



**Maratha Mandal's**  
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## POLICY DOCUMENT

### IT department

#### AIM

Deployment and maintenance of IT infrastructure of the institution.

#### SCOPE

To have ICT facility for teaching and learning process for staff and students to help them access retrieval on current and relevant issues.

#### OBJECTIVES

- To facilitate installation and smooth functioning of information and technological aids like computers, internet, projectors, smart boards etc.
- To upgrade the IT facilities in institution on regular basis.

#### FUNCTIONING OF THE IT COMMITTEE

- Institutional has a Computer programmer appointed exclusively for deployment and maintenance of IT infrastructure.
- Installing and maintaining desktops/laptops, printers and network equipment.
- Provide technical support on installing, upgrading software and hardware.
- Updating operating system, anti-virus and service packs.
- On daily basis maintenance of IT is done, also whenever complaint is received from individual department.
- Installing local and network printer and attending to the troubleshoot issues of the same.
- Interacts with external vendors for technical support and warranties.
- Internet server installation (N-computing) and upgrading and maintenance.
- Central server management.

  
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Principal

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