



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE IT COMMITTEE

IT COMMITTEE

The college has an IT Committee to foster updating of IT Infrastructure and Management. It is a committee that advises upon the implementation of new software and hardware technologies and maintains the system environment to suit proper dissemination of knowledge to the stakeholders. It has to develop an IT Policy about procurement, maintenance, security, copyright, lab maintenance, digital library, dspace, campus wifi etc.

STANDARD OPERATING PROCEDURE (SOP) FOR IT COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the IT Committee at Kottakkal Farook Arts and Science College. The IT Committee is responsible for updating IT infrastructure, advising on new software and hardware technologies, maintaining system environments, and developing IT policies to support the dissemination of knowledge to stakeholders.

2. Scope

This SOP applies to all members of the IT Committee and covers the following areas:

Procurement of IT resources

Maintenance of IT infrastructure

Security of IT systems,

Copyright compliance

Lab maintenance

Digital library

management D-Space

management Campus Wi-

Fi management

3. Definitions

IT Infrastructure: Hardware, software, networks, and facilities that support the delivery and use of information technology.

IT Policy: A set of guidelines and practices for the proper use and management of IT resources.

D-Space: An open-source repository software package typically used for creating open access repositories for scholarly and/or published digital content.

Stakeholders: Students, faculty, staff, and other members of the college community who use IT resources.

4. Responsibilities

IT Committee Chair: Oversee the committee's activities, schedule meetings,

and ensure compliance with policies.

IT Committee Members: Participate in meetings, provide input on IT policies, and assist in implementing IT initiatives.

IT Staff: Execute the IT Committee's recommendations, maintain IT infrastructure, and provide technical support.

5. Procedures

5.1 Formation of the IT Committee

The Principal appoints the IT Committee members at the beginning of each academic year.

The committee should include representatives from various departments, IT staff, and administrative staff.

5.2 Meetings

The IT Committee will meet monthly to discuss and review IT-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Procurement of IT Resources

Identify the need for new IT resources (hardware, software, networks) based on academic and administrative requirements. Prepare a procurement plan and budget.

Obtain quotations from multiple vendors to ensure competitive pricing.

Evaluate and select vendors based on quality, cost, and service. Submit the procurement plan to the Principal for approval.

Purchase and install the IT resources.

5.4 Maintenance of IT Infrastructure

Regularly update and maintain hardware and software to ensure optimal performance.

Schedule and conduct preventive maintenance for all IT equipment.

Establish a helpdesk system for reporting and resolving IT issues. Maintain an inventory of all IT assets.

5.5 Security of IT Systems

Develop and implement an IT security policy covering data protection, access control, and incident response.

Regularly update antivirus software and security patches. Conduct security audits and vulnerability assessments.

Train stakeholders on IT security best practices.

5.6 Copyright Compliance

Ensure all software used is properly licensed and complies with copyright laws.

Maintain records of software licenses. Conduct periodic audits to verify compliance.

5.7 Lab Maintenance

Schedule regular maintenance for all computer labs. Ensure all lab equipment is functioning correctly.

Provide technical support to users of the labs.

Maintain cleanliness and orderliness in the labs.

5.8 Digital Library and D-Space Management

Ensure the digital library is accessible to all stakeholders. Maintain and update digital library resources regularly.

Manage the D-Space repository, ensuring it is up-to-date and accessible.

Provide training to users on accessing and using digital library resources.

5.9 Campus Wi-Fi Management

Ensure campus Wi-Fi is accessible and reliable.

Monitor Wi-Fi usage and performance.

Troubleshoot and resolve connectivity issues.

Implement security measures to protect the Wi-Fi network.

6. Documentation and Reporting

Maintain records of all IT Committee meetings, decisions, and actions.

Document all procurement, maintenance, and security activities. Submit quarterly reports to the Principal on the status of IT infrastructure and initiatives.

7. Review and Revision

This SOP will be reviewed annually by the IT Committee.

Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all IT Committee members, IT staff, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.