

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**IT Services Department**NAAC Indicator 6 - Metric No. 6.2.3

ITS department of the University, has a significant role in providing IT services like Software development, Network activities, Video Conferencing etc. for the University and its campuses. The department provides varied services to different departments of the University, their staff, and students of University campuses. The department facilitate them with high speed internet facilities, high performance computing facilities, conducting of different placement tests, training centres, state-of-the-art servers, storage, and various advanced application software.

Apart from providing different software solutions to University departments for e-governance, the department implements an internal online e-governance web portal to provide IT services to University departments.

Web Portal Address :- <https://cc.ptu.ac.in>

Type of Online Services:

1. Request for a Service
2. Request for Internet Login (For Employees)
3. Request for University Official Email (For Employees)
4. Request for Internet Login (For University Students)
5. Requirement Performa
6. TA-DA Performa

IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

1. Website Home Page

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
I.K. Gujral Punjab Technical University - IT Services
 (A State University Established by Govt. of Punjab vide Punjab Act No. 1 of 1997)

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+91-01822-282528
computersection@iptu.ac.in

University Computer Centre has served as a hub for all IT related services of the University and its Constituent Campuses. Computer Center operates under IT Services department of the University.

The Computer Centre has a significant role in the software development, network activities of the University and its Constituent Campuses. University Computer Centre provides varied services to all faculty members, staff and students of University Campuses. With the commissioning of the University-wide network, the Computer Centre is in a unique position to serve the University for all its IT needs. This centre facilitate with high speed Internet facility, high performance computing facility, placement tests, training centres, state-of-the-art servers, storage and various advanced application softwares.

Computer Centre supports the University wide one Gbps fibre optic network that connects all the academic departments, hostel, libraries, buildings blocks and other

Highly Configured Computers Systems
 Email Facility
 Wi-Fi Facility
 Fully Air-Conditioned
 Technically Advanced
KEY FEATURES

2. Website Services

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
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Highly Configured Computers Systems
 Email Facility
 Wi-Fi Facility
 Fully Air-Conditioned
 Technically Advanced
KEY FEATURES

Email Request Form (Employees)
 Internet Request Form (Employees)
 Internet Request Form (Students)
 TAVCA Form
 Requirement Performance
 New Office Account Form

[Handwritten signatures]

IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

3. Request a New Service: University Employees can submit the following form to request for differnt kind of sevicees related to Hardware, Software and Internet.

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
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Request a New Service

Employee Information

Emp Code * Name * Designation *
Mobile * Email * Department * --SELECT--

Service & Device Detail

Service Type * --SELECT-- Device Type * --SELECT--
Service Detail * --SELECT SERVICE & DEVICE TYPE-- Model Name *
Serial Number * Data Backup Taken? NOT REQUIRED
Picture * Choose File No file chosen (Max Filesize 5MB (depending on browser))

Declaration: I will never ask or blame to the IT Services branch for any type of accidentally data loss or any type of peripherals or hardware failure during repair or solving the problem.

SUBMIT REQUEST

Note: Please download the request form and submit signed copy to ITS department.

After Submission, the employee can download the Form for reference. The Request is automatically assigned to the ITS department employees.

4. Employee Email Request Form

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
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Employee Email Request Form

Personal Information

Name * Date Of Birth * dd-mm-yyyy
Mobile Number * Alternate Email *
Preferred Email Address *
Correspondence Address *
City * District * Pin *

Employment Information

Employee Code * Designation *
Role of User * --Select-- Date of Retirement/ Relieving * dd-mm-yyyy
Department/ Organization/ Institute *

Declaration: I hereby declare that all the information furnished above is true and complete to the best of my belief and knowledge.

Submit Request

Handwritten signatures and stamps in blue ink, including a circular stamp and a signature that appears to read 'Ramesh'.

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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

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5. Employee Internet Login Request Form

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
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Employee Internet Request Form

Request For
 Internet IP Address Internet Login

Personal Information
 Name * Mobile Number *
 Email Address *

Employment Information
 Appointment Type * --Select-- Employee Code *
 Designation * Department *
 Date of Retirement/ Completion of Work* dd-mm-yyyy

Device Information
 Device Type * --Select Type-- Model Number *
 Serial Number * MAC Address *
 Antivirus * --Select-- Detail
(If installed specify name, version and expiry date)

Declaration: I hereby declare that all the information furnished above is true and complete to the best of my belief and knowledge.

Submit Request

Our Campuses
 Main Campus: Kapurthala
 Jalandhar

Quick Links
 New Request/Ticket
 Small Business Enquiry (Entrepreneur)

Other Links
 PG Pathshala
 PMS/MSA

Address
 I.K. Gujral Punjab Technical University,
 Jalandhar - Kapurthala Highway

Handwritten signatures and initials in blue ink:
 - A signature on the left.
 - A circular stamp or mark in the middle.
 - Initials 'AS' on the right.
 - Initials 'PS' at the bottom.

Handwritten signature in blue ink:
 IT Services
 IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

6. Student Internet Login Request Form

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Student Internet Request Form Home / Student Internet Request

Personal Information

Name * Father Name *

Gender *

Mobile Number * Email Address *

Identity Proof * ID Proof Detail *

Correspondence Address *

Permanent Address *

Course Information

Roll Number * Branch *

Session * Completion Date *

Device Information

Device Type * Model Number *

Serial Number * MAC Address *

Antivirus * Detail
(If installed specify name, version and expiry date)

Declaration: I hereby declare that all the information furnished above is true and complete to the best of my belief and knowledge.

Our Campuses

- Main Campus, Kapurthala
- Amritsar
- Ferozshapur
- Mohali Campus I
- Mohali Campus II

Quick Links

- New Request/Ticket
- Email Request Form (Employees)
- Internet Request Form (Employees)
- Internet Request Form (Students)
- TA/DIA Form
- Requirement Performa

Other Links

- HPG Pathshala
- SWAYAM
- GIAN
- Virtual Classroom (NKN)
- Virtual Labs
- Nakshat

Address

I.K. Gujral Punjab Technical University,
Jalandhar - Kapurthala Highway
VPO - Ibban, Kapurthala-144603,
Distt. Kapurthala
☎ 01822-282528
✉ computersection@iptu.ac.in
+91 1822 282528

Handwritten signatures in blue ink.


Rasool
IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

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7. TA/DA Form (print only)



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Home / TA-DA Form

TA-DA Form

1. Name:- _____ (In Block Letters) 2. Father's Name:- _____
 3. Address:- _____ Contact No:- _____
 4. Designation:- _____ 5. Organization:- _____
 6. Pay Scale/ Consolidated Salary:- _____ 7. Grade Pay:- _____
 8. Date of Meeting/ Inspection:- _____ 9. Purpose of Meeting & Journey:- _____
 10. Last Pay Scale & GP If Retired:- _____ 11. E-mail ID:- _____
 12. Bank A/c No. (For ECS Payment):- _____ Bank IFS Code:- _____
 13. PAN:- _____


(A) Honorarium:-

S. No.	Particulars	Date		No. of Days	Rate of Honorarium	Total Amount (Rs.)
		From	To			
1						
Total (A):-						

(B) TA/DA/Local Journey/Toll Tax etc.:-

Departure			Arrival			Mode of Journey & Vehicle No.	Distance for Road Mileage K.M.	Rate	Amount of Toll Tax etc.	Hotel/ NOK/ Hotel D.A.	Total Amount (Rs.)
Date	Station	Time	Date	Station	Time						

8. Requirement Performa (print only)



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Home / REQUIREMENT PERFORMA

REQUIREMENT PERFORMA

Department: _____ Section/Branch: _____

Sr. No.	Item	Quantity			Estimated Cost ₹
		Required	Already Available	To Be Purchased	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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ADMIN PORTAL

1. Login Screen



2. List of Service Requests

S. No.	Code	Request Type	Department	Emp Name	Mobile	Issue	Date	Assigned To	Status
1	UC2403	Internet Issue	EXAMINATION (BEGGET SECTION)	deepak varjari		Desktop HP 113 *Internet Not Working	25-03-2023 12:00:12	Akash Saggi	PENDING
2	Z4541	A Hardware Issue	DEPARTMENT OF HUMANITIES LANGUAGE AND CULTURAL STUDIES	Manjil Kaur		Desktop HP by the 71 @2500g47000 *Black screen/overheat	24-04-2023 15:37:06	Amrith Sharma	IN PROCESS
3	SA02797	Internet Issue	DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY	Dr. Rajarishi Sachdev		Laptop DESKTOP-D91A2L3E210FK11 *Internet Not Working	23-04-2023 16:20:10	Akash Saggi	COMPLETE
4	OU9233	Internet Issue	BOYS HOSTEL-I	Jarish Arora		Mobile Tablet- OUTER 1st Floor(2Cocter) *Internet Not Working	23-04-2023 15:06:24	Akash Saggi	COMPLETE
5	YH3723	A Hardware Issue	ACADEMICS	Ashik Kapla		Desktop HP HP370 *Computer is slow	17-04-2023 16:42:05	Raman Sharma	COMPLETE
6	AJ2767	Internet Issue	GENERAL ADMINISTRATION	Rajeshwri Singh		Desktop HP (Prescribed)4235R623 *Internet Not Working	20-04-2023 11:18:57	Akash Saggi	COMPLETE
7	H36784	Internet Issue	DEPARTMENT OF ELECTRICAL ENGINEERING	Dr. V. S Bhat		Desktop HP (W667204115) *Internet Not Working	24-04-2023 10:40:15	Akash Saggi	COMPLETE
8	NR030	A Software Update	BOYS HOSTEL-I	Pranav		Desktop Dell (P9HW02) *Windows installation	26-04-2023 15:15:57	Raman Sharma	COMPLETE
9	LR0261	A Software Update	EXAMINATION (SECRECY BRANCH)	Kulvinder SINGH		Laptop DELL E5430(KJN7X1) *Windows installation	02-05-2023 11:32:33	Raman Sharma	COMPLETE
10	LR0278	A Software Update	HUMAN RESOURCE MANAGEMENT (HRM)	Gurpreet Singh		Desktop HP (H729W602) *Windows Installation	02-05-2023 14:30:15	Raman Sharma	COMPLETE
11	VD0621	A Hardware Issue	HUMAN RESOURCE MANAGEMENT (HRM)	VIVEK TALWAR		Printer Epson MF2444dw(99723020) *Printer not working	03-05-2023 15:22:24	Amrith Sharma	COMPLETE
12	ZV5454	A Hardware Issue	DEPARTMENT OF HUMANITIES LANGUAGE AND CULTURAL STUDIES	Manjil Kaur		Printer epson 7065(dw65995g26282006) *Printer not working	04-05-2023 10:47:16	Amrith Sharma	COMPLETE
13	VR7006	A Hardware Issue	COLLEGE DEVELOPMENT	Vinod Rishi		Desktop HP (DA48241C) *Display Problem	04-05-2023 11:31:40	Amrith Sharma	COMPLETE
14	MR0630	A Software Update	HUMAN RESOURCE MANAGEMENT (HRM)	Vishal Dhanna		Desktop HP (E)redes 800 G1 of (72d468X1) *Windows Installation	04-05-2023 14:44:51	Raman Sharma	COMPLETE
15	EA5518	A Hardware Issue	DEPARTMENT OF CHEMICAL SCIENCES	BALDEV SINGH		Desktop HP (DAP41) 6200 PR32(A21VNRH) *Computer Not Starting	05-05-2023 09:27:24	Amrith Sharma	COMPLETE

(Handwritten signatures)

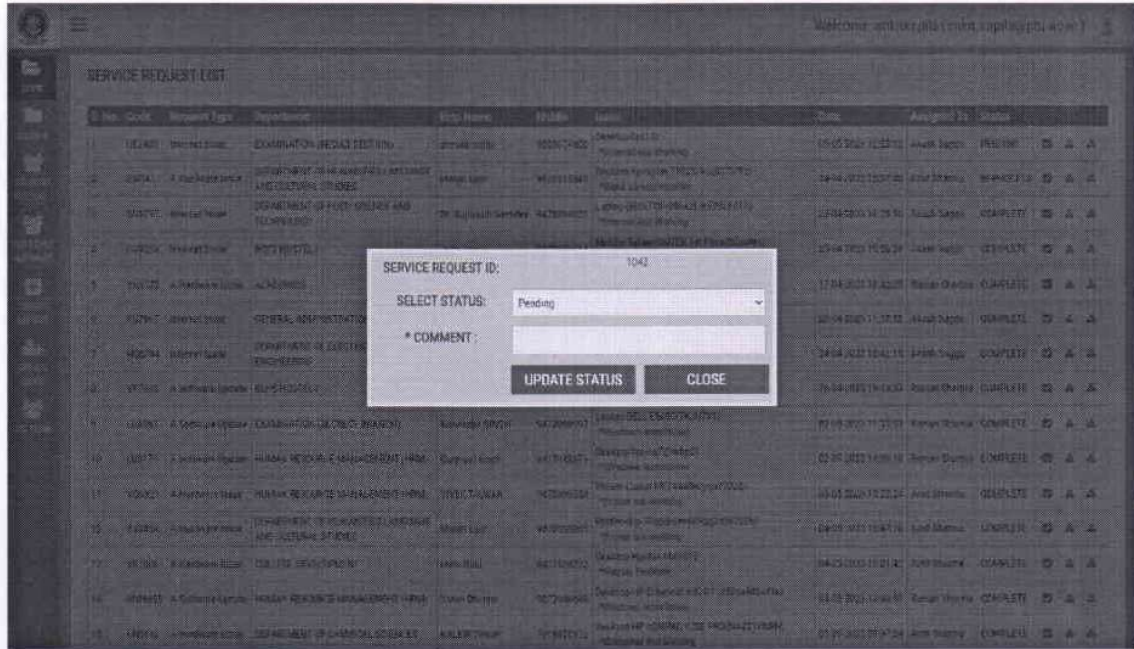
(Handwritten signature)
IT Services
 IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

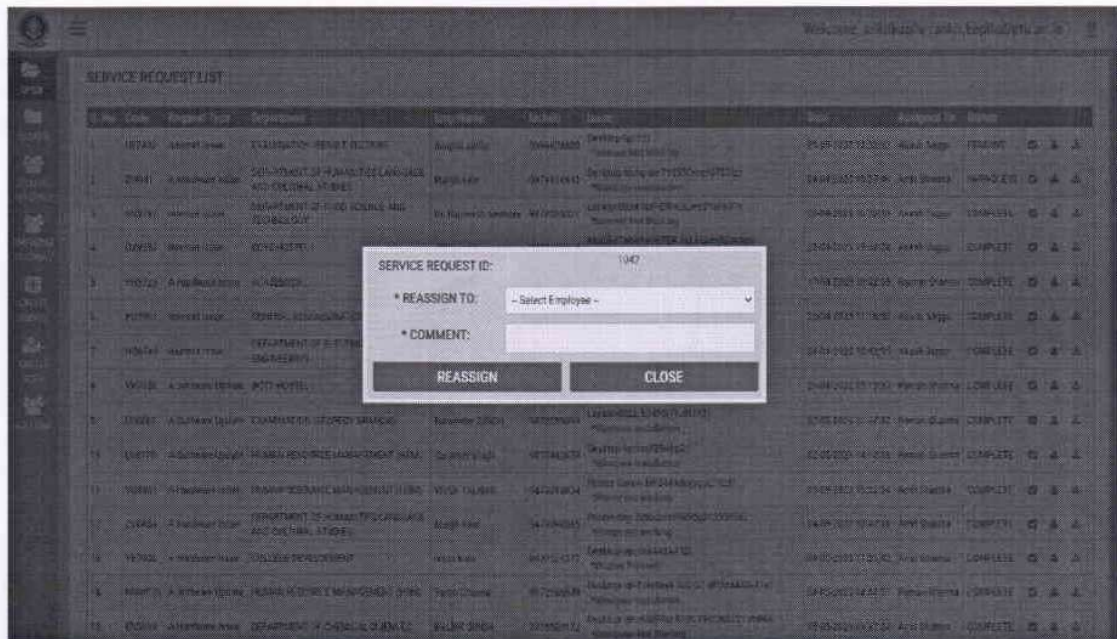
IT Services Department

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3. Option to update Status of Service Request



4. Option to Re-assign Service Request to other ITS staff



AS *Q* *AS*

Rajinder
IT Services
 IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
IT Services Department
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5. Internet Request Forms

Welcome, ankitkapila (ankit.kapila@ptu.ac.in)

Student Internet Requests

Pending Completed

Sr.	Ref No.	Reg Date	Roll No.	Name	MACAddress	EmailId	Branch	Mobile No.	Form	Form	
<input type="checkbox"/>	1	HC2033	28-09-2021	2022715	Srivam Mishra	18:30:A2:D0:47:E9	sm8954223@gmail.com	ECE-2020-2024	9119672194	EDIT	Download
<input type="checkbox"/>	2	RA1269	08-10-2021	1910489	Gurpreet Singh	da.c0.a6.20.d9.a3	Singhgurpreet89166@gmail.com	B.Tech/CSE-2019-23	9814243641	EDIT	Download
<input type="checkbox"/>	3	FA1303	08-10-2021	1915500	Manish Raj	22:63:C8:D5:45:69	virraj04@gmail.com	CSE-2019-2023	7541940651	EDIT	Download
<input type="checkbox"/>	4	QC1767	09-10-2021	1916519	Rishi	34:64:A9:D3:B8:CF	Rishi14112001@gmail.com	Btech CSE-2019	7696022797	EDIT	Download
<input type="checkbox"/>	5	B57361	11-10-2021	1818725	Karandeep Singh	A0:38:69:38:F6:A5	karandeeping077@gmail.com	MECHANICAL ENGINEERING-2018-2022	09149873129	EDIT	Download
<input type="checkbox"/>	6	OF2726	11-10-2021	1918690	PUNEET KUMAR	94:E9:79:68:14:55	AUTOPUNEET@GMAIL.COM	MECHANICAL ENGINEERING-2018-2022	8826816922	EDIT	Download
<input type="checkbox"/>	7	DU7955	11-10-2021	2022499	Jaspreet Singh	04:8A:39:E5:20:3A	jpshar24@gmail.com	BBA-2020	690623556	EDIT	Download
<input type="checkbox"/>	8	OK4779	11-10-2021	2022987	NISHANT SHARMA	EE:2E:98:04:5A:A1	NKS2003SHARMA@GMAIL.COM	C.S.E.-2020-2024	8010555900	EDIT	Download
<input type="checkbox"/>	9	HK9215	12-10-2021	1916457	manav chohan	sultanpuri lodhi	manavchohan262@gmail.com	Civil-2019-2023	4419555615630	EDIT	Download
<input type="checkbox"/>	10	HE2402	13-10-2021	2022797	Krishna Masuwa	02:90:00:00:30:50	manavkitchra8777@gmail.com	ME-2020	8308065927	EDIT	Download
<input type="checkbox"/>	11	HY9457	13-10-2021	2022754	KANSHK GDBARA	5C:8A:EF:9D:69:35	KANSHKGDARA17@GMAIL.COM	ME-2020	7302791924	EDIT	Download
<input type="checkbox"/>	12	YD2081	13-10-2021	2022761	PARVEEN BHARDWAJ	08:E2:65:6C:76:F9	BHARDWAJP061@GMAIL.COM	ME-2020	7807725992	EDIT	Download
<input type="checkbox"/>	13	TJ4387	13-10-2021	2022700	NOORHASAN ANSARI	asusG512	noorhasanansari776@gmail.com	ME-2020-2024	9304279084	EDIT	Download
<input type="checkbox"/>	14	OV9269	21-10-2021	1915457	Manav	3E:6A:08:E2:F1:98	manavchohan262@gmail.com	CHE-2019-23	9855615630	EDIT	Download

(Handwritten signatures)

IT Services
 IKG PTU, Jalandhar-Kapurthala

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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
(Registrar Office)

IKGPTU/REG/NF/46

Dated: 17.02.2022

NOTIFICATION

Sub: IT Policy for I.K Gujral Punjab Technical University

As approved by competent authority vide e-office file No. D/646/2021-ITS (Computer No. 50748) dated 31.12.2021, the following is the policy for use of IT Services of the University and its Constituent Campuses:

1. Preamble

The I. K. Gujral Punjab Technical University was established by an Act of State Legislature on 16th January, 1997, to promote Technical, Management and Pharmaceutical education in the state at degree level and above. Over the years, the University has grown substantially in terms of departments and academic programs as well as in infrastructure. In the journey of 13 years, University has established Main Campus at Kapurthala and five constituent campuses located at Mohali, Amritsar, Hoshiarpur, Sultanpur Lodhi in the state of Punjab. Every stake holder of the University has requirements of IT services to work smoothly. Realizing the importance of such services, Information Technology cell has been established in 2008 for setting up basic network infrastructure in the University premises.

Need for IT Policy

The basic purpose of University's IT policies is regarding protection of computer, email and network usage of all individuals associated with I.K. Gujral Punjab Technical University. Inappropriate use makes the university vulnerable to risks such as virus attacks, misuse/commercial usage of official emails, compromise of network systems and services etc.

Access to the information technology environment at I.K. Gujral Punjab Technical University is a privilege and must be treated as such by all users. Students, Staff and other Stake holders are expected to be positive members of the University community, which extends to cyberspace, by following all University policies.

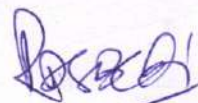
I.K. Gujral Punjab Technical University provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

Users of I.K. Gujral Punjab Technical University computing, networking and IT facilities are expected to abide by the rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the I.K. Gujral Punjab Technical University Authorities.

The IT department of the University has implemented an internet facility through optical fibre backbone connecting the academic as well as administrative departments. The IT department should ensure the internet facilities to be provided to each stake holders of the University. It also maintains the cloud server, web server, Microsoft mail server, administrative database server, Biometric server, CCTV, antivirus/end point protection, University domain, sub-domains, various software/hardware, etc. of the University.

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In addition, it also maintains the computing resources used by the faculty and the administration.

Maintenance of these computing resources has become a cause of serious concern over the years. With the increase in the size of the computing resources in the University, need has also arisen for streamlining the process of procurement, maintenance and disposal of the computing resources in the University. A policy document in this regard has therefore become necessary in the University.

2. The IT Policy

The IT policy shall include the following aspects:

- 2.1. Services to be provided by the computer centre (IT Services department)
- 2.2. Procurement of IT Infrastructure
- 2.3. Maintenance of IT Infrastructure
- 2.4. Networking facilities
- 2.5. Development, maintenance and upgradation of the software.
- 2.6. Green Computing Practices
- 2.7. Disposal of obsolete or unusable IT Infrastructure
- 2.8. Access control and usage of IT Infrastructure
- 2.9. Risk Management of IT Infrastructure
- 2.10. Computer Centre Committee
- 2.11. e-Content development and Management
- 2.12. Violations of IT Policy

2.1 Services to be provided by the Computer Centre

The Computer Centre shall provide the following services:

- Provide computing resources to the students, Faculty Members, Administration and other stake holders.
- Set-up and maintain the LAN and WiFi.
- Facilitate Internet, email services etc. to all University users.
- Maintain the University websites.
- Assist the Administration in the process of Selection and Procurement of Computing Resources.
- Organize training programs for the faculty and staff from time-to-time.
- Provide necessary support for IT related services.
- Up-gradation of IT infrastructure.
- Implement various software/websites/portals for smoothening the process.
- Conducting Skill Tests for recruitments.
- Providing resources for conducting online examinations
- Maintaining website and databases for various Academics as well as examination purposes.

2.2 Procurement of IT Infrastructure

The computing resources shall be procured by the Computer Centre for University. The process of procurement of the computing resources by the Computer Centre shall be as follows:

- The specifications for the computing resources shall be worked out by the Computer Centre in coordination with Intender.
- The purchase process shall be as per university norms.

IT Services
IKG PTU, Jalandhar-Kapurthala

2.3 Maintenance of IT Infrastructure

The post-warranty maintenance of the computers, servers and other IT equipment's shall be carried out through AMC. The requirement of AMC will be depending upon the cost and critical nature of the device. The procurement process of AMC shall be managed by the computer center. A small buffer of necessary IT equipment's shall be maintained for temporary replacement in critical usage cases.

2.4 Networking facilities

The LAN and Wi-Fi facility shall be provided and maintained by the Computer Center. The LAN facility shall cover all the academic departments, administrative departments, constituent campuses, offices, hostels, and the residential area with the approval of competent authority. The Wi-Fi facility shall be provided in the entire campus in phased manner. Appropriate technologies shall be used for the networking. The procurement, installation, administration and maintenance of the networking equipment shall be the responsibility of the Computer Centre.

2.5 Development, Maintenance and Upgradation of Software

There shall be a mechanism for development, maintenance and upgradation of the software/website/web portals etc. The software should be hosted and manage through Computer Centre. Optionally, the software/website/web portal can be developed/managed through department itself with the approval of competent authority. The user departments should take the responsibility to submit a Software Requirement Specification (SRS) describing any need for new software or upgradation of existing software or maintenance, and the stipulated time frame for the service (i.e., urgency).

The Computer Centre will consider the SRS and either recommend third party service or take up the task for in-house service. For in-house tasks, the Computer Centre members may directly carry out the task, or engage other members, including students. Optionally, external professionals may also be hired. The same may be validated from the intender department and provide the user acceptance.

The Computer Centre shall also be responsible maintaining the University Website(s). One of the Computer Centre members shall act as the Web Master.

Software procured or developed should be properly documented and maintained in-house. Tailored software, developed by third parties must provide the full source code of the software.

The source codes of software developed in-house both by the software professionals or students must be available and maintained by the computer center personnel.

The software packages that have already been procured or developed in-house will be distributed to different user departments based on the user requirement assessment.

2.6 Green Computing Practices

Due to growing concern in environmental responsibility, the computing resources should be used efficiently. The following green computing practices shall be adopted.

- Obsolete equipment disposal by following "Upgradation and disposal of obsolete or unusable IT infrastructure" policy.
- Use of certified energy efficient and environment friendly equipment
- Sharing printers over network
- Keeping monitors in sleep mode or turn off mode when not in use
- Activating power management feature on computers and peripherals
- Use of email for circulation of office documents and memos
- Reduce paper waste by printing as little as possible
- Use of double-sided printing
- Refilling toner cartridge wherever possible and buy back of batteries by authorized vendors

2.7 Disposal of obsolete or unusable IT infrastructure

There shall be a central disposal committee as per university norms to assess the status of the IT resources. The committee shall prepare "Upgradation and disposal of obsolete or unusable IT infrastructure" policy. A member of the concerned department shall be a special invitee. The committee shall assess the status of the resources periodically and shall be empowered to declare a computing resource as obsolete and to recommend its disposal. The resources tagged as obsolete will be replaced by state-of-the-art resources, subject to availability of funds, without affecting the work of users.

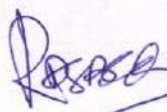
2.8 Access Control and Usage of IT infrastructure

In respect of access control and usage of IT infrastructure the University policy shall be as follows:

The University shall have the right to control the access to the various computing resources and databases in the University.

1. Accessing undesirable/illegal/harmful/copy right in fringing materials using the University computing resources is prohibited. The access to those materials/websites shall be blocked to the extent possible. Log of accesses to websites of doubtful nature shall be maintained and scanned from time-to-time.
2. Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited.
3. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
4. Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on university facilities, or on individual machines connected to the University network, is prohibited and sole responsibility of users.


 IT Services
 IKG PTU, Jalandhar-Kapurthala



5. To the extent possible, users are expected to use only their official email addresses provided by university for official communications with other members of the University.
6. Recreational downloads and peer to peer connections for recreational purposes are not allowed unless it is academic requirement.
7. Users are expected to take proper care of network equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility.
8. Playing of Games in University laboratories or using University facilities for same is prohibited.
9. The users shall maintain discipline and shall not cause any damage to any resource of the Computer Centre and other laboratories.
10. The users shall not bring any food item to the Computer Centre.
11. Every user shall sign a user acceptance document assuring to abide by the above rules at the time of applying for Internet user login account. With the approval of competent authority disciplinary action shall be initiated against a user violating any of these rules and shall block his/her access to the resources in the Computer Centre.

2.9 Risk Management of IT infrastructure

With growing dependency on IT infrastructure, the threats and vulnerabilities to IT infrastructure are of great concern today. IT infrastructure faces several risks and the risk exposure may vary from time to time. It is necessary to perform IT infrastructure risk assessment on regular basis. The University shall follow the risk management policies as given below:

- Periodic and Scheduled back up of data in geographically separated location.
- Keeping IT infrastructure under surveillance at critical locations.
- Use of fire alarm, smoke alarm and fire extinguisher
- Earth quake resistant buildings
- Use of Anti-virus tools for protecting servers, desktops and network devices from malwares
- Regular updating of software with security patches
- Regular updating of firewall

2.10 Computer Centre Committee

There shall be a Computer Centre Committee consisting of one representative from each of the user departments with the Vice-Chancellor/VC Nominee as the chairman and the HOD/In-charge of the Centre as its convener. The committee shall meet at least once in a semester to review the functioning of the IT infrastructure and to take major operational and policy decisions.

2.11 e-Content development and Management

Computer Centre will create technology enhanced learning resource centre at IKGPTU to enhance quality of teaching and capture the digital content in a high-quality format with less manpower. It will encompass entire digital content development cycle from production to consumption by the end user. All the policies related to usage of learning resource centre will be finalized by committee with approval of competent authority.

Computer Centre will create technology enhanced learning resource centre at IKGPTU to enhance quality of teaching and capture the digital content in a high-quality format with less manpower. It will encompass entire digital content development cycle from production to consumption by the end user. All the policies related to usage of learning resource centre will be finalized by committee with approval of competent authority.

2.12 Violation of IT Policy

Violations of policy will be treated as academic misconduct, misdemeanour or indiscipline as appropriate. Depending upon the nature of the violation, the university authorities may fine/or and take an appropriate action as per penal provisions under Indian laws. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices.

(Jaspreet Singh, IAS)
Registrar

Dated : 17.02.2022

Endst. No. IKGPTU/REG/NF/47-50

A copy of the above is forwarded to the following for information & necessary action please:

1. Secretary to Vice Chancellor: for kind information of Hon'ble Vice Chancellor.
2. Dean Academic: to inform all Deputy Dean (Faculty), HoD's (Teaching) and Director/Incharge (Constituent Campuses).
3. All HoD's/Incharge (Non-Teaching)
4. ITS: Upload on University website.

(Jaspreet Singh, IAS)
Registrar

IT Services
IKG PTU, Jalandhar-Kapurthala

Revenue Expenditures (IKGPTU Administration Departments) Budget Estimate 2022-23		
ITS Deptt.		
Amt. in lakh		
Sr. No.	Particulars	Budget Estimate 2022-23
1	Meeting Expenses	1.00
2	Conference/ Seminars/Workshop by PTU	1.00
3	Staff Training and Development Exp.	1.00
4	Annual maintenance Contract (AMC)	5.00
5	Repair and Maintenance Building	-
6	Repair and Maintenance General	2.00
7	Repair and Maintenance Computer/ Peripherals	5.00
8	Staff welfare Exp.	1.00
9	Printing & Stationery etc.	0.50
10	Office Expenses etc.	1.00
11	Confidential work.	-
12	Function and Festival expenses etc.	-
13	Software Development and maintenance Exp.	25.00
14	Medical reimbursement/Medical Insurance exp.etc.	1.00
15	Internet Exp./ IT Services	30.00
16	Staff TA/DA	1.00
17	Misc.Exps	1.00
	Grand Total	75.50
CAPITAL EXPENDITURE		
1	Software and Development Exp etc.	100.00
2	Furniture & Fixture etc.	-
3	Computer/ Laptop, Peripherals and Networking Exp.	300.00
4	Hardware etc	-
5	Equipment and Machinery etc	-
6	Misc. (unforeseen)	-
	Total	400.00

IT Services
IKG PTU, Jalandhar-Kaourthala

[Handwritten Signature]

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar
IT Services

Subject: Data Required on Indicator 4.3.3 for NAAC.

Metric No	Physical Facilities
4.3.3	<p><i>Student Computer Ration (Data for latest completed year)-2021-22</i></p> <p>Number of student: Number of computer available to students for academic purpose</p> <p>Data Requirements</p> <ul style="list-style-type: none">• Number of computer for academic purpose in working condition• Total number of student <p>File Description</p> <ul style="list-style-type: none">• Upload any additional information• Student –Computer ratio
DATA (4.3.3)	<p>Student Computer Ration (Data for latest completed year)</p> <p>Data Requirements</p> <p>Total number of computers: 130 Total number of student visited to Lab: open for all students</p> <p>File Description</p> <ul style="list-style-type: none">• Bill uploaded

IT Services
IKG PTU, Jalandhar-Kapurthala

Q

M. M.



Invoice

SELLER DETAILS:

Address: **NIHARIKA TECHNOLOGIES**
SCO 51 FF,, Kapurthala Chowk,, Jalandhar, PUNJAB, 144001
Email Id: niharika_technologies@niharikatech.com
Contact No : 09872813301
GSTIN: 03AAPPJ3523N1ZK

GeM Invoice No: GEM-15198324
GeM Invoice Date: 24-Sep-2021

Order No: GEMC-511687775185216
Order Date: 12-Jul-2021

[Click here to download seller invoice](#)

SHIPPING TO:

Consignee Name: Jagdeep Singh
Address: Registrar I.K. Gujral Punjab Technical University,
Near Pushpa Gujral Science City, Ibban, Kapurthala-144603,
Distt. Kapurthala, (Punjab) KAPURTHALA
PUNJAB 144603

Contact No: 01822-662510-

BILL TO:

Buyer Name: Deepak Sidana , Programmer
Address: Registrar I.K. Gujral Punjab Technical University,
Near Pushpa Gujral Science City, Ibban, Kapurthala-144603,
Distt. Kapurthala, (Punjab) KAPURTHALA PUNJAB 144603
Technical Education and Industrial Training Department Punjab
I K Gujral Punjab Technical University
Department: Technical Education and Industrial Training
Department Punjab
Office Zone: I K Gujral Punjab Technical University, Kapurthala
Organisation: I K Gujral Punjab Technical University

Seller Tax Invoice Number	Seller Tax Invoice Date	Dispatch Mode	Dispatch Date
NT/21-22/093	15-Sep-2021	Manual	15-Sep-2021

Place of Supply	Place of Supply State (State/UT Code)	Supply Type	Consignee GSTIN Number
Consignee Location	Punjab / 03	Intra-State	03AAAJP1130G2ZS

Product Description	HSN Code	Measurement Unit	GST UQ Name	Supplied Qty	Unit Price	Total Price inclusive all Taxes
Dell 1000 @7200 rpm GB HDD 64 2 Processor with Standard Display All in one pc	8471	pieces	NUMBE RS	40	Rs. 70210.00	Rs. 2808400.00
				Taxable Amount	Rs. 2380000.00	
				Tax Rate (%)	18	
				CGST	Rs. 214200.00	
				SGST/UTGST	Rs. 214200.00	
				Cess Rate (%)	0.000	
				Cess Amount	Rs. 0.00	
				Cess in Quantum	Rs. 0.00	
				Rounding Off	Rs. 0.00	
Grand Total					Rs. 2808400.00	

Central Store : IKGPTU MAIN CAMPUS
Certified that entry of this bill has been made in the
Central Stock Register of Non-Consumable/Consumable
Stores of Page No. 203
Sl.No. 01

*Verified
Jagdeep
8/10/21*

*Rajwinder Kaur
Store Keeper (A) (Store)*

8/10/2021



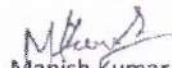
I.K. Gujral Punjab Technical University
Jalandhar-Kapurthala Highway, Kapurthala
Inspection Report

1. The undersigned members of the Inspection Committee have physically verified the following equipment's/materials, supplied by M/s Niharika Technologies Jal. GEMC-511687775185216 dated 12/07/2021, on _____ vide Bill No. NT/21-22/093 dated 15/09/2021 for Rs. 2808400/-

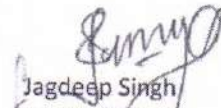
Sr. No	Item (Make & Brand, if any)	Quantity		Acceptable quantity	Non acceptable quantity	Remarks/ Reasons
		Ordered	Supplied			
(a)	(b)	(c)	(d)	(e)	(f)	(g)
01	Dell 1000 @7200 rpm GB HDD 642 Processor with Standard Display All in one pc	40	40	40		

2. The above mentioned items have been inspected technically/got demonstrated/ installed from the supplier and accepted as per quantity shown in column (e) above.
3. The quantity shown in column (f) is not acceptable due to the technical reasons indicated against each in column (g).
4. The concerned firm be informed in writing/ personally for replacement/ repair of the items shown under column (f).


HOD
(ITS)


Manish Kumar
SA (ITS)

on be
Rakesh Bahadur Singh
SA (F&A)


Jagdeep Singh
SA MC (S & P)

IT Services
IKG PTU, Jalandhar-Kapurthala




2

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

BHARKA TECHNOLOGIES 900-51/FP Near Aterah Pasaka Improvement Trust Market, Kapurthala Chowk, Jalandhar DISTRICT: DSAAAP130G225 State Name: Punjab, District: JZ Contact: 0181-4818984, 9872915351 E-Mail: rsharda@bharkatech.com, bharkatech@gmail.com		Invoice No: N019289374 Delivery Note: Supplier's Ref: Buyer's Order No: Dispatch Document No: Dispatched through: Terms of Delivery:	Date: 8-Jan-2020 Mode/Terms of Payment: 31 Days (Other References): As Per GoM Terms Date: 9-Dec-2019 Delivery Note Date: Destination:
Consignee: LK GUJRAL Punjab Technical University JALANDHAR-KAPURTHALA HIGHWAY KAPURTHALA GSTIN/IN: 03AAAJ11130G225 State Name: Punjab, Code: JZ		Buyer (if other than consignee): LK GUJRAL Punjab Technical University JALANDHAR-KAPURTHALA HIGHWAY KAPURTHALA GSTIN/IN: 03AAAJ11130G225 State Name: Punjab, Code: JZ	

Sl	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc %	Amount
1	HP 280 PRO G4 (7QV41AV) 15.6" Core i3-8020S G3 7.28 HDD, 2GB GB 250 16GB 1P-Port 15.5" FHDW LED DISPLAY Serial No. Air Asses Attached <i>Red color per - dealer Hand</i>	84715000	66 Pc	41,440.60	Pc		27,35,084.88
							2,46,157.64
							2,46,157.64
							1,30.16
			Total		66 Pc		₹ 32,27,400.00

Central Store : IKGPTU
 Certified that copy of this bill has been submitted to
 Central Store of the Government of Punjab
 Date: 20/01/2020
 200/06 195/08
 20/01/2020 (50%)

Amount Chargeable (in words): **INR Thirty Two Lakh Twenty Seven Thousand Four Hundred Only**

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84715000	27,35,084.88	9%	2,46,157.64	9%	2,46,157.64	4,92,315.28
	Total		2,46,157.64		2,46,157.64	4,92,315.28

Tax Amount (in words): **INR Four Lakh Ninety Two Thousand Three Hundred Fifteen and Twenty Eight paise Only**

Company's PAN: **AAPPJ3522P**

Declaration:
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
 1 Goods: Once sold will not be returned.
 2 Delivery payment over 15 days is liable to interest @24% p.a.
 3 Warranty on Hardware and by service centre only.

Company's Bank Details:
 Bank Name: **Canara Bank 146125601728**
 A/c No: **1401256001728**
 Branch & IFS Code: **MAIN BRANCH & CNB0001728**

for BHARKA TECHNOLOGIES
 Jalandhar



SUBJECT TO KAPURTHALA JURISDICTION
 This is a Computer Generated Invoice

200/06 Monitor



Handwritten signature



Microsoft

Niharika Technologies

S.O. 51/77, Improvement Trust Market,
Kapurthala Chowk, Jalandhar - 148001
Ph: 99141 461599

GSTIN: 05AAPPJ3923N1ZK

Invoice No.		NT/1920/374		Serial No. Annex for			
Invoice Date		January 6, 2020		Desktop PC and LED			
Order No.		GEMC 51165774696910		Monitors			
Order Date		December 9, 2019					
Desktop Product No. 7QY41AV Model HP 280 G4 SFF				LED Monitor Product No. L47850-016 Model HP P204v			
Sr. No.	Unit Serial No.	Sr. No.	Unit Serial No.	Sr. No.	Unit Serial No.	Sr. No.	Unit Serial No.
1	INA950RFS5	41	INA950RFSK	1	3CQ93707KJ	41	3CQ93707GP
2	INA950RFT2	42	INA950RFRJ	2	3CQ93707K2	42	3CQ93707G6
3	INA950RFQ9	43	INA950RFRS	3	3CQ93707CD	43	3CQ93707GM
4	INA950RFS5	44	INA950RFSG	4	3CQ937083S	44	3CQ93707G8
5	INA950RFQ9	45	INA950RFSH	5	3CQ93707F9	45	3CQ93707FF
6	INA950RFCT	46	INA950RFS7	6	3CQ93707GV	46	3CQ93707KC
7	INA950RFS9	47	INA950RFRY	7	3CQ93707F5	47	3CQ93707KB
8	INA950RFRR	48	INA950RFQO	8	3CQ937076J	48	3CQ937074L
9	INA950RFT6	49	INA950RFTC	9	3CQ937076D	49	3CQ93707KN
10	INA950RFQF	50	INA950RFSF	10	3CQ93706YX	50	3CQ937076H
11	INA950RFS2	51	INA950RFS1	11	3CQ937076H	51	3CQ93707FZ
12	INA950RFQK	52	INA950RFR2	12	3CQ93707GN	52	3CQ93707DH
13	INA950RFR7	53	INA950RFSW	13	3CQ93707HG	53	3CQ9370769
14	INA950RFQJ	54	INA950RFSN	14	3CQ93707F6	54	3CQ93707JQ
15	INA950RFRM	55	INA950RFQ7	15	3CQ93707FJ	55	3CQ93707GT
16	INA950RFS5	56	INA950RFS3	16	3CQ937076J	56	3CQ93707FG
17	INA950RFQV	57	INA950RFQ8	17	3CQ93707KF	57	3CQ93707KK
18	INA950RFS6	58	INA950RFTH	18	3CQ93707JQ	58	3CQ93707J9
19	INA950RFTQ	59	INA950RFS0	19	3CQ93707K4	59	3CQ93707J5
20	INA950RFRV	60	INA950RFRZ	20	3CQ93707FW	60	3CQ93707G7
21	INA950RFRJ	61	INA950RFQ6	21	3CQ93707C7	61	3CQ93707FL
22	INA950RFQX	62	INA950RFR3	22	3CQ93707JL	62	3CQ93707GD
23	INA950RFR3	63	INA950RFQJ	23	3CQ93707JV	63	3CQ93707G6
24	INA950RFT4	64	INA950RFR1	24	3CQ93707GB	64	3CQ93707G4
25	INA950RFQH	65	INA950RFRW	25	3CQ93707KD	65	3CQ93707F8
26	INA950RFTK	66	INA950RFTG	26	3CQ93707K0	66	3CQ93707JX
27	INA950RFT			27	3CQ9370792		
28	INA950RFQZ			28	3CQ93707FQ		
29	INA950RFRD			29	3CQ93707C4		
30	INA950RFS7			30	3CQ937076W		
31	INA950RFS8			31	3CQ93707CX		
32	INA950RFR0			32	3CQ93707FR		
33	INA950RFQW			33	3CQ93707K3		
34	INA950RFQ3			34	3CQ93707K1		
35	INA950RFR4			35	3CQ93707C5		
36	INA950RFRK			36	3CQ93707GY		
37	INA950RFRG			37	3CQ93707K9		
38	INA950RFQ5			38	3CQ93707GF		
39	INA950RFT7			39	3CQ93707G3		
40	INA950RFS1			40	3CQ93707GL		



IT Services
IKG PTU, Jalandhar-Kapurthala



Organisation Details

Type: State Autonomous
 Ministry: -
 Department: Technical Education and Industrial Training Department
 Punjab
 Organisation Name: I K Gujral Punjab Technical University
 Office Zone: I K Gujral Punjab Technical University, Kapurthala

Buyer Details

Name: Rishi Gupta
 Designation: Assistant Registrar
 Contact No: -
 Email ID: rishigupta.ikgptu@punjab.gov.in
 GSTIN: 03AAAJP1130GZ25
 Address: Registrar I.K. Gujral Punjab Technical University, Near Pushpa
 Gujral Science City, Ibban, Kapurthala-144603, Distt. Kapurthala, (Punjab),
 KAPURTHALA, PUNJAB-144603, India

Financial Approval Detail

IFD Occurrence: No
 Designation of Administrative Approval: Vice Chancellor
 Designation of Financial Approval: Vice Chancellor

Seller Details

Company Name: Niharika Technologies
 Contact No: 9872813301
 Email ID: ptkuli.advocate@gmail.com
 Address: .NIHARIKA TECHNOLOGIES, HARNAMI NAGAR,
 Kapurthala, PUNJAB-144601, -

Product Details

#	Item Description	Category Name	Model	Ordered Quantity	Unit	Price (Inclusive of all Duties and Taxes in INR)
1	HP 280 G3 SFF i5 Win10P 81hdd256ssd3 P204	Desktop Computers	HP 280 G3 SFF i5 Win10P 81hdd256ssd3 P204	66	pieces	3,227,400
Total Order Value (in INR)						3,227,400

Consignee Detail

S.No	Consignee	Item	Quantity	Expected Delivery Date
1	Kuldeep Kumar Landline-- bycon@ikgptu.punjab@gembuyer.in Registrar I.K. Gujral Punjab Technical University, Near Pushpa Gujral Science City, Ibban, Kapurthala-144603, Distt. Kapurthala, (Punjab), KAPURTHALA, PUNJAB-144603, India	HP 280 G3 SFF i5 Win10P 81hdd256ssd3 P204	66	08-Jan-2020

Product Specification for HP 280 G3 SFF i5 Win10P 81hdd256ssd3 P204

Specification	Sub-Spec	Value
Processor	Processor Make	Intel
	Processor Generation	8
	Number of Cores per Processor	5
	Processor Base Frequency (GHz)	3
	Processor Description	Intel Core i5
	Processor Number	Intel Core i5 8500

Motherboard	Chipset Series	Intel H Series
	Expansion Slots (PCIe x 1) (Number)	1
	Chipset Number	Intel H370
	Expansion Slots (PCIe x 4) (Number)	0
	Expansion Slots (PCIe x 16) (Number)	1
	Expansion Slots (PCI) (Number)	0
	Expansion Slots (M Dot 2)	2
Graphics	Graphics Type	Integrated
	Graphic Card Description	UHD 630
	Size of Memory in Case of Dedicated Graphic Card (GB)	0
	Size of VRAM in case of Integrated Graphics (MB)	128
Operating System	Operating System (Factory Pre-Loaded)	Windows 10 Professional
	Recovery Image Media	On Line / Cloud
	OS Certification	Windows
Memory	Type of RAM	DDR4
	RAM Size (GB)	8
	RAM Speed (MHz)	2666
	Total Numbers of DIMM Slots Available	2
	Number of DIMM Slots populated	1
	RAM Expandability up to(using spare DIMM Slots in GB)	32
Storage	Total Number of Internal Bays available	1
	Number of 2 point 5 inches internal Bays	0
	Number of 3 point 5 inches Internal Bays	1
	Number of 2 point 5 Inches Internal Bays Populated	0
	Number of 3 point 5 Inches Internal Bays Populated	1
	Type of Drives used to populate the internal Bays	HDD,SSD
	Number of Internal Bays populated with HDD	1
	Capacity of each HDD (GB)	1000 @7200 rpm
	Total HDD Capacity (GB)	1000
	Number of Internal Bays populated with SSD	0
	Capacity of each SSD (GB)	256
	Total SSD Capacity (GB)	256
	Number of Internal Bays populated with SSHD	0
	Capacity of each SSHD (GB)	NA
	Total SSHD Capacity in addition to 8 GB Flash (GB)	0
	Number of Internal Bays populated with SSED	0
	Capacity of each SSED (GB)	0
	Total SSED Capacity (GB)	0
	Optane Memory (GB)	0

A

IT Services
IKG PTU, Jalandhar-Kaourthala

ms

Cabinet	External Bays (Number)	1
	Optical Drive	DVD R/W
	Internal Speaker	No
	Audio-in	Yes
	Audio-out	Yes
	Headphone out	Yes
	Microphone-in	Yes
Connectivity	Wireless Connectivity	No
	If Yes, Type of Wireless Connectivity	NA
	Number of Ethernet Ports	1
	Type of Ethernet Ports	10/100/1000 on board Integrated Gigabit Port
	Bluetooth Connectivity	No
	If Yes, Version of Bluetooth Available	0
Ports	Number of USB Version 2 Point 0 Ports	4
	Number of USB Version 3 point 0 / 3 point 1, Gen 1 Ports	4
	Number of USB Version 3 point 1, Gen 2 Ports	0
	Number of USB Type C Ports	0
	Number of Serial Ports	1
	Number of Parallel Ports	0
	Number of VGA Ports	1
	Number of HDMI Ports	1
Monitor	Number of DP Ports	0
	Model of the Monitor	P204
	Monitor Technology	TN
	LED Backlit Monitor Size (INCHES)	19.5
	Monitor Resolution (PIXELS)	1600 x 900
	TCO Certification for Monitor	8.0
	Number of VGA Ports in the Monitor	1
	Number of HDMI Ports in the Monitor	1
	Number of Display Ports in the Monitor	1
	Availability of Webcam integrated with Monitor	No
	If Yes, Resolution of Webcam	NA
	Availability of Speakers integrated with Monitor	No
Power	If Yes, Number of Speakers available	0
	Power Supply Capacity (Watt)	180
	Minimum Power Efficiency Range (%)	90 - 94
Certification	ROHS Compliance	Yes
	BEE / Energy Star for the given Model	Yes

IT Services
IKG PTU, Jalandhar-Kaourthala

Operating Conditions	Type of Mouse	Optical Scroll
	Keyboard Connectivity	Wired
	Type of Keyboard	Standard
	Minimum Operating Temperature	0
Operating Conditions	Maximum Operating Temperature	40
	Minimum Operating Humidity (%RH)	10
	Maximum Operating Humidity (%RH)	90
Warranty	On Site OEM Warranty (Year)	3

Terms and Conditions

1. Special terms and conditions

1.1 As per notification of MEITY circulated vide letter no. F.No.33(1)/2017-IPHW, dated 14/09/2017, the minimum local content should be 45 percent to qualify as local or domestic manufacturer. Seller has to ensure that operating system software etc comes preloaded with machine from respective OEM. Any deviation in respect of genuinity and authenticity of OS will attract severe penalty on part of seller as law of the land and contractual provisions. Buyer are also requested to verify the key no of OS etc with server of Microsoft/Linux before accepting machines to avoid complexity at latter stage.

2. General terms and conditions

2.1 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) as available on the GeM portal (unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

2.2 **Terms of delivery:** Free Delivery at Site including loading/unloading. In respect of items requiring installation and / or commissioning and other services in the scope of supply (as indicated in respective product category specification / STC / ATC), and the cost of the same is also included in the Contract price.

2.3 **Delivery period:** The Delivery Period/Time shall be essence of the Contract and delivery must be completed not later than such date(s). Any modification thereto shall be mutually agreed and incorporated in the Contract as per the provisions of the GTC.

2.4 **Performance Security:** If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller.

2.5 **Taxes and Duties:** Contract Prices are all inclusive i.e. including all taxes, duties, local levies / transportation / loading-unloading charges etc. Break up of GST shall be indicated by the Seller while raising invoice / bill on GeM. While submitting the bill / invoice Seller shall undertake that the Goods and Services Tax (GST) charged on this bill is not more than what is payable under the provision on the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the charges on account of GST on these goods are correct under the provision of that Act or the rules made there under.

2.6 **Octroi Duty and / or other local taxes:** Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to seller towards payment of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).

2.7 **Limitation of Liability:** The provisions of limitation of liability between Buyer and Seller as given in the GTC shall be applicable here.

2.8 **Resolution of disputes:** The provisions of DISPUTE RESOLUTION BETWEEN BUYER AND SELLER as given in the GTC shall be applicable here.

2.9 **Liquidated Damages:** If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever. In case, Service Level Agreement (SLA) is applicable the same shall be applicable for the Contract.

2.10 Financial Certificate:

2.10.1 The expenditure involved for this purpose has received the Sanction of the competent financial authority.

2.10.2 The funds are available under the proper head in the sanction budget allotment for the concern financial year.

2.10.3 I have been fully authorized by the department to sign the supply order or incur the liability of the Goods being ordered. *

2.11 The bidder should submit a self declaration to the effect in bidder's official letter head that their agency have not been black listed by any Agency whatsoever till date.

3. Additional Terms and conditions

3.1 **Scope of supply (Bid price to include all cost components):** Supply Installation Testing Commissioning of Goods and Training of operators and providing Statutory Clearances required (if any)

A

IT Services
IKG PTU, Jalandhar-Kapurthala

[Handwritten signature]

Code Certificate:

The seller should upload following certificate in the bid:-

(a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :-

- (i) Inhibit the desired and designed function of the equipment.
- (ii) Cause physical damage to the user or equipment during the exploitation.
- (iii) Tap information resident or transient in the equipment/network.

(b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

3.3 The Purchaser reserves the right to increase or decrease the ordered quantity up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the contracted qty up to 25% during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly

3.4 Audited Balance sheet of bidder FOR last 3 years or from the date of incorporation if incorporation date is less than 3 months is required.

3.5 Availability of Service Centres : Bidder /OEM must have a Service Centre in the District of each Consignees Location

3.6 AS per Buyer specific Additional Terms & conditions in the Bid, price preference is to be given to local supplier as defined in public procurement (Preference TO Make IN India-20%), ORDER 2017 AND its subsequent Orders/Notifications issued BY concerned Nodal Ministry for specific Goods/Products. AS per this order, the minimum LOCAL content should be 50% TO enable the firm to qualify as local supplier. Accordingly, the bidders must mention the local content percentage in their bid OR product detail and also provide the details of locations at which the local value addition is made, failing which no purchase preference shall be granted to them in case their bids are higher than L-1 bid.

3.7 Bidder/ Supplier/ Organization/ Proprietor/ ANY of the Director(s) shall not be banned or suspended or black listed by any Government / Public Sector Undertaking / Corporate organization or convicted in any Court of Law across India or declared Bankrupt or insolvent. A self declaration certificate must be uploaded in the GeM portal under Bidders Official Letter Head.

3.8 Experience Certificate from the concerned Govt. Department of the subject matter is required along with average turnover of last 3 Yrs BY authority prescribed BY GeM.

3.9 OEM or Authorized distributor/Partner of OEM should have a registered office in India to provide sales and 24x7 support in India. The certificate to this effect should be submitted. The bidder should be either OEM or his authorized dealer/distributor.

3.10 Office of the Service Provider (through Bid) must be located in the said state for sake of better co-ordination, smooth services and other administrative factors.

3.11 Pre-dispatch inspection / testing at Seller premises : Before dispatch, the goods will be inspected and tested by Buyer / Consignee or their Authorized Representative / Nominated External Inspection Agency by Buyer (Fee/Charges taken by the External inspection Agency shall be borne by the Buyer) at Seller's premises for their compliance to the contract specifications. The Sellers will provide necessary testing facilities and shall bear cost of in house testing required, if any. Seller shall notify the Buyer through e-mail about readiness of goods for pre-dispatch inspection and Buyer will notify the Seller about the Authorized Representative/ Nominated External Inspection Agency and the date for testing. The goods would be dispatched to consignee only after clearance in pre-dispatch inspection. Consignee's right of rejection as per GTC in respect of the goods finally received at his location shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by Buyer/ Consignee or its Nominated External Inspection Agency prior to the goods' shipment.

3.12 Replacement under warranty clause shall be made by the Seller free of all charges at site including freight, insurance and other incidental charges. During the warranty period, the Seller shall remain responsible to arrange replacement in next Business day (NBD) and for setting right at his own cost any equipment installed by him which is of defective manufacture or design or becomes unworkable due to any cause whatsoever. The decision of the Buyers representative in this regard to direct the contractor to attend to any damage or defect in work shall be final and binding on the Seller.

3.13 Timely Servicing / rectification of defects during warrantee period: After having been notified of the defects / service requirement during warrantee period, Seller has to complete the required Service / Rectification within time limit specified. If the Seller fails to complete service / rectification with defined time limit, a penalty of defined % of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG).

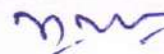
- (i) Time Limit for Service / Rectification of defects will be as defined in the SLA document for the service.
 - (ii) Penalty per week of delay as % of unit price of product will be as defined in the SLA document for the service.
- Seller to give compliance Yes / No while submitting bid.

3.14 The bidder must have ISO 9001 certification.

Note: This is system generated file. No signature is required. Print out of this document is not valid for payment/ transaction purpose.

(N)

IT Services
IKG PTU, Jalandhar-Kanurithala



(In-Ward & Out-Ward)

EASTERN

Maximum _____
 NAME OF ARTICLE Desktop Computer
 Minimum _____

Rates
 1 _____ 2 _____
 3 _____ 4 _____

Month & Date	PARTICULARS	Folio	QUANTITY			REMARKS
			RECEIPTS	ISSUED	BALANCE	
29	INA950RFRD	3250				
30	INA950RFS7			30	84	Issued to ITS (Lab 1)
31	INA950RFS4	3250		02	82	Issued to Pro office
32	INA950RFQ4					
33	INA950REQ2	3250				
34	INA950RFT8					
35	INA950RFT5					
36	INA950RFTJ					
37	INA950RFRP					
38	INA950RFQ9			06	76	Issued to Examination (Received by Labhinder Singh)
39	INA950RFSM	3250				
40	INA950RFRX			02	74	Issued to VC (Secretary) (Received by Labhinder Singh)
41	INA950RFTF	3250				
42	INA950RFSL			02	72	Issued to Student Welfare

N/K...
 MANU
 3115

CPU
 2 Pent
 4 EDP
 6

CPU
 2 VC(S)
 3082

(S.No. INA950RFTF)
 SA & B
 Suresh Babu
 (103123)
 Youth Affairs
 17/1/2020
 (3036) Annual
 10/1/2020



m.m.

STOCK REGISTER

(In-Ward & Out-Ward)

198

Maximum _____

NAME OF ARTICLE Dustbin Computer

Rates

Minimum _____

1 _____ 2 _____
3 _____ 4 _____

Month & Date	PARTICULARS	Folio	QUANTITY			REMARKS
			RECEIPTS	ISSUED	BALANCE	
43	INA950RFQY	3252		02	70	Issued to Estate office (Ram Kishan) 7032-0A
44	INA950RFT3					
45	INA950RFQD	3252				Issued to FSA 5033 Narinder Singh 0A
46	INA950RFQK					
47	INA950RFSY					
48	INA950RFB6					
49	INA950RFS2					
50	INA950RFB8					
51	INA950RFQP					
52	INA950RFB8			08	62	
53	INA950RFOM	3252		01	61	Issued to Resistance Office for use of Resistance 3120 Harejit Singh (GA)
54	INA950RFSO			01	60	Issued to Estate office (RAM KISHAN) 7032-0A



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(In-Ward & Out-Ward)

Maximum _____
NAME OF ARTICLE Desktop Computer
Minimum _____

Rates
1 _____ 2 _____
3 _____ 4 _____

Month & Date	PARTICULARS	Folio	QUANTITY			REMARKS
			RECEIPTS	ISSUED	BALANCE	
1.29.05/19	SGH729R2 TP TP	(SGH729R2TP)		01	03	Issued to NAD Cell Jatinderbir Singh, SA
13.02.20 07	M/S Niharika Technologies SCO-51 FF Near Adarsh Relace, Improvement Trust Market Kapurthala chok Jalandhar Desktop Model No-HP 280 G4 SFF (Product No- 70K41AV Supply order No - GEM-51K877 37588881 Dated - 09/12/2019 Bill No - NT/1920/373 Dated - 01/01/2020 Bill Amount Rs - 22,00500/- (GST Included)	(325)	45	—	48	
13.01.20 08	M/S Niharika Technologies SCO-51 Improvement Trust Market Kapurthala chok. Jalandhar. Desktop- Model No-HP 280 G4 SFF Supply order No - GEM- 511687774696910 Dated - 09/12/19 Bill No - NT/1920/374	(325)				



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Stock Entry - (P-5)

AGMATEL

Agmatel India Private Limited

Plot No. 122, Patparganj Industrial Area, Delhi-110092

Original/Duplicate

H.O.-E-366, 2nd Floor, Nirman Vihar, Vikas Marg, Delhi-110092
Phone : 011 43064308
E-mail : marketing@agmatel.com
Website:-www.agmatel.com
Toll Free:- 1800113233

PARTNERING INNOVATION
GSTIN : 07AAAC8116A1ZB
Pan No.: AAAC8116A

Computers

TAX INVOICE

Ship from Location : Delhi State Code: 07

Bill To :
EdCIL (India) Limited
Nplu Project Office 4th Floor
Sector -16A Plot No 18A
Noida - 201301
IN

GSTIN : 06AAACE0676F1ZU
State : Uttar Pradesh Code : 09

Ship To :
J.K. Gujral Punjab Technical University, Jalandhar - Kapurthala
Highway, VPO - Ibban, Kapurthala-144603, Dist. Kapurthala
PH:+91-1822-255003 +01-1822-255635

GSTIN :
State : Code :

Invoice No. : **07AAAC8116A** Dated : 01-Aug-2017

Buyer's Order No : EDGIL/PROCIPTU-2017/IT-EOP-1/137 Dated : 27-Jul-2017

Payment Term : As per DGS & D Payment Terms

Dispatched through :

Kind Attention :
Name:- MobileNo:- Email:-
Designation:- Phone:-

Amount of Tax Subject to Reverse Charge : NIL

S.No.	Item Code	Description	HSN No.	Quantity	Rate	Taxable Value	CGST		SGST		IGST	
							Rate	Amount	Rate	Amount	Rate	Amount
1	VSE84AA	HPV 15 IN MONITOR	8528	329	0.00	0.00						
2	YSA10AV	HP PDS 3070 4MT PC	8471	329	43873.00	18622.14	18622.14			18%	7893.16	18622.14
Total				658		14,454,346.81						2,596,164

Total Invoice Value (In Words) : INR ONE CRORE SEVENTY LAKH THIRTY TWO THOUSAND FOUR HUNDRED ELEVEN ONLY

Total Invoice Value (INR) (In Figures) : 17032411.00

Our Bankers Details:-
Bank Name & Address : HDFC BANK LIMITED- New Delhi
Bank A/c & Type : CASH CREDIT 13500330000025
Account Holder : AGMATEL INDIA PRIVATE LIMITED
RTGS / IFSC Code No : HDFC0001350

Our Bankers Details:-
Bank Name & Address : CITI BANK N.A, Connaught Place New Delhi-01
Bank A/c & Type : CASH CREDIT 0710234019
Account Holder : AGMATEL INDIA PRIVATE LIMITED
RTGS / IFSC Code No : CITI0000002

Terms & Condition:
1. Material once sold will not be taken back.
2. Interest @15% will be charged if the payment is delayed beyond 10 days without any specific reason.

Please send a remittance advice by email to pawan.gupta@agmatel.com clearly identifying your payment and detailing invoice information.
Cheques/DD to be made payable to AGMATEL INDIA PRIVATE LIMITED
Please counter your cheques/DD our H.O address mention above and please write the invoice/order numbers behind the documents/attach the remittance Declaration. We declare that this invoice shows the actual price of the Goods described and that all particulars are true and correct.

For Agmatel India Private Limited

Authorized Signatory

SUBJECT TO DELHI JURISDICTION

This is a Computer Generated Invoice

E & O E

Our Head Office: 303, Usha Chamber, New Rajdhani Enclave, Vikas, Delhi-110092, India
CN-U0210901997PTCO84482

IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar
IT Services

Subject: Data Required on Indicator 4.3.4 for NAAC.

4.3.4	<p>Available bandwidth of internet connection in the Institution (Leased line)</p> <p>Options:</p> <ul style="list-style-type: none">A. ≥ 1 GBPSB. 500 MBPS - 1 GBPSC. 250 MBPS - 500 MBPSD. 50 MBPS - 250 MBPSE. < 50 MBPS <p>Data Requirements:</p> <ul style="list-style-type: none">• Available internet bandwidth <p>File Description</p> <ul style="list-style-type: none">• Upload any additional information• Details of available bandwidth of internet connection in the Institution <p>List of Required Supporting Documents as per SOP:</p> <ul style="list-style-type: none">• Bills for any one month / one quarter of the latest completed academic year indicating internet connection plan, speed and bandwidth.• E-copy of the document/agreement with the service provider. <p>Specific Instructions to HEIs as per SOP:</p> <ul style="list-style-type: none">• Only leased line connectivity in the name of the HEI will be considered. <p>Not to be considered as per SOP:</p> <ul style="list-style-type: none">• Snapshot of speed test for wi-fi/internet facility will not be considered. <p>Broadband connections will not be considered</p>
DATA	<p>Available bandwidth of internet connection in the Institution (Leased line)</p> <p>Options:</p> <ul style="list-style-type: none">A. ≥ 1 GBPS <p>The total bandwidth available is 1.5 GBPS includes</p> <ul style="list-style-type: none">• 1 GBPS ILL from National Knowledge Network.• 500 MBPS ILL from BSNL network.• 100 MBPS RF line as a backup from BSNL network. <p>Note: Copy proofs attached at Annexure "C" for proof.</p>

IT Services
IKG PTU, Jalandhar-Kapurthala

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Enterprise Business, NCR-I, Cell
O/o CGM (CN-Tx North)
Kidwai Bhawan, Janpath
New Delhi-110001
Ph: 23325530, FAX: 23325529

भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

F. No. GNNCO-12/18/13/2021-EB-1

Date: 01/10/2021

To,

The CGMTs,
All Territorial Telecom Circles.

AGM (EB) DGM (EB)
P. Inform Concerned
GM (EB)

Sub: Extension of NKN connectivity to the Universities under NMEICT Project upto 31st December, 2021 -reg.

- Ref: 1. This office letter no. 8-361/ EB NCR-I/2020/NTR/NMEICT dated 22.03.2021 (copy available at BSNL Intranet under NORTH (MNTC) on 23.03.2021)
2. This office letter no. GNNCO-12/18/13/2021-EB-1 dated 26.06.2021 (copy available at BSNL Intranet under NORTH (MNTC) on 26.06.2021)
3. Letter No. 8-26/2014-TEL dated 30.09.2021 from Ministry of Education (MoE) regarding Extension of Public Funded ongoing schemes (Copy enclosed).

This has reference to the letter dated 22.03.2021 under Ref. (1) & letter dated 26.06.2021 under Ref. (2) vide which instructions / clarifications were issued to the BSNL Circles / Field Units regarding NKN connectivity to the Universities under NMEICT Project and extension of the project upto 30th Sep, 2021.

MoE vide letter dated 30.09.2021 under Ref. (3) has informed extension of the project beyond 30th Sep, 2021 for the period upto 31st December, 2021 or till further order.

W.r.t. payment received from MoE (i.e. MoE share 75% / 90%) in CN-Tx-N Circle or ATC related queries; Shri Nitin Yadav, AO (TR), O/o GM (F), CN-Tx-N Circle, Mob: 9466000610, Email: nitin.yadav@bsnl.co.in may please be contacted.

Field units are requested to continue the services & take necessary action including billing of the links in accordance with the instructions conveyed vide letter dated 22-03-2021 under Ref. (1) for period upto 31st December, 2021.

This is issued with approval of competent authority.

Encl: As above.

Copy to: (1) GM(EB-I), BSNL C.O. for kind information please.
(2) GM(F), O/o CGM (CN-Tx North), New Delhi.
(3) GM (DP and NC for NKN & NMEICT), STP Hyderabad.

Registered Office: Bharat Sanchar Bhawan, Harish Chandra Mathur Lane, Janpath, New Delhi - 110 001
Website: <http://bsnl.co.in> CIN: U74899DL2000GOI107739

IT Services
IKG PTU, Jalandhar-Kapurthala

Scanned with CamScanner

Rajdeep
01/10/2021
(Rajdeep)
DGM (EB NCR-I)

Enterprise Business Unit
CTO Complex, Ground Floor
GPO Exchange, Jalandhar
Tel. No. :-0181-2401883
Fax no. :-0181-2211983
E-Mail :- ebsection.jal@gmail.com



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

D/N No :- EB/PTU/NKN/

Dated :- 13-12-2022

Name :- Registrar
I.K. Gujral Punjab Technical University
Jalandhar Kapurthala Highway
Kapurthala

BSNL GST Number 03AABCB5576GAZM

PTU GST No :-03AAAJP1130G2ZS

Provisional Bill for 1 Gbps NKN Link

S.No	Location	Bandwidth	Annual Amount (in Rs)	Charges on Pro rata basis for period 20-12-2021 to 19-12-2022 (in Rs)
1	IKG PTU Kapurthala Main Campus	1 Gbps	3,72,400/-	3,72,400 /-
2	GST @ 18%			67,032 /-
3	Total Charges including GST			4,39,432 /-

Calculation Detail

Annual charges :- Rs 14,89,600 /-

Share from University@25%:-Rs 3,72,400/-

Received & Verified

M. K. Singh

Stamp Entry Made on Commisble/
Not Commisble Servk Register
on Serial No. 1 Page No. 57
by Computer Section *M. K. Singh*

उम-अ (उधमव्यापार- 11)
का. महा प्रबन्धक वर संचार जिला जालंधर
S.D.E. (E.B.-II)
O/o GMT Dist. Jalandhar

Regd&Corporate Office: Bharat Sanchar Bhawan, Harish Chander Mathur Lane, Janpath, New Delhi-110001.
Corporate Identity Number (CIN): U74899DL2000GO1107739

IT Services
IKG PTU, Jalandhar-Kapurthala

R. Singh
R. Singh
R. Singh



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA

A State University Established Under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997)

ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ
OFFICE OF REGISTRAR

Ref. No. IKGPTU/REG/ITS/5670

Dated: 11-02-2021

General Manager,
Bharat Sanchar Nigam Limited,
BSNL Building, CTO Complex,
Jalandhar-144001

Sub: **Extension/ Renewal for internet connectivity services 500 Mbps (1:1) for IKG Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala.**



This is in continuation of order no. PTU/REG/3297 dated 26.09.2018 & order no. IKGPTU/REG/ITS/3450 dated 16.01.2020 regarding to provide internet connectivity services 500 Mbps (1:1) for IKG Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala.

As approved by the competent authority, the services stated in the quoted letter have been extended for a period of two years (01.01.2021 to 31.12.2022) as per details are mentioned below:

Sr. No.	Service	Period	Rate (Rs.) Annually
1.	Internet Connectivity Services 500 Mbps bandwidth (1:1) (ILL)	Annual basis (01.01.2021 to 31.12.2022)	9,15,000/-

Terms and Conditions:

1. Terms and Conditions will remain same per PO No. PTU/REG/3297 dated 26.09.2018.
2. Service and other Taxes extra as per actual.


Registrar


Cc to:

1. T/C Secretariat Vice Chancellor: For information of Vice Chancellor
2. Finance Officer, IKGPTU
3. Incharge (ITS), IKGPTU


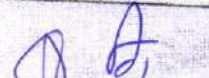
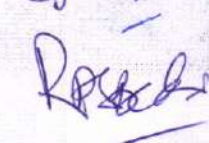
"Propelling Punjab to a Prosperous Knowledge Society"

I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar Kapurthala Highway, Kapurthala-144603.

Ph. : 01822-202521, 282501 Email : registrar@ptu.ac.in Website : www.ptu.ac.in

IT Services
IKG PTU, Jalandhar-Kapurthala

500 Mb (1-10-22 to 31-3-23)

108G84/2022/IT Services



Supplier's Address: A-31, Indl. Area, Phase- VIII, SAS Nagar, Mohali-160095, Punjab

Name & Communication Address of the Customer **Leased Circuit Bill/Tax Invoice***

Registrar IKG PTU
 IK Gujral Punjab Technical University
 JALANDHAR KAPURTHALA HIGHWAY-VPO:- Ibban Kapurthala IN
 Kapurthala-JALANDHAR
 144601
 India

Customer ID 7000609244
 Account Number 7000609246
 Invoice Number NDCPB2206677595
 Invoice Date 03/09/2022
 Customer Type LEASED CIRCUIT
 Leased Circuit id 1000403351
 Due Date 26/09/2022

Customer GSTIN: 03AAAJP1130G2ZS

Deposit 0.00

Legacy Circuit Id ONLINE

Reverse Charge Applicability: No

Account Summary

Previous Balance	Last Payment	Bandwidth & Other Current Charges	Tax Amount	Account Balance	Amount Payable
1093670.00	539851.00	457500.46	82350.08	1093669.92	1093670.00

Amount In Words: Ten Lakhs Ninety-Three Thousand Six Hundred Seventy Rupees and Zero Paise

Dear Customer, You can now pay this Bill using VAN: BSNL7000609246 through NEFT/RTGS. Please add payee to your bank using Beneficiary Name: BHARAT SANCHAR NIGAM LIMITED, Account NBSNLLC7000609246 IFSC: SBIN0004296. Bank Name: SBI, Type of Account: Current. Initiate an amount transfer for the bill amount to the added payee. For further details, click the link https://portal2.bsnl.in/stapay/onboard

Lease A/Bill to Address: IK GUJRAL PUNJAB TECHNICAL UNIVERSITY Jalandhar Kapurthala Highway KAPURTHALA KAPURTHALA-JALANDHAR IN 144601
 Lead B Address: -

Summary of Current Charges		Amount(Rs)
Recurring Charges		457500.46
One Time Charges		0.00
Usage Charges		0.00
Adjustments		0.00
Discount		0.00
Taxes		82350.08
Total Charges		539850.54

Circuit Type: Internet Circuit/ 500 MBPS LLA - 8 LLB - CHD - D NON-MLLN

Payment Details		Amount(Rs.)
Description	Date	
Payments	01/04/22	539851.00

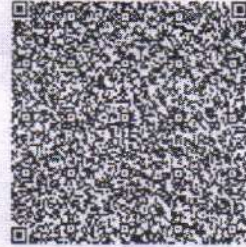
Recurring Charges		Product	Plan	Period	Qty	Rate	Charges
Circuit Rent-SAC-998414	Internet Circuit	Internet Circuit	01/10/22 to 31/03/23	NA	NA	2811967.46	
Circuit Rent Discount-SAC-998414	Internet Circuit	Internet Circuit	01/10/22 to 31/03/23	NA	NA	-2154487.00	
Modern Discount-HSN-9973	Internet Circuit	Internet Circuit	01/10/22 to 31/03/23	1	0.00	0.00	
Total Charges (Rs.)							457500.46

Tax Details		Description	Tax Rate	Amount	Taxable Value
CGST	9.00%			41175.04	457500.46
SGST/UTGST	9.00%			41175.04	457500.46

GST REGISTRATION NUMBER: 03AABC85576GAZM

Check Entry Made on Consumable/ Non Consumable Stock Register as Serial No. 51, Page No. 108 by Computer Section M.K.

Amount Payable: Rs. 10,93,670/-
 Paid: Rs. 5,39,851/-
 Adjustment: Rs. 13,968/-
 Net Payable: Rs. 5,39,851/-



E-Invoice QR Code

CIN: U74899E

Received & Verified

M.K.
 Signature

Dear Customer, Income Tax Department, Govt of India has granted certificate no. 197(1)/AABC85576G/2022-23/1 Dt 22/06/2022 (can be downloaded from https://bsnl.co.in/openscms/bsnl/BSNL/about_us/pdf/Certificate_197AABC_2022.pdf) to BSNL relating to TDS at lower rates applicable from 22/06/2022 to 31/03/2023. TDS may be recovered at the lower rates mentioned in the certificate issued by Income Tax Department.

Dear Customer Please dial toll free 1800-425-1957 (24 Hour) for any complaint regarding leased circuit.

Accounts Officer (TR)

This is a Computer generated Bill and hence does not require any Signature.

Original For Recipient/Duplicate For Supplier

Invoice No: NDCPB2206677595	BHARAT SANCHAR NIGAM LTD	Account No.: 7000609246
Invoice Date: 03/09/2022		Leased Circuit id.: 1000403351
Due Date: 26/09/2022		Amount Payable: 1093670.00
Mode of payment <input type="checkbox"/> Cash <input type="checkbox"/> Cheque/DD <input type="checkbox"/> Credit / Debit Card <input type="checkbox"/> E-payment <input type="checkbox"/> EFT		
Cheque/DD No. _____ Dated: [] [] [] [] Bank: _____ Branch: _____		
Please Charge Rs. _____ Against Card no. _____ <input type="checkbox"/> Visa <input type="checkbox"/> Masters <input type="checkbox"/> Diners <input type="checkbox"/> Amex		
Expiry Date: [] [] [] [] Signature: _____ Card Holder's Name: _____		
Please make crossed Cheque/DD/Pay order for Amount Payable (Rounded Up) in favour of AO (Cash), BSNL JALANDHAR		
Note: Post Offices / Banks to accept Bills against Account Number on or before Due Date only		

For bank use only Page 1 of 1

IT Services
 IKG PTU, Jalandhar, Kapurthala

M.K.

98348/2022/IT Services



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA

A State University Established Under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997)

ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ
OFFICE OF REGISTRAR

18/19

REG/2020/11

Ref. No. IKGPTU/REG/ ITS/ 5670

Dated: 11-02-2021

General Manager,
Bharat Sanchar Nigam Limited,
BSNL Building, CTO Complex,
Jalandhar-144001

Sub: **Extension/ Renewal for internet connectivity services 500 Mbps (1:1) for IKG Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala.**

This is in continuation of order no. PTU/REG/3297 dated 26.09.2018 & order no. IKGPTU/REG/ITS/3450 dated 16.01.2020 regarding to provide internet connectivity services 500 Mbps (1:1) for IKG Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala.

As approved by the competent authority, the services stated in the quoted letter have been extended for a period of two years (01.01.2021 to 31.12.2022) as per details are mentioned below:

Sr. No.	Service	Period	Rate (Rs.) Annually
1.	Internet Connectivity Services 500 Mbps bandwidth (1:1) (ILL)	Annual basis (01.01.2021 to 31.12.2022)	9,15,000/-

Terms and Conditions:

1. Terms and Conditions will remain same per PO No. PTU/REG/3297 dated 26.09.2018.
2. Service and other Taxes extra as per actual.


Registrar

Cc to:

1. I/C Secretariat Vice Chancellor: For information of Vice Chancellor
2. Finance Officer, IKGPTU
3. Incharge (ITS), IKGPTU



"Propelling Punjab to a Prosperous Knowledge Society"

I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar Kapurthala Highway, Kapurthala-144603.

Ph. : 01822-282521, 282501 Email : registrar@ptu.ac.in Website : www.ptu.ac.in

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
(REGISTRAR OFFICE)**

Ref. No.: IKGPTU/REG/NC/Admin/73

Dated: 02.05.2023

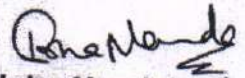
NOTE

Subject: Providing Data for AQAR.

Please refer to letter No. IKGPTU/IQAC/298, dated: 21.04.2023 regarding subject quoted above (copy enclosed). The data pertaining to the desired indicators is concerned with different Departments/Branches as detailed below:

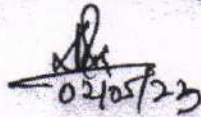
S.No.	Indicators	Metric No.	Department/Branch
01.	Indicator-03	3.1.5	(R&D)
02.	Indicator-06	6.1.1	Public Relation
		6.1.2	HR
		6.2.1	(P&EP)
		6.2.2	HR
		6.2.3	ITS
		6.3.3	HR Dr. Rajeev Chauhan (Associate Professor) Incharge FDP
03.	Indicator-07	6.5.2	Dean (Academics)
		7.2.1	All Departments (Teaching and Non-Teaching)

All HOD's / Branch Heads may be requested to forward the required data by due date to Director (IQAC). For clarification, if any may liaise with Director (IQAC). } A


(Isha Nanda)
Clerk

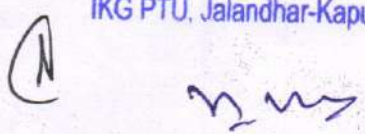
^u
"A" is recommended for approval please.

(Devinder Kumar)
Deputy Registrar (Admin.)


02/05/23

(Dr. S.K. Misra)
Registrar

IT Services
IKG PTU, Jalandhar-Kapurthala



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

ITS department of the University, has a significant role in providing IT services like Software development, Network activities, Video Conferencing etc. for the University and its campuses. The department provides varied services to different departments of the University, their staff, and students of University campuses. The department facilitate them with high speed internet facilities, high performance computing facilities, conducting of different placement tests, training centres, state-of-the-art servers, storage, and various advanced application software.

Apart from providing different software solutions to University departments for e-governance, the department implements an internal online e-governance web portal to provide IT services to University departments.

Web Portal Address :- <https://cc.ptu.ac.in>

Type of Online Services:

1. Request for a Service
2. Request for Internet Login (For Employees)
3. Request for University Official Email (For Employees)
4. Request for Internet Login (For University Students)
5. Requirement Performa
6. TA-DA Performa

IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

1. Website Home Page

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
I.K. Gujral Punjab Technical University - IT Services
(A State University Established by Govt. of Punjab vide Punjab Act No. 1 of 1997)

+91-01822-282528
computersection@ptu.ac.in

Home About Us Service Request Services Projects FAQs Our Team Gallery Locate Us

University Computer Centre has served as a hub for all IT related services of the University and its Constituent Campuses. Computer Center operates under IT Services department of the University.

The Computer Centre has a significant role in the software development, network activities of the University and its Constituent Campuses. University Computer Centre provides varied services to all faculty members, staff and students of University Campuses. With the commissioning of the University-wide network, the Computer Centre is in a unique position to serve the University for all its IT needs. This centre facilitate with high speed internet facility, high performance computing facility, placement tests, training centres, state-of-the-art servers, storage and various advanced application softwares.

Computer Centre supports the University wide one Gbps fibre optic network that connects all the academic departments, hostel, library, building blocks and other

Highly Configured Computers Systems
Email Facility
Technically
KEY FEATURES
Fully Air
Wi-Fi Facility

2. Website Services

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
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computersection@ptu.ac.in

Home About Us Service Request Services Projects FAQs Our Team Gallery Locate Us

Email Request Form (Employees)
Internet Request Form (Employees)
Internet Request Form (Students)
TA/DA Form
Requirement Performs
New EOffice Account Form

University Computer Centre has served as a hub for all IT related services of the University and its Constituent Campuses. Computer Center operates under IT Services department of the University.

The Computer Centre has a significant role in the software development, network activities of the University and its Constituent Campuses. University Computer Centre provides varied services to all faculty members, staff and students of University Campuses. With the commissioning of the University-wide network, the Computer Centre is in a unique position to serve the University for all its IT needs. This centre facilitate with high speed internet facility, high performance computing facility, placement tests, training centres, state-of-the-art servers, storage and various advanced application softwares.

Highly Configured Computers Systems
Email Facility
Technically
KEY FEATURES
Fully Air
Wi-Fi Facility

Handwritten signatures and initials in blue ink.

Handwritten signature in blue ink.
IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

3. **Request a New Service:** University Employees can submit the following form to request for different kind of services related to Hardware, Software and Internet.

The screenshot shows the 'Request a New Service' form. At the top, there is a header with the university's name in Hindi and English, and contact information. Below the header is a navigation menu with options like Home, About Us, Service Request, Services, Projects, FAQs, Our Team, Gallery, and Locate Us. The main heading of the form is 'Request a New Service'. The form is divided into two main sections: 'Employee Information' and 'Service & Device Detail'. The 'Employee Information' section includes fields for Emp Code, Name, Designation, Mobile, Email, and Department. The 'Service & Device Detail' section includes dropdown menus for Service Type and Device Type, a text field for Service Detail, a text field for Model Name, a text field for Serial Number, a dropdown for Data Backup Taken, and a file upload field for a picture. There is a 'SUBMIT REQUEST' button and a declaration checkbox. A note at the bottom says: 'Note: Please download the request form and submit signed copy to ITS department.'

After Submission, the employee can download the Form for reference. The Request is automatically assigned to the ITS department employees.

4. Employee Email Request Form

The screenshot shows the 'Employee Email Request Form'. At the top, there is a header with the university's name in Hindi and English, and contact information. Below the header is a navigation menu with options like Home, About Us, Service Request, Services, Projects, FAQs, Our Team, Gallery, and Locate Us. The main heading of the form is 'Employee Email Request Form'. The form is divided into two main sections: 'Personal Information' and 'Employment Information'. The 'Personal Information' section includes fields for Name, Date of Birth, Mobile Number, Alternate Email, Preferred Email Address, Correspondence Address, City, District, and Pin. The 'Employment Information' section includes fields for Employee Code, Designation, Role of User, Date of Retirement/Relieving, and Department/Organization/Institute. There is a 'Submit Request' button and a declaration checkbox. The declaration text is: 'Declaration: I hereby declare that all the information furnished above is true and complete to the best of my belief and knowledge.'

Ans

⊙

Ag



IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

5. Employee Internet Login Request Form



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
I.K. Gujral Punjab Technical University - IT Services
(A State University Established by Govt. of Punjab vide Punjab Act No. 1 of 1997)

+91 01822-262528
oos@it-services.ikgptu.ac.in

Home About Us Service Request Services Projects FAQs Our Team Gallery Locate Us

Employee Internet Request Form Home / Employee Internet Request

Request For

Internet IP Address Internet Login

Personal Information

Name * Mobile Number *

Email Address *

Employment Information

Appointment Type * Employee Code *

Designation * Department *

Date of Retirement/ Completion of Work*

Device Information

Device Type * Model Number *

Serial Number * MAC Address *

Antivirus * Detail
(If installed specify name, version and expiry date)

Declaration: I hereby declare that all the information furnished above is true and complete to the best of my belief and knowledge.

Our Campuses

- Main Campus, Kapurthala
- Amritsar

Quick Links

- New Request/Ticket
- Email Service Enquiry (Employee)

Other Links

- e-PG Pathshala
- OASIS

Address

I.K. Gujral Punjab Technical University,
Jalandhar - Kapurthala Highway

Handwritten signatures and initials in blue ink.


Handwritten signature in blue ink.
IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

6. Student Internet Login Request Form



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
I.K. Gujral Punjab Technical University - IT Services
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+91-01822-262528
computereducation@ptu.ac.in

Home About Us Service Request Services Projects FAQs Our Team Gallery Locate Us

Student Internet Request Form Home / Student Internet Request

Personal Information

Name *	<input type="text"/>	Father Name *	<input type="text"/>
Gender *	<input type="text" value="-Select-"/>		
Mobile Number *	<input type="text"/>	Email Address *	<input type="text"/>
Identity Proof *	<input type="text" value="-Select Type-"/>	ID Proof Detail *	<input type="text"/>
Correspondence Address *	<input type="text"/>		
Permanent Address *	<input type="text"/>		

Course Information

Roll Number *	<input type="text"/>	Branch *	<input type="text"/>
Session *	<input type="text"/>	Completion Date *	<input type="text" value="dd-mm-yyyy"/> <input type="checkbox"/>

Device Information

Device Type *	<input type="text" value="-Select Type-"/>	Model Number *	<input type="text"/>
Serial Number *	<input type="text"/>	MAC Address *	<input type="text"/>
Antivirus *	<input type="text" value="-Select -"/>	Detail	<input type="text"/>

(If installed specify name, version and expiry date)

Declaration: I hereby declare that all the information furnished above is true and complete to the best of my belief and knowledge.

Our Campuses

- Main Campus, Kapurthala
- Analsar
- Hoshiarpur
- Mohali Campus I
- Mohali Campus II

Quick Links

- New Request/Ticket
- Email Request Form (Employees)
- Internet Request Form (Employees)
- Internet Request Form (Students)
- TA/DA Form
- Requirement Performa

Other Links

- e-PG Pathshala
- SWAYAM
- GIAN
- Virtual Classroom (MOU)
- Virtual Labs
- Sakshat

Address

I.K. Gujral Punjab Technical University,
Jalandhar - Kapurthala Highway,
VPO - Ibban, Kapurthala-144003,
Distt. Kapurthala


☎ 249-501142-21
☎ +91-1822-262528
☎ +91-1822-262528

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Handwritten signature in blue ink.
IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
IT Services Department
 NAAC Indicator 6 - Metric No. 6.2.3

7. TA/DA Form (print only)



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
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+91-01822-282528
 computeraction@ptu.ac.in

Home About Us Service Request **Services** Projects FAQs Our Team Gallery Locate Us

TA-DA Form
Home / TA-DA Form

1. Name:- _____ (In Block Letters) 2. Father's Name:- _____
 3. Address:- _____ Contact No:- _____
 4. Designation:- _____ 5. Organization:- _____
 6. Pay Scale/ Consolidated Salary:- _____ 7. Grade Pay:- _____
 8. Date of Meeting/ Inspection:- _____ 9. Purpose of Meeting & Journey:- _____
 10. Last Pay Scale & GP if Retired:- _____ 11. E-mail ID:- _____
 12. Bank A/c No. (For ECS Payment):- _____ Bank IFS Code: _____
 13. PAN:- _____


(A) Honorarium:-

S. No.	Particulars	Date		No. of Days	Rate of Honorarium	Total Amount (Rs.)
		From	To			
1						
Total (A):-						

(B) TA/DA/Local Journey/Toll Tax etc.:-

Date	Departure		Arrival			Mode of Journey & Vehicle No.	Distance for Road Mileage		Amount of Toll Tax etc.	Hotel/ NON Hotel D.A.	Total Amount (Rs.)
	Station	Time	Date	Station	Time		K.M.	Rate			

8. Requirement Performa (print only)



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ - ਆਈ ਟੀ ਸੇਵਾਵਾਂ
I.K. Gujral Punjab Technical University - IT Services
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Home About Us Service Request **Services** Projects FAQs Our Team Gallery Locate Us

REQUIREMENT PERFORMA
Home / REQUIREMENT PERFORMA

Department: _____ Section/Branch: _____

Sr. No.	Item	Quantity			Estimated Cost ₹
		Required	Already Available	To Be Purchased	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Rasheed

IT Services
 IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

ADMIN PORTAL

1. Login Screen



2. List of Service Requests

S. No.	Code	Request Type	Department	Emp. Name	Mobile	Issue	Date	Assigned To	Status
1	UE2483	Internet Issue	EXAMINATION (RESULT SECTION)	Deepak Joshi		Desktop-tp(11) *Internet Not Working	05-05-2023 12:22:12	Akash Saggi	PENDING
2	ZH4541	A Hardware Issue	DEPARTMENT OF HUMANITIES LANGUAGE AND CULTURAL STUDIES	Manjit Kaur		Desktop-tp (hp tpe 71025/0c9/67071c) *Blank screen/reboot	24-04-2023 15:37:46	Amit Sharma	IN-PROCESS
3	SNS797	Internet Issue	DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY	Dr. Rajneesh Sachdev		Laptop-DESKTOP-05FADL1/E218F611 *Internet Not Working	25-04-2023 16:20:10	Akash Saggi	COMPLETE
4	DX9259	Internet Issue	BOYS HOSTEL 4	Jyoti Azra		Mobile/Tablet-OUTER 1st Floor(R2coter) *Internet Not Working	25-04-2023 15:06:24	Akash Saggi	COMPLETE
5	YS4725	A Hardware Issue	ACADEMICS	Ankit Kapila		Desktop-HP(HP230) *Computer is slow	17-04-2023 16:42:05	Raman Sharma	COMPLETE
6	KD7562	Internet Issue	GENERAL ADMINISTRATION	Rajender Singh		Desktop-HP (ProDesk3NA4059R03) *Internet Not Working	20-04-2023 11:18:32	Akash Saggi	COMPLETE
7	WD6784	Internet Issue	DEPARTMENT OF ELECTRICAL ENGINEERING	Dr. V. S. Bhat		Desktop-HP(HP6720K7G) *Internet Not Working	24-04-2023 10:42:15	Akash Saggi	COMPLETE
8	VR2030	A Software Update	BOYS HOSTEL 4	Prince		Desktop-Dell(UPR8002) *Windows Installation	25-04-2023 15:19:37	Raman Sharma	COMPLETE
9	LR8061	A Software Update	EXAMINATION (SECURITY BRANCH)	Kulwinder SINGH		Laptop-DELL E5830ZK/A7X1 *Windows Installation	02-05-2023 11:23:33	Raman Sharma	COMPLETE
10	L00170	A Software Update	HUMAN RESOURCE MANAGEMENT (HRM)	Gurpreet Singh		Desktop-tp(HP230hp2) **Windows Installation	02-05-2023 14:10:16	Raman Sharma	COMPLETE
11	VG6821	A Hardware Issue	HUMAN RESOURCE MANAGEMENT (HRM)	VIVEK TALWAR		Printer-Canon MF2446W/307023 *Printer not working	03-05-2023 15:52:28	Amit Sharma	COMPLETE
12	ZV4454	A Hardware Issue	DEPARTMENT OF HUMANITIES LANGUAGE AND CULTURAL STUDIES	Manjit Kaur		Printer-dps 7665b/cv/9995g/2029206 *Printer not working	04-05-2023 10:47:16	Amit Sharma	COMPLETE
13	VR7000	A Hardware Issue	COLLEGE DEVELOPMENT	neetu Bala		Desktop-HP(NA448416) *Display Problem	04-05-2023 11:31:42	Amit Sharma	COMPLETE
14	MY9039	A Software Update	HUMAN RESOURCE MANAGEMENT (HRM)	Varun Sharma		Desktop-HP (EliteDesk 800 G1 #FF/na448414) *Windows Installation	04-05-2023 14:44:51	Raman Sharma	COMPLETE
15	ENS616	A Hardware Issue	DEPARTMENT OF CHEMICAL SCIENCES	BALBIR SINGH		Desktop-HP c/MAQ 61000 PRO/NA221VWBH *Computer Not Starting	05-05-2023 09:27:24	Amit Sharma	COMPLETE

Ans *Q* *18*

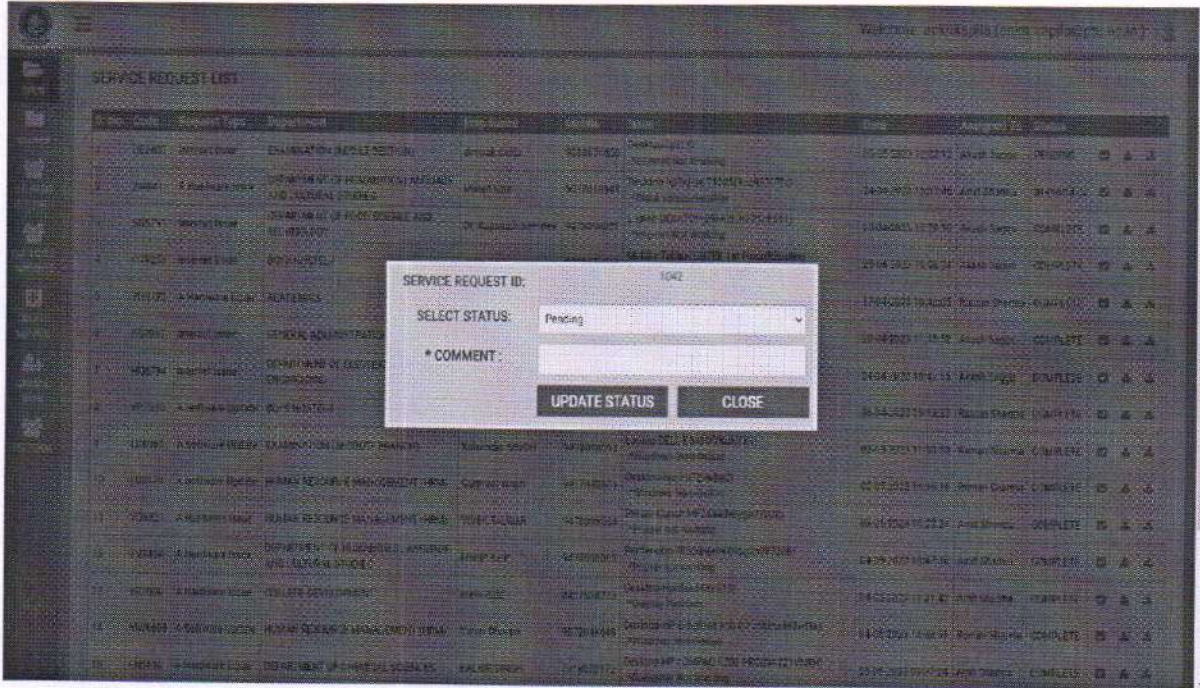
Ramesh
IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

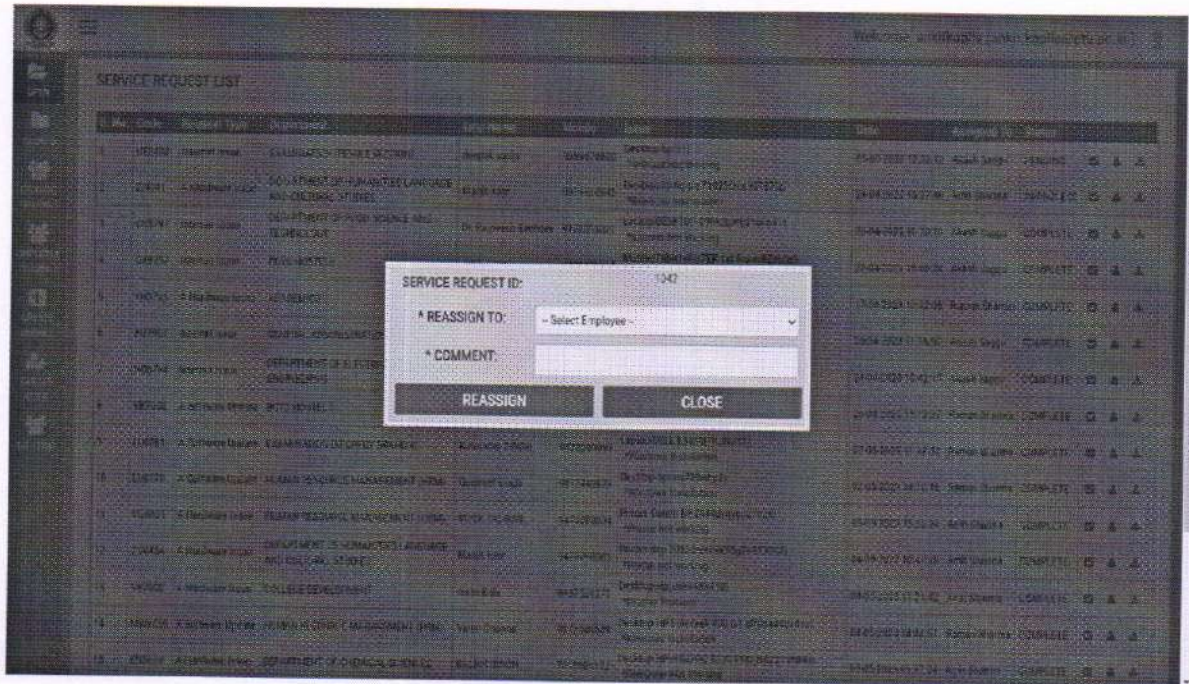
IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

3. Option to update Status of Service Request



4. Option to Re-assign Service Request to other ITS staff



Ar *Q* *As*

Rakesh's
IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

IT Services Department

NAAC Indicator 6 - Metric No. 6.2.3

5. Internet Request Forms

Welcome, ankitkapila (ankit.kapila@ptu.ac.in)

Student Internet Requests

Pending Completed

Sr.	Ref No	Reg Date	Roll No	Name	MACAddress	EmailId	Branch	Mobile No	Form	Form	
<input type="checkbox"/>	1	HC2033	29-09-2021	2022715	Shivam Mishra	18:30 A2:D0:47:E9	sm954223@gmail.com	ECE-2020-2024	9111672194	EDIT	Download
<input type="checkbox"/>	2	RA1269	09-10-2021	1916489	Gurpreet Singh	da:c0:a6:29:09:a8	Singhgurpreet89166@gmail.com	B.tech(CSE)-2019-23	9814243841	EDIT	Download
<input type="checkbox"/>	3	FA1303	09-10-2021	1916503	Manish Raj	22:63 C8:D5:A5:69	virraj04@gmail.com	CSE-2019-2023	7541940651	EDIT	Download
<input type="checkbox"/>	4	GC1767	09-10-2021	1916519	Ruhi	34:64 A9:D3:8B:CF	Ruhi14712001@gmail.com	Btech CSE-2019	7696022757	EDIT	Download
<input type="checkbox"/>	5	B87361	11-10-2021	1818725	Karandeep singh	A0:88:65:38:5b:A5	kkarandeep877@gmail.com	MECHANICAL ENGINEERING-2018-2022	09149873129	EDIT	Download
<input type="checkbox"/>	6	QF2738	11-10-2021	1916650	PUNEET NUMAR	94:E9:79:68:14:95	AUTO/PUNEET1@gmail.com	MECHANICAL ENGINEERING-2018-2022	8625816922	EDIT	Download
<input type="checkbox"/>	7	DU7935	11-10-2021	2022499	Jaspreet Singh	04:5A:39:E5:20:3A	jsihar24@gmail.com	BBA-2020	6006623356	EDIT	Download
<input type="checkbox"/>	8	GA4779	11-10-2021	2022987	NISHANT SHARMA	EE:2E:98:D4:5A:A1	NKS2003SHARMA@GMAIL.COM	C.S.E.-2020-2024	801059900	EDIT	Download
<input type="checkbox"/>	9	HX9215	12-10-2021	1916487	manar chouhan	sultanpur lodhi	manavchouhan262@gmail.com	civil-2019-2023	+919855615630	EDIT	Download
<input type="checkbox"/>	10	NE2402	13-10-2021	2022757	Krishna Maurya	02:90:00:00:00:00	mauryakrishna8777@gmail.com	ME-2020	8309065967	EDIT	Download
<input type="checkbox"/>	11	HY9487	13-10-2021	2022754	KANISHK GODARA	5C:BA:EF:90:6:538	KANISHKGODARA17@gmail.com	ME-2020	7302701934	EDIT	Download
<input type="checkbox"/>	12	YD0981	13-10-2021	2022761	PARVEEN BHARDWAJ	C8:E2:55:6C:76:F9	BHARDWAJ_P061@gmail.com	ME-2020	7807725992	EDIT	Download
<input type="checkbox"/>	13	TJ4387	13-10-2021	2022760	NOORHASAN ANSARI	asas0512	noorhasanasani776@gmail.com	ME-2020-2024	9304279084	EDIT	Download
<input type="checkbox"/>	14	QV9269	21-10-2021	1916457	Manar	3E:0A:D8:E2:F1:9B	manavchouhan262@gmail.com	civil-2019-23	9859615630	EDIT	Download

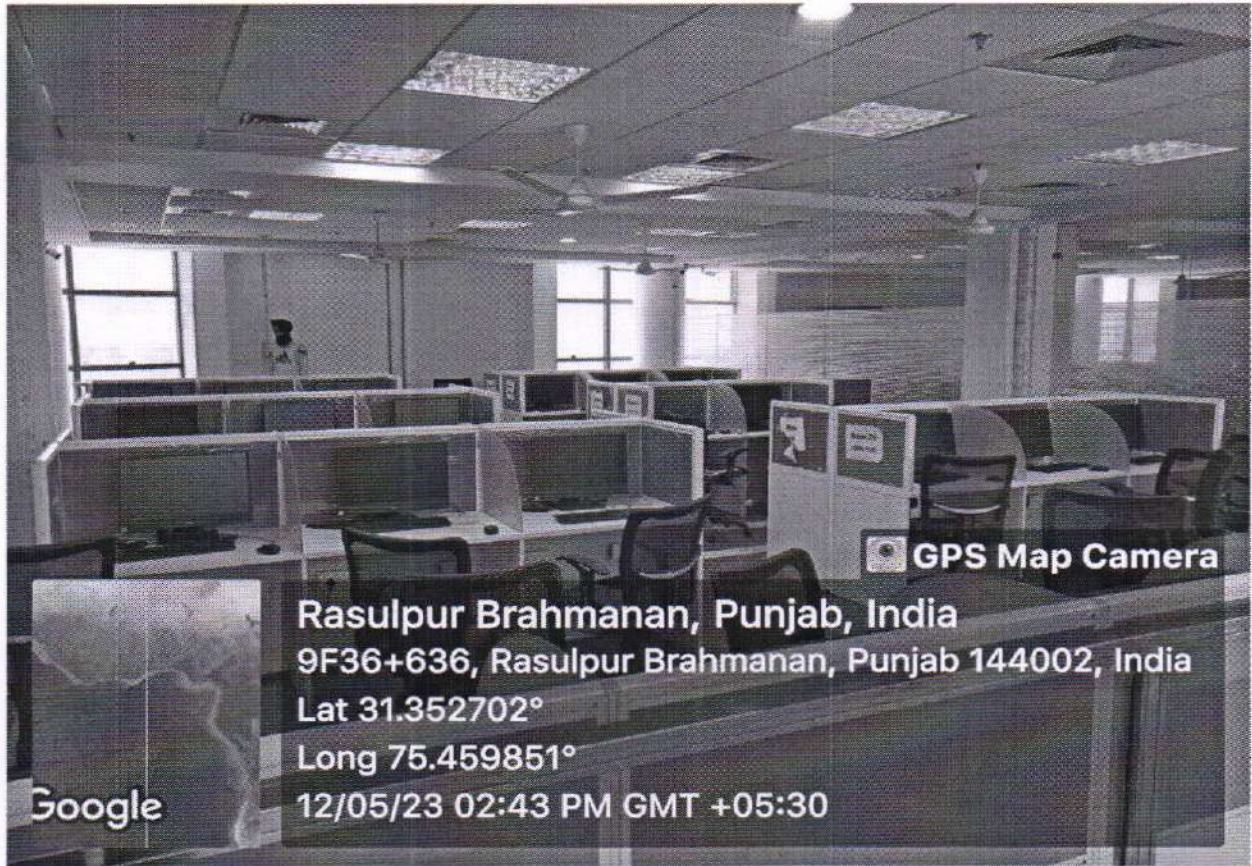
(Handwritten signatures)

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IKG PTU, Jalandhar-Kapurthala

(Handwritten signature)

6-2-3
NAAC Indicator: 4.4.2

Geotagged Photographs:-



(Computer Centre Lab)

[Handwritten signatures]
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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
(Registrar Office)

IKGPTU/REG/NF/46

Dated: 17.02.2022

NOTIFICATION

Sub: IT Policy for I.K Gujral Punjab Technical University

As approved by competent authority vide e-office file No. D/646/2021-ITS (Computer No. 50748) dated 31.12.2021, the following is the policy for use of IT Services of the University and its Constituent Campuses:

1. Preamble

The I. K. Gujral Punjab Technical University was established by an Act of State Legislature on 16th January, 1997, to promote Technical, Management and Pharmaceutical education in the state at degree level and above. Over the years, the University has grown substantially in terms of departments and academic programs as well as in infrastructure. In the journey of 13 years, University has established Main Campus at Kapurthala and five constituent campuses located at Mohali, Amritsar, Hoshiarpur, Sultanpur Lodhi in the state of Punjab. Every stake holder of the University has requirements of IT services to work smoothly. Realizing the importance of such services, Information Technology cell has been established in 2008 for setting up basic network infrastructure in the University premises.

Need for IT Policy

The basic purpose of University's IT policies is regarding protection of computer, email and network usage of all individuals associated with I.K. Gujral Punjab Technical University. Inappropriate use makes the university vulnerable to risks such as virus attacks, misuse/commercial usage of official emails, compromise of network systems and services etc.

Access to the information technology environment at I.K. Gujral Punjab Technical University is a privilege and must be treated as such by all users. Students, Staff and other Stake holders are expected to be positive members of the University community, which extends to cyberspace, by following all University policies.

I.K. Gujral Punjab Technical University provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

Users of I.K. Gujral Punjab Technical University computing, networking and IT facilities are expected to abide by the rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the I.K. Gujral Punjab Technical University Authorities.

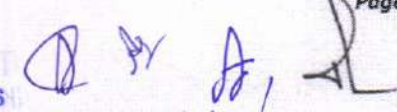
The IT department of the University has implemented an internet facility through optical fibre backbone connecting the academic as well as administrative departments. The IT department should ensure the internet facilities to be provided to each stake holders of the University. It also maintains the cloud server, web server, Microsoft mail server, administrative database server, Biometric server, CCTV, antivirus/end point protection, University domain, sub-domains, various software/hardware, etc. of the University.

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In addition, it also maintains the computing resources used by the faculty and the administration.

Maintenance of these computing resources has become a cause of serious concern over the years. With the increase in the size of the computing resources in the University, need has also arisen for streamlining the process of procurement, maintenance and disposal of the computing resources in the University. A policy document in this regard has therefore become necessary in the University.

2. The IT Policy

The IT policy shall include the following aspects:

- 2.1. Services to be provided by the computer centre (IT Services department)
- 2.2. Procurement of IT Infrastructure
- 2.3. Maintenance of IT Infrastructure
- 2.4. Networking facilities
- 2.5. Development, maintenance and upgradation of the software.
- 2.6. Green Computing Practices
- 2.7. Disposal of obsolete or unusable IT Infrastructure
- 2.8. Access control and usage of IT Infrastructure
- 2.9. Risk Management of IT Infrastructure
- 2.10. Computer Centre Committee
- 2.11. e-Content development and Management
- 2.12. Violations of IT Policy

2.1 Services to be provided by the Computer Centre

The Computer Centre shall provide the following services:

- Provide computing resources to the students, Faculty Members, Administration and other stake holders.
- Set-up and maintain the LAN and WiFi.
- Facilitate Internet, email services etc. to all University users.
- Maintain the University websites.
- Assist the Administration in the process of Selection and Procurement of Computing Resources.
- Organize training programs for the faculty and staff from time-to-time.
- Provide necessary support for IT related services.
- Up-gradation of IT infrastructure.
- Implement various software/websites/portals for smoothening the process.
- Conducting Skill Tests for recruitments.
- Providing resources for conducting online examinations
- Maintaining website and databases for various Academics as well as examination purposes.

2.2 Procurement of IT Infrastructure

The computing resources shall be procured by the Computer Centre for University. The process of procurement of the computing resources by the Computer Centre shall be as follows:

- The specifications for the computing resources shall be worked out by the Computer Centre in coordination with Intender.
- The purchase process shall be as per university norms.

2.3 Maintenance of IT Infrastructure

The post-warranty maintenance of the computers, servers and other IT equipment's shall be carried out through AMC. The requirement of AMC will be depending upon the cost and critical nature of the device. The procurement process of AMC shall be managed by the computer center. A small buffer of necessary IT equipment's shall be maintained for temporary replacement in critical usage cases.

2.4 Networking facilities

The LAN and Wi-Fi facility shall be provided and maintained by the Computer Center. The LAN facility shall cover all the academic departments, administrative departments, constituent campuses, offices, hostels, and the residential area with the approval of competent authority. The Wi-Fi facility shall be provided in the entire campus in phased manner. Appropriate technologies shall be used for the networking. The procurement, installation, administration and maintenance of the networking equipment shall be the responsibility of the Computer Centre.

2.5 Development, Maintenance and Upgradation of Software

There shall be a mechanism for development, maintenance and upgradation of the software/website/web portals etc. The software should be hosted and manage through Computer Centre. Optionally, the software/website/web portal can be developed/managed through department itself with the approval of competent authority. The user departments should take the responsibility to submit a Software Requirement Specification (SRS) describing any need for new software or upgradation of existing software or maintenance, and the stipulated time frame for the service (i.e., urgency).

The Computer Centre will consider the SRS and either recommend third party service or take up the task for in-house service. For in-house tasks, the Computer Centre members may directly carry out the task, or engage other members, including students. Optionally, external professionals may also be hired. The same may be validated from the intender department and provide the user acceptance.

The Computer Centre shall also be responsible maintaining the University Website(s). One of the Computer Centre members shall act as the Web Master.

Software procured or developed should be properly documented and maintained in-house. Tailored software, developed by third parties must provide the full source code of the software.

The source codes of software developed in-house both by the software professionals or students must be available and maintained by the computer center personnel.

The software packages that have already been procured or developed in-house will be distributed to different user departments based on the user requirement assessment.

2.6 Green Computing Practices

Due to growing concern in environmental responsibility, the computing resources should be used efficiently. The following green computing practices shall be adopted.


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- Obsolete equipment disposal by following "Upgradation and disposal of obsolete or unusable IT infrastructure" policy.
- Use of certified energy efficient and environment friendly equipment
- Sharing printers over network
- Keeping monitors in sleep mode or turn off mode when not in use
- Activating power management feature on computers and peripherals
- Use of email for circulation of office documents and memos
- Reduce paper waste by printing as little as possible
- Use of double-sided printing
- Refilling toner cartridge wherever possible and buy back of batteries by authorized vendors

2.7 Disposal of obsolete or unusable IT infrastructure

There shall be a central disposal committee as per university norms to assess the status of the IT resources. The committee shall prepare "Upgradation and disposal of obsolete or unusable IT infrastructure" policy. A member of the concerned department shall be a special invitee. The committee shall assess the status of the resources periodically and shall be empowered to declare a computing resource as obsolete and to recommend its disposal. The resources tagged as obsolete will be replaced by state-of-the-art resources, subject to availability of funds, without affecting the work of users.

2.8 Access Control and Usage of IT infrastructure

In respect of access control and usage of IT infrastructure the University policy shall be as follows:

The University shall have the right to control the access to the various computing resources and databases in the University.

1. Accessing undesirable/illegal/harmful/copy right in fringing materials using the University computing resources is prohibited. The access to those materials/websites shall be blocked to the extent possible. Log of accesses to websites of doubtful nature shall be maintained and scanned from time-to-time.
2. Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited.
3. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
4. Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on university facilities, or on individual machines connected to the University network, is prohibited and sole responsibility of users.

5. To the extent possible, users are expected to use only their official email addresses provided by university for official communications with other members of the University.
6. Recreational downloads and peer to peer connections for recreational purposes are not allowed unless it is academic requirement.
7. Users are expected to take proper care of network equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility.
8. Playing of Games in University laboratories or using University facilities for same is prohibited.
9. The users shall maintain discipline and shall not cause any damage to any resource of the Computer Centre and other laboratories.
10. The users shall not bring any food item to the Computer Centre.
11. Every user shall sign a user acceptance document assuring to abide by the above rules at the time of applying for Internet user login account. With the approval of competent authority disciplinary action shall be initiated against a user violating any of these rules and shall block his/her access to the resources in the Computer Centre.

2.9 Risk Management of IT infrastructure

With growing dependency on IT infrastructure, the threats and vulnerabilities to IT infrastructure are of great concern today. IT infrastructure faces several risks and the risk exposure may vary from time to time. It is necessary to perform IT infrastructure risk assess mention regular basis. The University shall follow the risk management policies as given below:

- Periodic and Scheduled back up of detain geo graphically separated location.
- Keeping IT infrastructure under surveillance at critical locations.
- Use of fire alarm, smoke alarm and fire extinguisher
- Earth quake resistant buildings
- Use of Anti-virus tools for protecting servers, desktops and network devices from malwares
- Regular updating of software with security patches
- Regular updating of firewall

2.10 Computer Centre Committee

There shall be a Computer Centre Committee consisting of one representative from each of the user departments with the Vice-Chancellor/VC Nominee as the chairman and the HOD/In-charge of the Centre as its convener. The committee shall meet at least once in a semester to review the functioning of the IT infrastructure and to take major operational and policy decisions.

2.11 e-Content development and Management

Computer Centre will create technology enhanced learning resource centre at IKGPTU to enhance quality of teaching and capture the digital content in a high-quality format with less manpower. It will encompass entire digital content development cycle from production to consumption by the end user. All the policies related to usage of learning resource centre will be finalized by committee with approval of competent authority.






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Computer Centre will create technology enhanced learning resource centre at IKGPTU to enhance quality of teaching and capture the digital content in a high-quality format with less manpower. It will encompass entire digital content development cycle from production to consumption by the end user. All the policies related to usage of learning resource centre will be finalized by committee with approval of competent authority.

2.12 Violation of IT Policy

Violations of policy will be treated as academic misconduct, misdemeanour or indiscipline as appropriate. Depending upon the nature of the violation, the university authorities may fine/or and take an appropriate action as per penal provisions under Indian laws. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices.

(Jaspreet Singh, IAS)
Registrar

Dated : 17.02.2022

Endst. No. IKGPTU/REG/NF/47-50

A copy of the above is forwarded to the following for information & necessary action please:

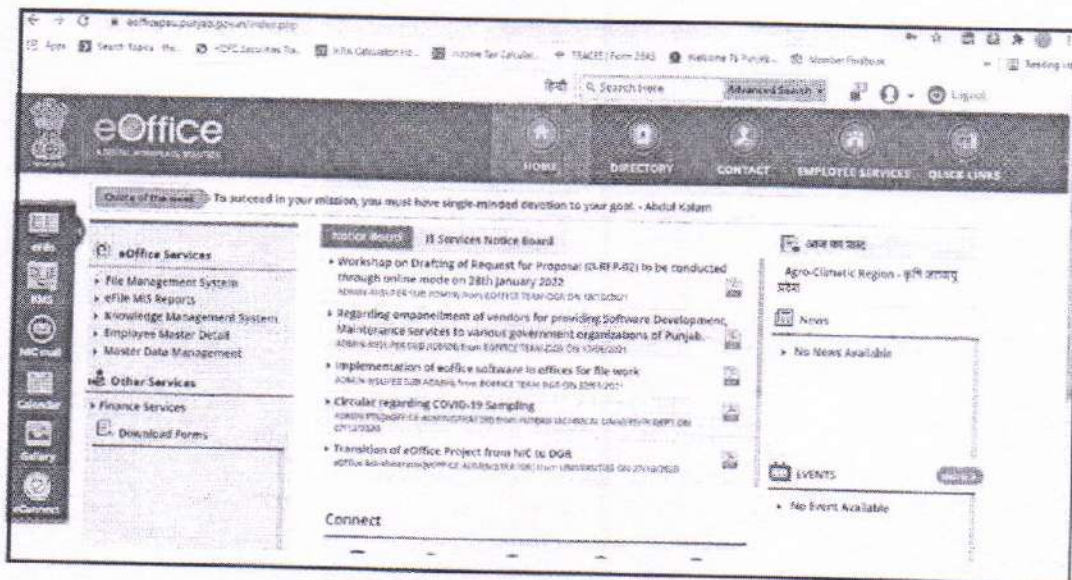
1. Secretary to Vice Chancellor: for kind information of Hon'ble Vice Chancellor.
2. Dean Academic: to inform all Deputy Dean (Faculty), HoD's (Teaching) and Director/Incharge (Constituent Campuses).
3. All HoD's/Incharge (Non-Teaching)
4. ITS: Upload on University website.

(Jaspreet Singh, IAS)
Registrar

IT Services
IKG PTU, Jalandhar-Kapurthala



I.K. Gujral Punjab Technical University, Jalandhar (eOffice User Interface Screenshot)



IT Services
IKG PTU, Jalandhar-Kapurthala



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I.K. Gujral Punjab Technical University, Jalandhar (eOffice User Interface Screenshot)

The screenshot displays the eOffice web interface. The main content area shows a list of documents with columns for 'Sl. No.', 'Doc. Name', 'Status', 'Doc. No.', 'Doc. Date', and 'Author'. A sidebar menu on the left contains various navigation options. The text 'Computer Section, IKGPTU' is visible in the lower right area of the interface.

Sl. No.	Doc. Name	Status	Doc. No.	Doc. Date	Author
1
2
3
4
5
6
7
8
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10

IT Services
IKG PTU, Jalandhar-Kapurthala

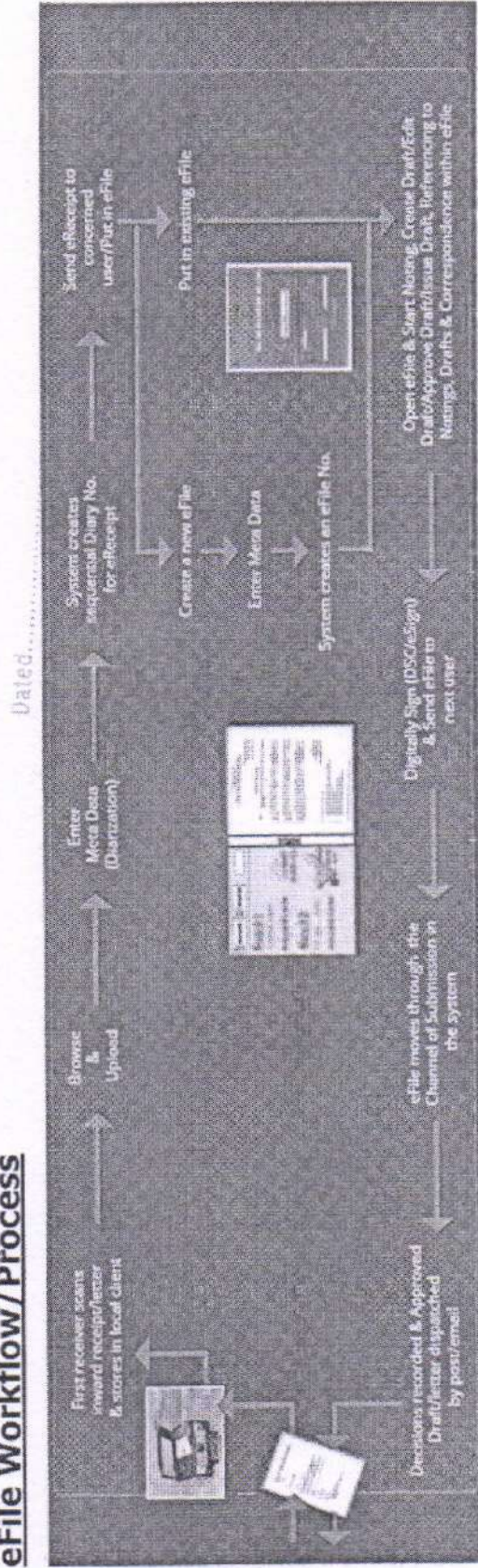


I.K. Gujral Punjab Technical University, Jalandhar (eOffice Additional Information)

eFile: Simplified, Accountable, Responsive, Effective, Transparent Electronic System

Government has been putting great emphasis on improving productivity and its internal processes, increased transparency in the decision making and bring in citizen participation as part of the inclusive governance in the country. Governance processes are based around creation of files, notings in the file, decision at various levels, and finally issuing decisions as letters and notifications. Any request to the Government goes through an elaborate processing of different stages called workflow.

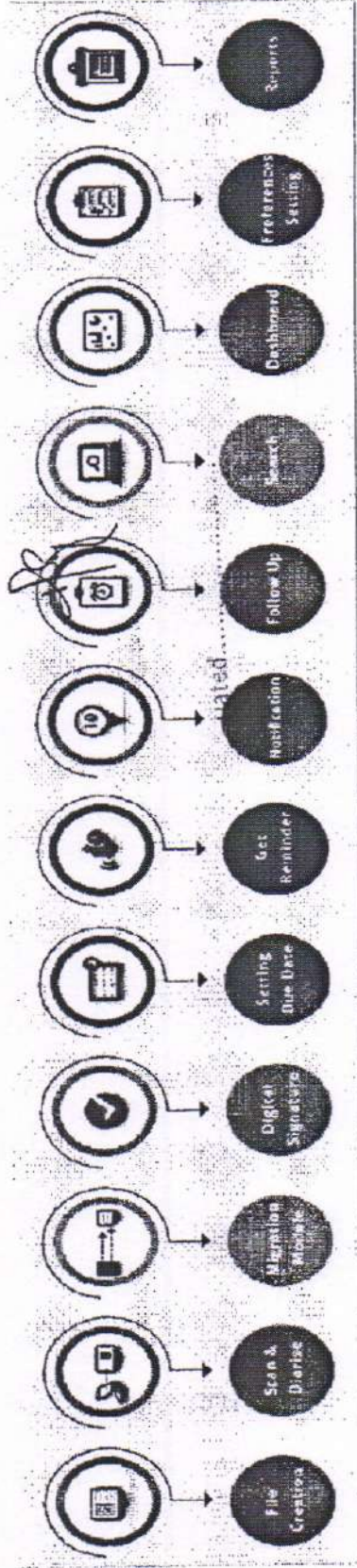
eFile Workflow/Process





**I.K. Gujral Punjab Technical University, Jalandhar
(eOffice Additional Information)**

eFile Features



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IT Services
IKGPTU, Jalandhar, Punjab
Handwritten signature

Govt. Of Punjab
Punjab State E-Governance Society
Directorate of Governance Reforms, Punjab
Plot No. D-241, Phase 8-B, Sector-74,
S.A.S. Nagar

To,

I.K. Gujral Punjab Technical University, Kapurthala,
Jalandhar Kapurthala Highway
Near Pushpa Gujral Science city, Kapurthala
144603, Punjab, Phone No.01822-662521, 662501.

No. DGR-PROC0COMP/12018-DGR-PUNJAB/2019

Dated 09/01/19

Subject: Regarding Project Proposal/cost estimation of 1000 eoffice users and related services for I.K. Gujral Punjab Technical University, Kapurthala, Punjab.

This is in reference to your request letter to implement eOffice in your university and proposal for implementation of eoffice in your university. In this regard it is intimated that below are the user charges for implementation of eoffice.

Sr. No.	User Count	Per user per annum Charges in Rs.	Amount Rs.	GST	Total Amount in Rs.
1	1000	Rs. 500/-	Rs. 5,00,000/-	18%	Rs. 5,90,000/-

This is for your information and necessary action please.

Gagan
Gagan Goyal
(Assistant Manager)

016
09/01/19

Scanned by CamScanner



IT Services
JKC PTU, Jalandhar-Kapurthala

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar
IT Services

Subject: Data Required on Indicator 6.3.3 for NAAC.

6.3.3	<p><i>Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years</i></p> <p>6.3.3.1: Total number of professional development / administrative training Programmes organized by the Institution for teaching and non-teaching staff year wise during the last five years</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="width: 15%;">Year</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data Requirement for last five years:(As per Data Template)</p> <ul style="list-style-type: none"> Title of the professional development Programme organised for teaching staff Title of the administrative training Programme organised for non-teaching staff Dates (From-to) <p>Formula:</p> $\frac{\text{Total Number of professional development or administrative training Programmes organized for teaching and non-teaching staff during the last five years}}{5}$ <p>File Description (Upload)</p> <ul style="list-style-type: none"> Reports of the Human Resource Development Centres (UGC HRDC or other relevant centres). Reports of HRDC or similar centers Upload any additional information Details of professional development / administrative training Programmes organized by the University for teaching and non-teaching staff (Data Template) 	Year						Number					
Year													
Number													
DATA	<p>6.3.3.1: Total number of professional development / administrative training Programmes organized by the Institution for teaching and non-teaching staff year wise during the last five years</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="width: 15%;">Year</td> <td style="width: 15%;">2018-19</td> <td style="width: 15%;">2019-20</td> <td style="width: 15%;">2020-21</td> <td style="width: 15%;">2021-22</td> <td style="width: 15%;">2022-23</td> </tr> <tr> <td>Number</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </table> <p>Data Requirement for last five years:(As per Data Template)</p>	Year	2018-19	2019-20	2020-21	2021-22	2022-23	Number	0	1	1	0	0
Year	2018-19	2019-20	2020-21	2021-22	2022-23								
Number	0	1	1	0	0								

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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar
IT Services

- Title of the professional development Programme organized for teaching staff
 - Title of the administrative training Programme organized for non-teaching staff
 - Dates (From-to)
- Data Provided into DVV as attached**

Formula:

Total Number of professional development or
administrative training Programmes organized for teaching and
non-teaching staff during the last five years

5

File Description (Upload)

- Reports of the Human Resource Development Centres (UGC HRDC or other relevant centres).
- Reports of HRDC or similar centers
- Upload any additional information
- Details of professional development / administrative training Programmes organized by the University for teaching and non-teaching staff (Data Template)

Copy of orders attached

IT Services
IKG PTU, Jalandhar-Kapurthala



Table 1						
6.3.3 Average number of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last five years (8)						
Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants			
02/04/2019 to 28/04/2019 and 03/05/2019 to 05/05/2019		Capacity Building Programme on eoffice for official of University and constituent Campuses	399			
29/04/2019 to 02/05/2019	Capacity Building Programme on eoffice for official of University and constituent Campuses	N/A	82			
06-10-2020	N/A	Training of Technical Assistants for instalation of Antivirus Software	19			
6.3.3.1: Total number of professional development / administrative training Programmes organized by the Institution for teaching and non teaching staff year wise during the last five years						
Table 2						
Year	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Number	0	2	1	0	0	3
Average: 1.67						
Formula:	$\frac{\text{Total Number of professional development or administrative training Programmes organized for teaching and non teaching staff during the last five years}}{5}$					

IT Services
IKG PTU, Jalandhar-Kapurthala

Training on Microsoft Team for Faculty Members.

Director Office Main Campus <director.mc@ptu.ac.in>

Tue 5/18/2021 12:14 PM

To: Deepak Kumar Goyal <drdeepakgoyal@ptu.ac.in>; Avtar Singh Buttar <danshavtar@rediffmail.com>; Rajiv Chauhan <dr.rajivchauhan@ptu.ac.in>; Gagandeep Kaur <gaganeer@ptu.ac.in>; Gagandeep Kaur <gaganpitk@gmail.com>; Priyanka <priyanka@ptu.ac.in>; Priyanka Mahajan <priyankamahajaninfo@gmail.com>; Harmeen Sochi <harmeensochi@yahoo.com>; Harmeen Sochi <harmeensochi@ptu.ac.in>; Gaurav <gaurav@ptu.ac.in>; Dr. Ashish Arora <drashish10@hotmail.com>; Ranbir Singh <ranbirsingh@ptu.ac.in>; Rajneesh Kant Sachdev <pturajneesh@ptu.ac.in>; Rajneesh Kant Sachdeva <hodfe@ptu.ac.in>; Chander Parkash <chander@ptu.ac.in>; Hitesh Sharma <hodphy@ptu.ac.in>; reenasareen169@gmail.com <reenasareen169@gmail.com>; aryavarat@gmail.com <aryavarat@gmail.com>; dav.raman@gmail.com <dav.raman@gmail.com>; Satvir Singh <satvirsingh@ptu.ac.in>

Cc: VIKAS CHAWLA <vikas.chawla.ikgptu@gmail.com>; Deepak Sidana <sidana.deepak@ptu.ac.in>

Respected All HoD's and Deputy Deans

Greetings of the Day!

It is informed that Microsoft Team training is being conducted by Department of ITS, schedule is given below:

Date: 18.05.2021 (Tuesday)

Time: 03.00 PM

Link for Meeting (Google Meet): <https://teams.microsoft.com/j/meetup-join/19%3aEd9k9zrNP7AmwavWfQu7NM87mokBPBVqveVkaU1GXR41%40thread.tacv2/1621316160131?context=%7b%22tid%22%3a%228367c608-2d2e-4f3e-b816-a36327e91fb5%22%2c%22oid%22%3a%2239dd8f46-fc42-46ff-9529-3ab60e8277e7%22%7d>

You are requested to inform all the faculty members of your department regarding Training of Microsoft Team. Whoever wants to join this training, can do so by joining the above given link.

Warm Regards

Director Office
IKGPTU Main Campus,
Jalandhar-Kapurthala Highway,
Kapurthala - 144603
01822-255055

Computer Section, IKGPTU

Dated.....

IT Services
IKG PTU, Jalandhar-Kapurthala

I.K. Gujral Punjab Technical University
(Registrar Office)

IKGPTU/REG/00/717

Dated: 29.03.2019

Office Order

Sub: Capability Building Programme on eoffice for the officials of I.K. Gujral Punjab Technical University and its Constituent Campuses.

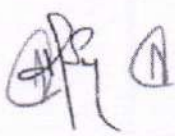
The University is organizing Capability Building Programme on eoffice for officials of University and its various Constituent Campuses as per schedule given below:

Venue: Computer Centre, 2nd Floor, Knowledge Resource Centre, I.K. Gujral Punjab Technical University.

Time: 9:00 AM to 5:00 PM (100% attendance is must for the workshop).

Sr. No.	Category	Date	Remarks
1	eOffice Project Coordinators	02.04.2019-03.04.2019	Batch No. 01
2	Group 'B' and 'C' Senior Assistant, Clerk and Office Assistant	04.04.2019-05.04.2019	Batch No. 02
		08.04.2019-09.04.2019	Batch No. 03
		10.04.2019-11.04.2019	Batch No. 04
3	Manpower (SIS) Clerk (PG)/Clerk (G)/DEO	15.04.2019-16.04.2019	Batch No. 05
		22.04.2019-23.04.2019	Batch No. 06
		24.04.2019-25.04.2019	Batch No. 07
4	Professor, Associate Professor and Assistant Professor	29.04.2019-30.04.2019	Batch No. 08
		01.05.2019-02.05.2019	Batch No. 09
5	Group 'A' Administrative Officers	03.05.2019	Batch No. 10
6	Manpower (SIS) Clerk (PG)/Clerk (G)/DEO and Others	04.05.2019-05.05.2019	Batch No. 11


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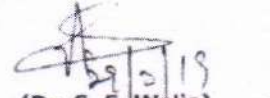
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Note: The Department Wise Capacity Building Programme schedules (Batch wise List) are available at the University website link as mention below:

URL: https://ptu.ac.in/eoffice/eOffice_training.aspx

or

<https://ptu.ac.in> → Downloads → eOffice Training(s) Schedule



(Dr. S. S. Walia)
Registrar

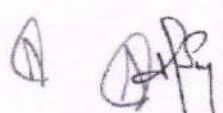
Endst. No. IKGPTU/REG/00/718-722

Dated: 29.03.2019

A copy of the above is forwarded to the following for information and necessary action please.

1. I/C Secretariat, o/o Vice Chancellor: For information of Vice Chancellor
2. All HODs (Non-Teaching): To forward all concerned officials under
3. Director (Main Campus): To inform all HODs (Teaching) and Incharge, Constituent Campuses
4. Director (IKGPTU Hoshiarpur Campus): To inform officials under
5. Deputy Controller (IST): For uploading on website


(Dr. S. S. Walia)
Registrar


Computer Section, IKGPTU

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IKG PTU, Jalandhar-Kapurthala





ਆਈ.ਕੇ.ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
(ਡਾਇਰੈਕਟਰ ਮੈਨ ਕੈਂਪਸ)

ਦਫ਼ਤਰੀ ਹੁਕਮ

ਨੰ. ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ/ 5505


ਮਿਤੀ : 06/10/2020

ਵਿਸ਼ਾ :- ਐਟੀਵਾਇਰਸ ਦੀ ਇੰਸਟਾਲੇਸ਼ਨ ਲਈ ਤਕਨੀਕੀ ਸਹਾਇਕਾ (Technical Assistant) ਦੀ ਟਰੇਨਿੰਗ ਸਬੰਧੀ।

ਆਈ.ਕੇ.ਗੁਜਰਾਲ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਸਮੂਹ ਵਿਭਾਗ/ਬੁਖਾਰਾ ਦੇ ਕੰਪਿਊਟਰ ਵਿੱਚ ਐਟੀਵਾਇਰਸ ਦੀ ਇੰਸਟਾਲੇਸ਼ਨ ਕੀਤੀ ਜਾਣੀ ਹੈ। ਐਟੀਵਾਇਰਸ ਦੀ ਇੰਸਟਾਲੇਸ਼ਨ ਸਬੰਧੀ ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ. ਦੇ ਮਿਤੀ 08.10.2020 ਨੂੰ ਕੰਪਿਊਟਰ ਸੈਂਟਰ, ਕੂਸਰੀ ਮੰਜਿਲ ਵਿਖੇ ਸਵੇਰੇ 11.00 ਵਜੇ ਟਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਆਰੰਭਿਤ ਕੀਤਾ ਜਾ ਚਿਕਾ ਹੈ। ਇਸ ਟਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਤਕਨੀਕੀ ਸਹਾਇਕਾ ਵੱਲੋਂ ਆਪਣੀ ਸਮੱਗਰੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ:-



Sr NO	Employee Code	Employee Name & Department	Department in which installation will be done after training	Contact No.
01.	23020	MANDEEP KAUR, ECE	ELECTRONIC & COMMUNICATION ENGG	8360926225
02.	23035	PAWAN RAM, ECE	ELECTRONIC & COMMUNICATION ENGG	9041934283
03.	23022	JYOTSNA, ECE	ELECTRONIC & COMMUNICATION ENGG	9465014487
04.	23023	HARMINDER SINGH, ME	MECHANICAL ENGG TATA	9779721721
05.	23031	TALJINDER SINGH, ME	Journalism and Mass Communication	9872407313
06.	23033	HARSH KUMAR, ME	MECHANICAL ENGG	9530905038
07.	99009	ARUN SHARMA, ME	MECHANICAL ENGG	7837250932
08.	99008	AVTAR SINGH, ME	Hotel Management	9815141211
09.	23026	RITU SINGH, EE	ELECTRICAL ENGG	7696083049
10.	99007	NAVEEN DOGRA, EE	ELECTRICAL ENGG	9988207446
11.	23029	AJAY KUMAR, CE	CIVIL ENGG	7018325075
12.	23007	SIDAKPREET SINGH WARAICH, CE	CIVIL ENGG	7508663835
13.	21406	RAGHUNATH CHADHA, CSE	Department of Management	9465884848
14.	99010	PARAMPREET KAUR, CSE	COMPUTER SCI ENGG	9855433234
15.	99011	BALWINDER SINGH, Ch. Sci	CHEMICAL SCI ENGG	9478491804
16.	99005	RAVINDERJIT KAUR, CSE	COMPUTER SCI ENGG	9041141787
17.	23018	PARDEEP KUMAR BAINS, CSE	Mathematical Sciences	8146547830
18.	23028	ANJALI, Phy. Sci	PHYSICAL SCIENCE	8427430659
19.		GURWINDER KAUR, Food Tech.	FOOD TECHNOLOGY	6283953869

ਇਸ ਤੋਂ ਇਲਾਵਾ ਜ਼ਰੂਰਤ ਅਨੁਸਾਰ ਉਪਰੋਕਤ ਡਿਪਿਊਟੀਆਂ ਵਿੱਚ ਬਦਲਾਅ ਵੀ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।


ਡਾਇਰੈਕਟਰ ਮੈਨ ਕੈਂਪਸ


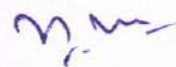
ਉਤਰਾ :-

1. ਸਬੰਧਤ ਵਿਭਾਗ ਮਖੀ
2. ਸਬੰਧਤ ਕਰਮਚਾਰੀ
3. ਇੰਚਾਰਜ, ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਯੂ.

 
Computer Section, IKGPTU

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IT Services
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Subject: Data Required on Indicator 7.1.7 related to Disabled-friendly and Barrier Free Environment at IKGPTU for NAAC.

<p>7.1.7</p>	<p><i>The Institution has disabled-friendly, barrier free environment</i></p> <ol style="list-style-type: none"> 1. . 2. . 3. . 4. Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>): accessible website, screen-reading software, mechanized equipment <input type="checkbox"/> 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material and screen reading <input type="checkbox"/> <p>Options:</p> <p>A. Any 2 of the above</p> <p>B. Any 1 of the above</p> <p>C. None of the above</p> <p>Choose the correct option: <u>Option B</u></p> <p>List of Required Supporting Documents as per SOP:</p> <ul style="list-style-type: none"> • Brief report on facilities provided for enquiry and information.
<p>DATA</p>	<p><u>Details of Point 4</u></p> <p><u>Assistive technology and facilities for persons with disabilities (Divyangjan): accessible website, screen-reading software, mechanized equipment</u></p> <p>The website complies with World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG). This will enable people with visual impairments access the website using technologies, such as screen readers. The information of the website is accessible with different screen readers. Information about different screen reader software is available at https://ptu.ac.in/accessibility/ (copy attached Website Accessibility - IKGPTU.pdf).</p> <p><u>Details of Point 5</u></p> <p><u>Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material and screen reading</u></p> <p>ITS department do not have any information about these facilities.</p> <ul style="list-style-type: none"> • Bills for the software procured for providing the assistance. <p>ITS department did not procure any software for this.</p>

ACCESSIBILITY

Home (<https://ptu.ac.in>) » Accessibility

The **I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY** website complies with Guidelines for Indian Government Websites and World Wide Web Content Accessibility Guidelines (WCAG). This will enable people with visual impairments access the website using technologies, such information of the website is accessible with different screen readers.

Following table lists the information about different screen readers:

Information related to the various screen readers

Screen Reader	Website
Non Visual Desktop Access (NVDA)	http://www.nvda-project.org/ (http://www.nvda-project.org/)
System Access To Go	http://www.satogo.com/ (http://www.satogo.com/)
Thunder	http://www.screenreader.net/index.php?pageid=2
Hal	http://www.yourdolphin.co.uk/productdetail.asp?id=5 (http://www.yourdolphin.co.uk/productdetail.asp?id=5)
JAWS	http://www.freedomscientific.com/jaws-hq.asp
Supernova	http://www.yourdolphin.co.uk/productdetail.asp?id=1 (http://www.yourdolphin.co.uk/productdetail.asp?id=1)
Window-Eyes	http://www.gwmicro.com/Window-Eyes/ (http://www.gwmicro.com/Window-Eyes/)

Disclaimer : I. K. Gujral Punjab Technical University, Jalandhar tries to keep accurate information on its website(s). However, we cannot guarantee that information will always be up-to date. All official website purposes only and does not constitute a legal contract between the University and any person or entity unless otherwise specified. Information on official University websites is subject to change without prior notice. To present current and accurate information, the University makes no guarantees of any kind. If you see something in a PTU webpage that needs correction or updation, please contact us. Suggestio

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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar
IT Services

Subject: Data Required on Indicator 4.3.2 for NAAC.

Metric No	Physical Facilities
4.3.2	<p><i>Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility</i></p> <p>Providing the salient features of the IT Policy and describe the process of implementation and adherence to the policy, budgetary provisions made and utilized and the expansion plan in maximum of 500 words</p> <p>File Description</p> <ul style="list-style-type: none">• Upload any additional information• Paste link for additional information
DATA (4.3.2)	<p><i>Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility</i></p> <p>Salient features of the IT Policy and its process of implementation and adherence:</p> <p>The IT policy include the following aspects:</p> <ul style="list-style-type: none">• Services to be provided by the Computer Centre• Procurement of IT Infrastructure• Maintenance of IT Infrastructure• Networking facilities• Development, maintenance, and upgradation of the software.• Green Computing Practices• Disposal of obsolete or unusable IT Infrastructure• Access control and usage of IT Infrastructure• Risk Management of IT Infrastructure• Computer Centre Committee• e-Content development and Management• Violations of IT Policy <p>Note: The copy of draft IT policy is enclosed herewith at Annexure "A".</p> <p>Budgetary Provision: University has made budget provision for the networking, internet, and Wi-Fi facility of Rs. 6.40 Cr. for the University and its constituent campuses. The copy of approved budget for the financial year 2021-22 is attached herewith at Annexure "B" for reference please.</p>

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar
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IT facilities including Wi-Fi facility:

Every user of the university has been provided the following facilities:

- Every user has provided desktop, Printer, Scanner, Laptop (as requires)
- All administrative works are carried out
- User has provided LAN connection also provided WI-FI facilities to all Academics as well as Administration building.
- All teaching departments have well established Computer Labs with all required software's as per their syllabus requirements.
- There are total number of 700 (appx.) computers are available in computer labs in various departments.
- University is also well-equipped Computer Centre 130 computers (being expanded up to 300 computers) and Internet facilities.



I.K. Gujral Punjab Technical University, Jalandhar IT Policy

1. Preamble

The I. K. Gujral Punjab Technical University was established by an Act of State Legislature on 16th January, 1997, to promote Technical, Management and Pharmaceutical education in the state at degree level and above. Over the years, the University has grown substantially in terms of departments and academic programs as well as in infrastructure. In the journey of 13 years, University has established Main Campus at Kapurthala and five constituent campuses located at Mohali, Amritsar, Hoshiarpur, Sultanpur Lodhi in the state of Punjab. Every stake holder of the University has requirements of IT services to work smoothly. Realizing the importance of such services, Information Technology cell has been established in 2008 for setting up basic network infrastructure in the University premises.

Need for IT Policy

The basic purpose of University's IT policies is regarding protection of computer, email and network usage of all individuals associated with I.K. Gujral Punjab Technical University. Inappropriate use makes the university vulnerable to risks such as virus attacks, misuse/commercial usage of official emails, compromise of network systems and services etc.

Access to the information technology environment at I.K. Gujral Punjab Technical University is a privilege and must be treated as such by all users. Students, Staff and other Stake holders are expected to be positive members of the University community, which extends to cyberspace, by following all University policies.

I. K. Gujral Punjab Technical University provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

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I.K. Gujral Punjab Technical University, Jalandhar IT Policy

Users of I. K. Gujral Punjab Technical University computing, networking and IT facilities are expected to abide by the rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the I. K. Gujral Punjab Technical University Authorities.

The IT department of the University has implemented an internet facility through optical fiber backbone connecting the academic as well as administrative departments. The IT department should ensure the internet facilities to be provided to each stake holders of the University. It also maintains the cloud server, web server, Microsoft mail server, administrative database server, Biometric server, CCTV, antivirus/end point protection, University domain, sub-domains, various software / hardware, etc. of the University.

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In addition, it also maintains the computing resources used by the faculty and the administration.

Maintenance of these computing resources has become a cause of serious concern over the years. With the increase in the size of the computing resources in the University, need has also arisen for streamlining the process of procurement, maintenance and disposal of the computing resources in the University. A policy document in this regard has therefore become necessary in the University.

2. The IT Policy

The IT policy shall include the following aspects:

- 2.1. Services to be provided by the computer centre (IT Services department)
- 2.2. Procurement of IT Infrastructure

Signature

IT Services
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Signature



I.K. Gujral Punjab Technical University, Jalandhar IT Policy

- 2.3. Maintenance of IT Infrastructure
- 2.4. Networking facilities
- 2.5. Development, maintenance and upgradation of the software.
- 2.6. Green Computing Practices
- 2.7. Disposal of obsolete or unusable IT Infrastructure
- 2.8. Access control and usage of IT Infrastructure
- 2.9. Risk Management of IT Infrastructure
- 2.10. Computer Centre Committee
- 2.11. e-Content development and Management
- 2.12. Violations of IT Policy

2.1 Services to be provided by the Computer Centre

The Computer Centre shall provide the following services:

- Provide computing resources to the students, Faculty Members, Administration and other stake holders.
- Set-up and maintain the LAN and WiFi.
- Facilitate Internet, email services etc. to all University users.
- Maintain the University websites.
- Assist the Administration in the process of Selection and Procurement of Computing Resources.
- Organize training programs for the faculty and staff from time-to-time.
- Provide necessary support for IT related services.
- Upgradation of IT infrastructure.
- Implement various software/websites/portals for smoothening the process.
- Conducting Skill Tests for recruitments
- Providing resources for conducting online examinations

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I.K. Gujral Punjab Technical University, Jalandhar IT Policy

2.2 Procurement of IT Infrastructure

The computing resources shall be procured by the Computer Centre of University. The process of procurement of the computing resources by the Computer Centre shall be as follows:

Computer Section, IKGPTU

- The specifications for the computing resources shall be worked out by the Computer Centre in coordination with Intender.
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- The purchase process shall be as per university norms.

2.3 Maintenance of IT Infrastructure

The post-warranty maintenance of the computers, servers and other IT equipment's shall be carried out through AMC. The requirement of AMC will be depending upon the cost and critical nature of the device. The procurement process of AMC shall be managed by the computer center. A small buffer of necessary IT equipment's shall be maintained for temporary replacement in critical usage cases.

2.4 Networking facilities

The LAN and WiFi facility shall be provided and maintained by the Computer Center. The LAN facility shall cover all the academic departments, administrative departments, constituent campuses, offices, hostels, and the residential area with the approval of competent authority. The wifi facility shall be provided in the entire campus in phased manner. Appropriate technologies shall be used for the networking. The procurement, installation, administration and maintenance of the networking equipment shall be the responsibility of the Computer Centre.

M. M. Ashish

Jaspreet

M. M.