print with proper operation or violates college policies.

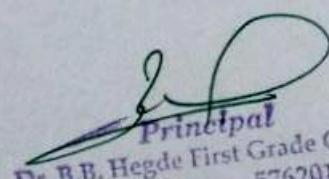
Technicians are permitted to configure user systems to print to network printers and copiers as long as the proper print accounting software will function properly.

Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the system administrator through principal and administrative officer.

Disposal

Damaged /non functioning parts will be replaced it is repairable. Other permanently damaged parts will be posed

All software college data must be removed from hardware prior to disposal.


Principal
Dr. B.B. Hegde First Grade College
Kundapura -576201