

## **DIRECTORATE OF COLLEGIATE EDUCATION**

### **Establishing network and installation of hardware under the Directorate of Collegiate Education and its allied Institutions across the State.**

All Institution Heads to adhere to the following strictly:

1. A team from Keltron will visit your institution to establish proper networking in your institution.
2. Form a technical team before 29-01-2016 headed by the Principal, All HODs, Nodal officer of CAMS, hostel warden (or person deputed by the warden) superintendent (or person deputed by the superintendent) and an employee (or two) well aware of networking and computers.
3. Lay out the office structure and locate the places where the computers will be permanently placed.
4. It is the responsibility of the Technical Team to administer and monitor proper networking in a campus including its hostels. Edusat, other labs and all places necessary have to be networked. A certificate in the prescribed format duly signed by **all members** of the technical team counter signed by the principal has to reach the DCE before 28-03-2016.
5. In any case no fund will be provided to any institution for networking in future. So it is the responsibility of the technical team to identify the advancements in the future (at least 6 years ahead) and prepare an action plan and discuss the plan when the Keltron reaches the college for the implementation of networking and hardware installation.
6. All wiring should be concealed; so check the progress and intervene if necessary.
7. While installing hardware, if it fails to perform on checking, do not allow them to repair, insist on a new replacement, and check again. The Technical Team should invariably be present during checking of networking, hardware, CAMS and digital libraries.

8. Make sure that Centralized Attendance Management System is properly networked.
9. Always ensure that the underground Optic Fiber Cabling is done properly and instruct them about existing underground pipes and other structures. While filling the OFC pits see that demarcation materials have been fixed properly.
10. Retain only two BSNL Internet connections with maximum band width. Check whether the provision is available to switch over to second connection if first internet connection fails. Learn everything about this switchover. Other BSNL internet connections are to be handed back to BSNL. If necessary ensure the presence of BSNL experts to increase the bandwidth and to assure proper internet access.
11. Check whether the provision has been made to establish NKN, KSWAN and Digital Library updation in future.
12. Check whether the provision has been made to establish WIFI in the future by fixing routers in appropriate places.
13. Get proper instructions and training from the Keltron to all staff about the structure and wiring of the networking.
14. Check properly the networking and check the internet through the hardware.
15. Check that the electric wiring has been done through separate concealed pipes from the UPS to the administrative block. In any case you should **never** cause any destruction of any of the installations through this scheme without the direction of the DCE.
16. Obtain Do's and Don't's manual from the Keltron in soft and hard copy.
17. Obtain a diagram of networking of each location from Keltron.
18. See that the network is established in such a way that in future no complaints will be raised due to the failure of networking.

19. See that all the units of Centralized Attendance Management system are fixed in line with the proper networking and locate the biometric machines as per your requirements.
20. See that Keltron maintains the quality and beauty of networking.
21. Send a letter to BSNL to increase the bandwidth of internet facility.