



Visva-Bharati
Santiniketan

NOTIFICATION

I. It has been observed that the Departments / Bhavanas / Centres / Offices / Sections of the University are in a practice to procure Computers and accessories as and when required, from various suppliers / vendors of local markets. The procurement of such equipments as well as its installation is done without checking by the technicians / experts about their originality and configuration. There is no parity in procurement price. An anti-piracy issue has also developed gradually. The University needs to be protected from piracy problem immediately.

II. In view of the above, a Standing Computer Committee was constituted vide notification No. REG/Notify/156/31 dated 30.05.2016 of the Registrar (Acting) to suggest suitable policy /modalities /procedures to be followed and to maintain a comprehensive database in connection with all procurement and actual location, ownership and usage of computers, hardwares and softwares of all departments, offices and sections of the University. The committee is constituted consisting of the following members:

Members of the Standing Computer Committee :

1. Prof. Utpal Roy
Department of Computer & System Sciences - Chairperson
2. Dr. S.N. Ojha, Senior System Programmer
Integrated Science Education & Research Centre - Member
3. Joint Registrar, Administration - Member
4. Joint Finance Officer - Member
5. Internal Audit Officer - Member
6. Shri Santosankar Dasgupta
In-Charge, Computer Centre - Member Secretary

III. The undersigned is now directed to convey that henceforth the following steps are required to be taken in connection with procurement of all computers, hardware, software on the basis of recommendations of the said Standing Computer Committee which has been duly approved by the Upacharya with immediate effect:

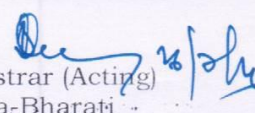
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1. Proposal for any Computer related purchase of hardware and/or software shall be technically evaluated by the Standing Computer Committee.
2. All hardwares and softwares currently available under prevailing DGS&D rate contracts are to be procured by placing referral order only on holders of DGS&D rate contract.
3. Any proposal for purchase of any hardware/software not covered under prevailing DGS&D rate contracts should be placed with proper justification for approval of the committee. The committee shall consider such requests on a case-to-case basis. After technical clearance by the committee, the purchase shall be governed by relevant GFRs, CVC guidelines and Purchase & Contract Manual of Visva-Bharati.
4. Information regarding computers/hardware/software currently in use in all departments/offices/sections are required to be forwarded to the In-charge, Computer Centre and member Secretary of the Standing Computer Committee within 15 days of the issue of this letter in the following format for the purpose of preparing a central database and physical verification, if necessary.
 - i) Serial Number
 - ii) CPU
 - iii) RAM
 - iv) Hard disk capacity
 - v) Ethernet Controller ID (MAC)
 - vi) Operating System with version
 - vii) Major application software
 - viii) Year of purchase
 - ix) Under AMC - Yes / No
 - x) Location (Office/Department)

 - xi) Printer- Yes / No
(if yes, make and model)
 - xii) Connected to UPS- Yes / No
(if yes, make and model)
 - xiii) Main purpose of use

Physical verification of the existing infrastructure should also be carried out promptly thereafter.

Memo. No. Admn/G/N.5/407
Date : 26th July, 2016


Registrar (Acting)
Visva-Bharati
Registrar (Acting)
Visva-Bharati


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To :

1. The Chairperson, Members and Member Secretary of the Standing Committee

Copy to :

1. All Directors / Principals of all Bhavanas / Vibhagas
2. Director, Granthana Vibhaga, Kolkata
3. All Heads of academic & non-academic Departments / Centres/Offices
4. Dean of Students Welfare
5. Proctor
6. Finance Officer
7. Internal Audit Officer
8. C.S. to Vice Chancellor
9. P.A to Registrar
10. University Webmaster – to upload it in the University website.


Registrar (Acting)
Visva-Bharati