

From

**The Secretary (IT) to the
Government of Himachal Pradesh
Shimla-2**

To

**The Principal Secretary (Education) to the
Government of Himachal Pradesh
Shimla-2**

^{16th}
Dated: Shimla-2, the August, 2007.

Subject: Project for setting up computer labs in Government Post Graduate/ Degree Colleges in Himachal Pradesh

Sir,

In keeping with a Budget Assurance for the year 2007-08 on the above mentioned subject, the Department of Information Technology is supplying requisite computer hardware / software and also creating internal civil / electrical infrastructure for this purpose. Details of hardware being supplied to various colleges (26 in phase 1 by September, 2007; remaining 30 are to be covered in phase 2 by November, 2007) have already been conveyed vide letter of even number dated 27.05.07. In this regard, the following scheme pertaining to supply, installation, operation and maintenance of these computer labs and for imparting requisite IT skills to the students of various Government Degree / Post Graduate Colleges in the State has been finalised:

1. **Capital Cost:** Capital cost of computer hardware and software shall be borne by the IT Department. Internal civil / electrical infrastructure (including UPS / LAN wiring) shall be set up by the Department of IT (through H.P. State Electronics Development Corporation) in accommodation to be provided by respective institutions. Furniture (i.e. PC workstations) and air-conditioner (wherever needed) shall also be supplied by the IT Department.
2. **Warranty:** Most of the computer hardware supplied under this Project carries comprehensive onsite warranty of 6 years. Annual

expenditure maintenance contract after expiry of warranty is to be borne by the respective colleges.

3. **Recurring Expenditure:** Similarly expenditure on electricity, upkeep of the centre, consumables, stationery, manpower (if any) etc. shall also be taken care of by the respective institution.
4. **Norms for PC Allocation:** **The primary objective of setting up these computer labs is to provide computer awareness to every student irrespective of academic stream that he/ she is pursuing.** Each computer is to be shared by 2 students at a time and every student is to be given 1 hour of hands-on experience every week. Sufficient number of computers to ensure adherence to this 100% coverage of students are being provided. Thus for instance, a Degree College having strength of 2800 has been provided one Server and $2800 / (2 \times 6 \times 8) = 28$ PCs.
5. **Lab Instructors:** Computer education is to be imparted by faculty of the Degree College specially identified for this purpose. These faculty members shall perform this task in addition to their normal duties and suitable administrative / financial mechanism needs to be worked out by the respective colleges. It is believed that every Degree College has sufficient number of teachers who are well versed with the basics of operating system, internet and office automation suite, so that they can disseminate requisite skills to the students. **On an average, one instructor should be available for every 20 students and emphasis should be on clarifying basic doubts of the first time user and thus allowing them to learn by actual usage and by accessing online help.** Hiring of computer faculty from outside of the college may not be required and is, therefore, not envisaged in this Project. **However, section-wise detailed time-table will need to be prepared for regulating access to the Computer Lab and to ensure 100 % coverage of students in the college.**
6. **Internet Connectivity and Access Control:**
 - (i) Broadband connectivity is to be provided on the Server, so that each PC is connected to the Internet all the time. However, suitable plan of an Internet Service Provider should be taken to ensure that Internet charges do not increase inordinately. It is pertinent to mention here that most of Internet Service Providers

have limited download for fixed monthly charges and thereafter per MB download charges are very high. **Therefore, it is also necessary to impose suitable restrictions on download of Audio/ Video files through the ISA Proxy server.**

- (ii) All upgrade patches of Operating System, Antivirus and Office Automation Suite should be downloaded centrally on the Server and then installed on every PC using the Centralised Control Panel of the relevant software or, if needed, Directory Services. Similarly, content control by using Windows Vista's inherent feature or an additional Parental Control software needs to be implemented on every PC. **As an alternative, centralised restriction to inappropriate websites must be implemented at the proxy server level using suitable software tools, which prevent access as per a continuously updated database** (and not site specific blockage).
 - (iii) Administrator privileges should not be given on any PC, so that third party software cannot be installed by the end-users.
 - (iv) Detailed security and access control policies will be got prepared by the Department of IT and circulated to all the colleges.
7. **Specialised Courses:** These computers shall also to be used for imparting BPO / ITES skills or for running any other professional course for the students who may avail the same in self financing basis. A process for identifying suitable agency (ies) for BPO/ITES training has been initiated by the Department of IT / Department of Education. **However, such specialised training can be imparted only after college hours.** Subject to overall priority of imparting basic IT skills to all the students as per point nos. 1 to 6 above, these PCs can also be used for computer based assignments in scientific courses as well.
8. **Incentive for 100% Coverage:** The colleges doing reasonably well in imparting fundamentals of computers to all the enrolled students as per the scheme listed above under this Project shall be given a lump sum incentive per annum by the IT Department to partially cover their recurring expenses / bandwidth charges. **Such colleges can also be considered on merits for provision of additional hardware for scientific / IT related courses.**

9. **Specialised Courses:** Degree / Post Graduate Colleges intending to start a computer education course like BCA will need to have separate infrastructure for the purpose. **It is reiterated that computers being provided under scheme mentioned in point no 1 to 8 supra are meant mainly for basic awareness of computer to the students.** However, IT Department may consider on merits provision of financial assistance for setting up computer labs for IT related specialised undergraduate courses.

Yours faithfully,

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Director

ok
Department of Information Technology
Himachal Pradesh.

Endst. No. As above

Dated:

Copy forwarded for information and further necessary action in the matter to the followings:

1. Managing Director, HPSEDC with a request that the safeguards listed above must be taken while installing the hardware.
2. Director Education, Himachal Pradesh, Shimla-1.
3. The Deputy Directors Education, all the districts in HP.
4. All the Principals of concerned Government Degree Colleges in HP.

May
Director

Department of Information Technology
Himachal Pradesh.