



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1<sup>st</sup> Cycle)

(Affiliated to Aryabhata Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxcpatna.edu.in, Website: www.sxcpatna.edu.in

## IT POLICY

St. Xavier's College of Management & Technology aims to provide comprehensive IT services to all students and staff to meet their academic and administrative requirements. Broadband WiFi facility will be extended to all areas of the college. For all the programmes computers with internet access will be provided.

All classrooms and seminar halls will be equipped with ceiling-mounted LCD facilities and personal computers to facilitate interactive learning and presentations.

Lab assistant appointed to undertake maintenance, upgrades, and service of computer systems, printers, scanners, and wired and wireless computer networks. Additionally, antivirus software will be renewed annually, and computer laboratories and offices will be provided with UPS systems for uninterrupted power supply.

Dedicated internet connectivity lines will be provided for important offices such as the College Office, Finance, IQAC, Research laboratory, and Libraries.

Regular upgrades of computer systems and server machines will be conducted to ensure better performance and flexibility.

Interactive smart boards and video conferencing facilities will be installed to enhance the learning and communication experience.

Attendance, results, and student profiles will be recorded using software developed by reputable organizations, and staff and students will be trained in the usage of different application software. Licensed software, both system and application, will be procured and renewed annually to ensure compliance with legal and ethical standards.

Proper waste segregation and recycling/disposition practices will be implemented, and old systems will be discarded or donated to other institutions or departments in the city/state.

This IT policy aims to create a technologically advanced and efficient learning and administrative environment at St. Xavier's College of Management & Technology.

Date: 1/7/2023

Dr. Martin Poras. S.J

Principal

St. Xavier's College of Mgmt. & Tech.

Digha Ghat, Patna-800011

Bihar, India