



# Tolani College of Commerce

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)  
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3<sup>rd</sup> Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

**Knowledge is Supreme**

150-151, SHER-E-PUNJAB SOCIETY,  
GURU GOBIND SINGH ROAD,  
ANDHERI (EAST), MUMBAI-400 093.

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## Information Technology (I.T.) Policy

Technology is the defining force that would determine the success of any institution in the short, medium, and long terms. It is also a moving target and institutions must be agile to keep pace with technological developments. Use of Information and Communication Technology (ICT) is essential for effective teaching-learning and evaluation and to sustain the quality of teaching-learning overtime. I.T. also has to be used effectively in administration and library management. A policy framework is necessary for the implementation, upgradation, and effective use of information technology. The IT Policy of the College seeks to create an enabling environment for learning including blended learning, teaching, evaluation, research, library management and administration. A futuristic approach would be adopted.

### I. Depreciation Policy:

The College is and will continue to adopt depreciation policy for the IT equipment in compliance with the provisions of the Income Tax Act.

Depreciation would be apportioned among the programmes based on the number of students, requirements and usage.

The rate of depreciation should be based on the average expected life of the asset.

### II. Policy for Repair:

- If a system develops problems within the expected life: Efforts will be taken to get them repaired at the earliest and will continue to be deployed in the same location after repair.
- If the system develops problems after the expected life: Efforts will be taken to repair and after repair may be deployed in other locations based on requirements and usage.

### III. Policy for Disposal:

The existing systems not in working condition have to be certified by two of the department members stating that they are beyond repair. Such systems will be disposed through authentic E-waste collection centres such as the BMC or through authorised private entities holding license from the BMC. Measures are to be taken for proper disposal of E-waste. It is also to be ensured that new systems should be added only if the existing systems and equipment are not sufficient. By this, minimisation of E-waste generation is to be ensured.

### IV. Policy for Replacement:

The existing systems will be replaced with the latest models or earlier models based on the requirements and usage.





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5 years would be considered as the average life of the IT equipment. If the equipment continues to work after the expected life, they will be used. They may be deployed in other locations, if required. For instance, the computer systems in the B.Sc. (IT) Programme lab have to be in perfect working condition. The systems from the lab after their expected life, which are in working condition, may be deployed in the admin office/library.

## V. Policy for Provisions in the Budgets:

- Adequate provisions for expenditure of recurring nature will be made in the revenue budget.
- Provisions in the capital budget will be made for replacement of IT equipment in a phased manner as well as for procurement of new equipment.
- The Coordinators of all the programmes, the librarian, the registrar and the gymkhana to prepare a list of requirements of IT equipment with justification, for the preparation of the yearly budget.
- Provisions have to be made for IT related revenue and capital expenditure in the budget in the following manner: Provisions for software and hardware requirements for:
  - the 2 computer labs dedicated to the B.Sc. (IT) Programme should be made in the budget of the programme
  - the Library should be made in the budget of the library
  - the admin office to be divided among the budgets of the programmes
  - the gymkhana should be made in the gymkhana budget.

## VI. Policy for Maintenance:

Enter into Annual Maintenance Contracts (AMCs) wherever required. A List of critical and non-critical items should be maintained and those that need AMCs should be identified. A system for tracking and monitoring servicing under the AMCs and otherwise has to be created.

**VII. Licenses Policy:** All licenses to be renewed on time.

## VIII. Policy for Outsourcing:

Non-core work should be identified and should be outsourced based on cost-benefit and effort analysis.

ERP, Printing of ID cards, printer cum photocopying machine for the admin office, reprographic facility and designing of the College Website are to be outsourced. All such other work that can be outsourced should be identified along with justification.







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## IX. Policy for Acquisition:

To the extent possible 'Asset Light' policy should be adopted. Proper processes should be followed for purchase of equipment costing over Rs. 5000/-.

Stock registers have to be maintained and updated regularly.

## X. Backup Policy:

A backup of the data should be taken at regular intervals. The IT department should ensure that all the faculty members and staff should regularly identify and delete data that are outdated and not required.

## XI. Inventory Policy:

The IT department should ensure that inventory of accessories is available when required. Overstocking and understocking should be avoided.

## XII. General:

Use of paper should be minimised. Paperless working /digitisation should be encouraged. A review of number of printouts and photocopies should be undertaken on quarterly basis to identify wastage and take measures to minimise wastage. The access to printers should be given strictly on selective basis.

It should be ensured that the systems are switched off when not in use.

Measures should be taken to minimise the following:

- Use of paper
- Consumption of energy
- E-waste

Expert Advice: As and when required advice will be sought from experts from the industry with specialisation in the area of I.T. infrastructure in Higher Educational Institutions (HEIs).

