

Government Autonomous Girls Post Graduate College of Excellence, Sagar M.P.



IT POLICY



VISION AND MISSION OF THE INSTITUTE

Vision:

To Male our youth the torch bearer of knowledge, empower pupils to communicate and learn with ICT via compilers and assistive devise and groom them on as Intellectual social and human platform.

Mission:

- *To purpose aware of adequate use of ICT among the students bt the way of organizing workshop.*
- *To encourage students to make appropriate use of the educational opportunities presented by accesses to the Internet and other electronics communication.*
- *To impart Skill-based training relevant to local and global needs.*
- *To develop a well-groomed and empowered youth.*
- *To nurture a socially responsible and value-driven generation.*

INTRODUCTION

Nowadays, Internet and intranet systems have become an integral part of educational institutions. Several online services are made available to the academic fraternity through these systems. Realizing the importance of these systems, Govt. Auto Girls P.G. College of Excellence, Sagar took initiative and establish a basic network and IT infrastructure on the college campus. Thus, an IT Policy has been designed in such a way, so as to make users aware of the procedures that are undertaken for managing the network.

Preamble:

The college makes use of several IT and network support services. The college communicates to all its stakeholders through email, and web service. It provides a variety of technology resources to all its teaching faculty, students, and support staff. All users are expected to use these resources in an efficient and ethical manner.

In our institution, E-Governance services are made available through the institutional web portal. These services include online admission, exam results, registrations, submission of various forms, and deposit of fees. All these services are user and student-centric.

The effective uses of IT facilities, the following problems are generally encountered in day to day working:

- The uncontrolled and free web access obstructs the network speed, thus, affecting quality of work.
- Bandwidths choking due to heavy download.

- When users are given free access to the internet, non-critical repeated downloads may clog the traffic, resulting in poor quality of service thereby affecting critical users and application performance.
- Viruses spread very fast over insecure LANs through intranet, and exploits vulnerabilities of operating systems that may result in data loss or break in service.

Scope:

This IT Policy is applicable to—Students, faculty, and staff. The purpose of designing IT policy is to educate and guide the users and the IT resource administrators on issues related to the proper and ethical use of Information Technology .According to the policy, any activity regarding the use of institutional IT facilities, that is illegal or unauthorized will be considered a breach of the college rules and provisions made in the IT Policy.

POLICY AIMS

1. Hardware Repairing and Information:

The committee will observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience caused due to interruption of services or hardware failures. The mandatory steps to be followed at IT Hardware installation are:

Warranty and Annual Maintenance Contract

All computers purchased by any department should be covered with minimum 3-years on-site comprehensive warranty. After the expiry of the warranty, the computer must be covered under an annual maintenance contract.

Power Connections to Computers and Peripherals

All the computers and peripherals should be connected to the electrical point strictly through UPS or stabilized power supply. Regular check for proper earthing should be performed by all departments to avoid any hardware damage. Network Cable

Connections

While connecting the computer or peripherals to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no

other electrical/electronic equipment should be shared with the power supply to which the computer and its peripherals are connected.

File and print sharing

File and print sharing facilities on the computer over the network to be installed only when it is absolutely required. When files are shared through the network, they should be protected with passwords and should be in accordance with the access rule.

2. Software:

Any computer purchases made by an individual department must be installed with necessary licensed software (Operating System, Antivirus, and necessary application software). Preference will be given to the installation and use of open- source software products, The latest service packs/patches help in fixing bugs and vulnerabilities in the OS that was periodically detected by Microsoft. Free OS updates are available on the official web site of the company.

Antivirus S/W and its updating

All computer systems used in the college will have anti-virus software installed; and they should be active at all times. The single/personal use of a computer system will be responsible for keeping the computer system compliant with this virus protection policy.

GUIDELINES OF POLICY

1. Unacceptable Use:

Users are prohibited from engaging in any activity that is illegal under local, state, federal, or international law or is in violation of the college policy. The categories and lists below are by no means exhaustive, but attempt to provide a framework of activities that come under the category of unacceptable use.

- Excessive non-priority use of computing resources.
- Unacceptable system and network activities, inappropriate or malicious use of IT systems.
- Misuse of electronic communications.

2. e-West Management:

The College follows the policy of using licensed software on its network. All purchased computers use licensed operating systems and tools. Any software will be purchased either with perpetual licenses or on an annual subscription basis. The old software must be upgraded with a higher version for enhanced features or better performance.

3. Website Hosting Policy:

Departments have pages on the official website. As of date, the Web Team at the IT cell is responsible for maintaining the official website of the institution.

College has its Learning Management System (LMS) to cater to the academic needs of the students and faculty as well. LMS is used for the

administration, documentation, tracking, reporting, automation, and delivery of lectures and study material, and conduction of training programs.

4. Video Surveillance:

The college has installed a video surveillance system on the campus and various buildings, with the primary purpose of reducing the threat of crime generally, protecting the college campus to ensure the safety of staff, students and visitors.

1. The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors; Multiplexers; digital recorders.
2. Cameras will be located at strategic points on the campus, principally at the entrance and exit points of sites and buildings.
3. Signs will be prominently placed at strategic points and at the entrance and exit points of the campus to inform staff, students, visitors, and members of the public that a CCTV/IP Camera installation is in use.
4. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.
5. Images captured by the system will be monitored and recorded in the Security Control Room, "the control room".
6. Digital recordings are made using digital video recorders operating in time-lapse mode. Incidents may be recorded in real-time.

7. Internet use

- 7.1. Students and employees must not use the Internet to access, obtain or distribute inappropriate or illegal material. This includes, though is not restricted to:
- Pornography;
 - videos and computer games with a certificate rating older than the person possessing them; pirated software, music and films;
 - Internet should not be used for cyber bullying;
 - Interactive or networking websites.
- 7.2. Staff and students are not allowed to access interactive or networking websites when using Institute's computers or, if using personal laptops or other devices, on school premises outside the permitted times specified by the Institute which are subject to change from time to time.
- 7.3. In relation to computer use outside the Institute, staff and students will be held personally responsible for all material they have placed on a website and for all material that appears on a website of which they are the account holder.
- 7.4. Such students will be subject to Institute's discipline if the welfare of other students or the culture or reputation of the Institute is considered by the Director or his/her representative to be placed at risk.
- 7.5. Permanent exclusion is the likely consequence for any student found to be responsible for material on his or her own or another website that would be a serious breach of the Institute's Rules in any other context.

7.6. The posting of photographic material which in the reasonable opinion of the Director or his/her representative is considered to be offensive on websites such as YouTube, Facebook, etc. is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material. This is the position whether the computer used is a Institute's computer or a computer operated elsewhere including the students' home.

8. College Let Services

8.1. Students must: at all times, act responsibly in the Institute's computer rooms; report any damage to the Institute's computers or other hardware immediately; treat staff in the ICT office with courtesy and respect; and be considerate of other users (when) in Institute's computer rooms. These are primarily areas for study and should be treated as such.

AMENDMENTS

The Institute shall examine its “Policy on Information Technology (IT)” on a regular basis and change it as necessary to comply with national policies and directives issued by competent apex bodies.

Pertaining to any contradiction in any Policy of the Institution, the later revised policy will take precedence.



GOVT. AUTO. GIRLS P.G. COLLEGE OF EXCELLENCE, SAGAR (M.P.)



**PEOPLE
(Social)**

- 1 NO POVERTY
- 2 ZERO HUNGER
- 3 GOOD HEALTH AND WELL-BEING
- 4 QUALITY EDUCATION
- 5 GENDER EQUALITY
- 10 REDUCED INEQUALITIES
- 16 PEACE, JUSTICE AND STRONG INSTITUTIONS

SUSTAINABLE DEVELOPMENT *3 Pillars and 17 Goals*

**PLANET
(Environment)**

- 6 CLEAN WATER AND SANITATION
- 7 AFFORDABLE AND CLEAN ENERGY
- 13 CLIMATE ACTION
- 14 LIFE BELOW WATER
- 15 LIFE ON LAND

**PROFIT
(Economy)**

- 8 DECENT WORK AND ECONOMIC GROWTH
- 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
- 11 SUSTAINABLE CITIES AND COMMUNITIES
- 12 RESPONSIBLE CONSUMPTION AND PRODUCTION
- 17 PARTNERSHIPS FOR THE GOALS

