

Ordinance 21 (XXI)

FTK-CENTRE FOR INFORMATION TECHNOLOGY

1. Subject to the provisions of the Act, Statutes, Common Ordinance of Centres and in consonance with the aims and objects of the University, there shall be a “FTK-Centre for Information Technology”, hereinafter referred to as "*The Centre*".

- 2 **Aims, Objectives and Functions of the Centre**

The functions of the Centre shall be as follows:

- (i) To provide computing facility to the students, faculty members and staff of the University;
- (ii) To organize and conduct computer awareness/literacy courses for the students, faculty members and staff of the University;
- (iii) To maintain Campus-wide Network and to provide E-mail and Internet facility to the faculty members, staff and students of Jamia;
- (iv) To maintain and administer the Jamia Website;
- (v) To administer the JMI Management Information System;
- (vi) To develop and implement e-governance in the University system;
- (vii) To keep track of the latest developments in computer hardware/software technologies;
- (viii) To organize seminars and workshops on topics related to current trends in Information Technology and its applications in education, research, and other areas;
- (ix) To work as a coordinating Centre networking with other IT Centres for exchange of expertise and software developments;
- (x) To maintain a Software Library at the Centre;
- (xi) To interface with the Industry and to promote and undertake Consultancy/Contractual work relating to development of software' on payment basis for generating revenue and also to explore further possibilities for resource generation;
- (xii) To develop and run short-term career-oriented/career-plus specialized courses, including online courses, in Information Technology and relevant areas;
- (xiii) To offer Ph.D. programme in Information Technology and allied disciplines;
- (xiv) To conduct training courses in Information Technology and relevant areas;

- (xv) To undertake Research & Development projects in Information Technology and allied areas;
- (xvi) To perform any other function incidental to the above functions as assigned to the Centre by the University from time to time.

3. **Board of Management :**

The Board of Management of the Centre, its powers and functions and meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

The three members from *outside* the University shall be from the following categories provided that no two of such members shall be from the same category: (i) Ministry of Information and Communication Technology, GOI/ its departments/ its autonomous institutions/societies, (ii) academic institutions with interest in Information Technology or allied disciplines; (iii) IT industries, (iv) reputed NGOs dealing with ICT issues.

In addition to above, the Board of Management may co-opt a maximum of three additional members as per the requirement.

4. **Director :**

The Director of the Centre, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Other Staff of the Centre:**

The staff of the Centre in the grade of Assistant Professor or of equivalent rank/grade or of higher grade shall be considered as Non-Vacation Academic Staff.

6. **Committee of Studies:**

The Committee of Studies of the Centre shall be as per the provisions laid down in the Common Ordinance of the Centres.

7. **IT Coordination Committee:**

There shall be an IT Coordination Committee for coordinating between the FTK Centre for information Technology and various faculties/ centres/departments/offices of the University.

The functions of the Committee shall be as follows:

- (i) To bring awareness about the IT initiatives/activities of the FTK Centre for Information Technology and policies related to IT and their implementation through Departmental IT Coordinators constituted for this purpose by the respective faculties/ centres/ department/ offices of the University;
- (ii) To facilitate gathering of contents from different departments for posting the information on the University website to keep the website up-to-date;

- (iii) To look into the users' feedback on IT related issues and to suggest measures to resolve the problems;
- (iv) To suggest about setting up new IT facilities required for academic/administrative purposes;
- (v) Any other matter relevant to IT facilities/services.

The Committee shall comprise of the following members:

- (a) The Director of the FTK Centre for Information Technology : Chairman
- (b) One representative each from all Faculties nominated by the concerned Dean from amongst the IT Coordinators of the Faculty,
- (c) Three Directors of Centres to be nominated by the Vice-Chancellor from amongst the Centres of the University by rotation in order of seniority for a period of one year.
- (d) Dean of Students' Welfare or his/her nominee;
- (e) Proctor;
- (f) One person each from the (i) Office of the Registrar, (ii) Finance & Accounts Office, (iii) Office of the Controller of Examinations;
- (g) The Incharge, Building & Construction Department or his nominee;
- (h) Librarian, Dr. Zakir Husain Library;
- (i) Provost, Halls of Residence (Boys);
- (j) Provost, Halls of Residence (Girls);
- (k) All academic/scientific staff of the FTK Centre for Information Technology of the rank of Asstt. Professor or higher.

The meetings of the Committee shall be held at least twice a year.

8. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.