

St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



College Manual A Compendium of Policies and Guidelines



PART A

College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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Information Policy (IT) Policy

1. Preamble

The IT policy has implemented a wide range of ICT activities across different colleges and universities for desired quality performance and constructive participation by the stakeholder. The enhancement of ICT initiatives in the education sector and their physical infrastructure has created an environment of capacity building and creating awareness within government and outside it. The institution is committed to leveraging cutting-edge IT infrastructure to facilitate academic processes. Striving for continuous improvement, St. Xavier's College Jaipur endeavors to remain agile and responsive to emerging trends in technology. The institution places a strong emphasis on efficiency and cybersecurity risk management in the execution of its academic processes.

2. Purpose

Our goal is to establish and uphold international benchmarks in the adoption, implementation, and compliance of IT infrastructure, systems, and processes. We are dedicated to maintaining the highest standards in the creation, accessibility, transparency, privacy, confidentiality, security, integrity, and governance of all IT-related aspects within the institution. In pursuit of academic excellence, St. Xavier's College recognizes the pivotal role that advanced and secure IT systems play in providing a conducive environment for learning, research, and administrative functions. Through this commitment to international standards, the institution aims to create an IT landscape that not only meets the present needs but also anticipates and adapts to the evolving technological landscape in the academic domain.

3. Scope

The IT Policy of the institution assists in E-Governance and encompasses all individuals associated with the college, including students, research scholars, faculty members, non-teaching staff and guests. It extends its governance to the entire spectrum of IT resources, covering IT infrastructure, ERP systems, Website, internet usage, intranet activities, data management practices, security systems, and the protection of intellectual property owned by the institution. IT infrastructure is related to ICT which includes hardware, software, networks, and media.

protection of intellectual property owned by the institution. IT infrastructure is related to ICT which includes hardware, software, networks, and media.

- Networking Details include Internet connection such as Leased line, Wi-Fi, bandwidth, etc. Number of labs equipped with IT technologies.
- Software Details include Purchase and installation of software.
- Hardware includes all ICT tools such as Computer systems and its configuration, Projectors, Smart Board, LED Panel, CCTV cameras, Online UPS, Printers, E-Infrastructure such as College Website, YouTube, social media (Instagram, Facebook), ERP, E-Content facilities.

The ERP system of the college assists students and staff by providing Interactive Teaching-Learning Environment which amplifies student engagement.

4. IT Committee

IT administration in the IT policy of an institution typically encompasses a set of guidelines, rules, and procedures governing the management, use, and security of information technology resources within the organization. A committee shall be formed to plan, execute, maintain and monitor IT Infrastructure, System and process in the institution. IT Committee comprises of:

- IT Committee: Nominated Senior Faculty Members
- IT Administrator: Nominated Administrative Staff
- Committee Members: Nominated Faculty and Staff

5. Roles and Responsibilities

The roles and responsibilities of IT administration within an institute typically encompass a range of tasks related to the management, maintenance, and security of information technology systems and services.

IT Coordinator:

- Overseeing the overall IT strategy, budget, and operations.
- Setting IT policies and procedures in alignment with organizational goals.
- Managing IT staff, including hiring, training, and performance evaluation.
- Liaising with other departments to understand their IT needs and priorities.

- Reporting to senior management on IT performance and initiatives.

System Administrator:

- Installing, configuring, and maintaining servers, operating systems, and other IT infrastructure components.
- Monitoring system performance, troubleshooting issues, and optimizing system resources.
- Implementing security measures, such as access controls, firewalls, and antivirus software.
- Managing backups, disaster recovery plans, and system upgrades.
- Providing technical support to end-users and resolving IT-related problems.

Network Administrator:

- Designing, implementing, and maintaining the institute's network infrastructure.
- Configuring network devices, such as routers, switches, and firewalls.
- Monitoring network performance and optimizing network traffic.
- Implementing network security measures, including encryption, VPNs, and intrusion detection systems.
- Troubleshooting network issues and ensuring network uptime.

Database Administrator (DBA):

- Installing, configuring, and managing databases, such as MySQL, Oracle, or SQL Server.
- Designing database schemas, tables, and indexes for optimal performance.
- Ensuring data integrity, security, and availability through backup and recovery strategies.
- Monitoring database performance and optimizing SQL queries and database operations.
- Providing support to developers and end-users for database-related issues.

Security Administrator:

- Developing and implementing IT security policies, procedures, and standards.
- Conducting risk assessments and vulnerability scans to identify security threats.
- Managing security controls, such as access controls, encryption, and intrusion detection/prevention systems.
- Responding to security incidents, conducting forensic analysis, and implementing incident response plans.
- Providing security awareness training to staff and promoting a culture of security awareness.

Help Desk/Technical Support:

- Providing technical assistance and support to end-users via phone, email, or in-person.
- Troubleshooting hardware and software problems and resolving technical issues.
- Logging support tickets, tracking their status, and escalating complex issues to higher-level support.
- Maintaining documentation, knowledge base articles, and FAQs for common IT problems.
- Conducting user training sessions and workshops on IT tools and applications.



Principal

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