

## **Guidelines issued for Maintenance and Management of ASAP Computer Labs in Skill Development Centres (SDC)**

Additional Skill Acquisition Programme (ASAP) has developed 105 Skill Development Centres (SDCs) across the 14 districts of the state. Among these Skill Development Centres 17 are functioning in Govt Colleges and 88 in Govt. Schools. Since the availability of Computer labs in these institutions functioning as SDCs is insufficient for the smooth conduct of ASAP skill programmes, ASAP has developed Computer labs with a high level IT infrastructure and it is developed in the space /has equipped the existing labs with sufficient number of computers and required infrastructure in SDC institutions.

The computer labs will be shared by the institution and ASAP. The following guidelines are issued for the smooth functioning of these computer labs.

1. **Custodian of the Computer Lab:** Custodian of the lab developed by ASAP will be Programme Manager in charge of the SDC. The key for the lab will also be given to the Principal in charge / HOD and the SDC and institution will be having a shared responsibility for the safe, effective use of the computers . The program manager is responsible for the maintenance of stock of the IT and other equipment in the lab and the movement of equipment in and out of the lab for repair or any other purposes.
2. **Usage of the computer lab: Maximum utilisation of the labs shall be ensured by scheduling the use by the institution and ASAP.** The Computer lab will be used for functions of ASAP on all Skill days and can be used by the institution on all other days. If the computer Lab needs to be used by the institution/ASAP on any other day ,the matter shall be intimated to the ASAP Programme Manager/ Principal well in advance. It is advised to keep a schedule of the usage of lab for a month in advance.
3. **Log Book:** A Log book is to be maintained for each computer by the Program manager /person utilizing the lab recording the usage pattern.
4. **Admin Permissions:** The Admin in the case of these labs will be the programme manager of the SDC. He/She will be responsible for giving user permissions, installation of new software and updating existing programmes in these systems in consultation with ASAP HQ.
5. **Repair and Maintenance:** There is a 5 year AMC for the computers supplied by ASAP and all the repair and maintenance will be covered by this. Repair and Maintenance required, if any, will be timely noted and informed to ASAP HQ by the PM in charge.
6. **Internet Connection:** ASAP will arrange Internet connection in a client server model of computer systems and hence the ports of the machines are blocked for preventing

the virus and malware. However, ASAP will facilitate the utilization of these ports- if required and officially requested.