



IT POLICY

GOVT' DB GIRLS' PG COLLEGE, RAIPUR CG



Resolution of IT Policy

- Allowing internet connectivity in the campus to each and every student, staff members and visitors (Stakeholders).
- Ensuring clean browsing along with fair usage of IT resources by stakeholders.
- Safeguarding the data of stakeholders by using secure encryption and firewall to filter out dangerous and phishing sites.
- Providing basic IT facilities like computers, access to email, knowledge providing trusted internet sites, and other related facilities to our stakeholders.
- Encourage the implementation of IT during admission and examination process of the college.
- Discouraging policy violations and guiding stakeholders to solve their difficulties.
- Maintaining basic facilities and infrastructure so as to easily communicate to stakeholders as and when required.
- Enhancing the IT infrastructure of Institute by procuring standard quality products (Hardware & Software) in accordance with Government guidelines.
- Collection of feedback to further strengthen the IT framework of the college as per the requirement of the stakeholders.

Ambit of IT Policy

- The IT Policy incorporates all the IT services provided by the administrative block (Office) or its individual departments including all Laboratories and the Library.
- All departmental PC's and individual computers, including devices which are possessed by the stakeholders, or those owned by research projects of the faculty, comes under the ambit of IT Policy as and when they gain connectivity.
- IT Policy is ought to be followed by all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure.
- IT Policy also focusses on the attainment and maintenance of IT resources of the College.
- Library of the college has many hardware and software procured in accordance with the IT Policy and are of remarkable advantage to the stakeholders.
- IT Policy also manifests itself during hardware or software installation with proper Licensing Guidelines.
- The connectivity offered by way of networking, both for intranet & internet users are covered under the IT Policy of college.
- Appropriate E-mail account guidelines under the IT Policy are in place for stakeholders.
- The college website is also covered under the IT Policy for proper functioning and maintenance as and when needed.

- Access to online resources from the Library are also safeguarded by the IT Policy of the college.
- ICT resources are also promptly monitored by the IT Policy to provide recent and relevant materials as per the level of stakeholders.
- Online examinations both annual and periodic are covered under the IT Policy to ensure fair implementation and evaluation.
- Inter-departmental connectivity by way of internal servers is promptly covered under the college IT Policy.
- Preparation of the college database, from information from Library, Autonomous Examination Cell (Online Examination & Evaluation), Administrative Office (Online Admissions) is underway following the IT Policy to ensure strict security of data by way of high-level encryption and passwords.

Hardware Installation and Maintenance Guidelines

- The Hardware Installation and Maintenance in the college is to be done by respective departmental heads after procuring the equipment following Government guidelines post approval from the Principal.
- Requisition for IT Hardware needed by individual departments keeping in view of their academic requirements are to be taken up by the college purchase committee, post approval from the Principal and process it promptly.
- IT Hardware can also be acquired centrally by the administrative Office and later disbursed to the department keeping in view their individual needs.

- Stock Register is to be maintained and updated separately by all the departments where IT Hardware is being installed.
- IT Hardware Installation and maintenance services is to be provided only after receiving an approval from the concerned Head of the Department and the Principal.
- Evaluation and maintenance of computer systems is to be done periodically by IT engineers or service providers and a proper log book is to be maintained.
- Transfer of IT Hardware within the college or outside the college should be recorded in a separate register.
- E-waste generated from IT framework and obsolete instruments or /equipment's, and accessories in different departments are to be disposed following recycling and selling guidelines of the Government.
- If the IT Hardware provided undergoes any damage or loss or theft then the owning department will be responsible for repairing or replacement of the loss incurred.

Software Installation and Licensing Guidelines

- Our College IT policy permits lawful and authorized installation of Software on the College computers. Proper filing of license document and timely renewal if any is to be carried out by the departmental heads.
- Only genuine (licensed) software should be installed in the systems and their subscription should be monitored promptly.
- All IT systems of the college should install genuine (licensed) security software.

- Proper Data backup should be taken periodically by the departments and should be saved in internal servers or hard discs.
- Software's operated by office or research scholars for academic or administrative purposes should also be genuine.

Networking Guidelines

- All computer (PC/Server) in the College network should have an IP address provided from the UGC-NRC.
- IP address for a particular departmental computer system should not be used on any other computer.
- IP address alterations of any computer by any individual other than the UGC-NRC in charge or staff is strictly prohibited.
- Network Configuration will be done by the UGC-NRC.
- PCs of departments or individuals connecting by LAN to the College network can have access to the server software with permission from UGC-NRC.
- Remote networks can be accessed using a College's network only after acquiescence with all policies and rules of the third-party networks.
- The college will provide Internet and Wi-Fi resource solely for academic and administrative purpose.
- Access to gaming & social sites along with VPN / P2P sites is strictly prohibited.

E- mail Account Use Guidelines

- Unique email IDs with extension @dbgirls.org is to be provided to all staff members.

- College staff should use this unique E-mail facility largely for academic and official purposes and scarcely for personal purposes.
- Illegal/commercial usage of the email ID would be regarded as straight infringement of the College's IT policy and may lead to taking away of the facility.
- Breaching other fellow members privacy, impersonation or using annoying them by repeated unwanted emails may also attract strict action by retracting the facility.
- Using email account for creating social site accounts will also attract similar action.
- Each individual should take care to use their e-mail ids in accordance of College IT policy.

Web Site Hosting Guidelines

- The College Website should be used to provide academic and administrative information for its stakeholders.
- College website Committee is responsible for content updating and maintenance of the website.
- All pages should be regularly updated, contents should be checked prior to uploading to the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- The departments, and Associations of Teachers /Employees / Students may have official Web page on Website. Official Web pages must conform to the College Web Site Creation Guidelines.
- All student related information can be linked to the website so that students may be aware of recent notices, results and other

Developments and activities of the college.

- The Web should be used to facilitate eLearning through magazines and links to educational sites.
- College Website Committee need to take care of security of the data hosted on the website.

College Database Use Guidelines

- All the databases related to College's e-Governance should be secured.
- All data uploaded to the website is institutional data generated in the College and is owned by the College.
- Individual or departments generate portions of data that constitute College's database. They may have custodianship responsibilities for portions of that data.
- The College's data policies do not allow the distribution of data that is identifiable to a person outside the College.
- Data from the College's Database including data collected by departments or individual faculty and staff, is for internal College purposes only.
- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies, the College makes information and data available based on those responsibilities/rights.
- Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC Office of the College

- Requests for information from any courts, attorneys, etc. are handled by the Office of the College and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the IQAC Office of the College for response.
- All reports for government agencies like UGC, NIRF, AISHE etc. shall be prepared, compiled and submitted by the Principal, IQAC coordinator, Controller of Examinations, Finance officer of the College and related College Committees.
- Modifying information or the databases by the department or individual user without the knowledge of IQAC is a clear violation of IT policy and may initiate strict action by the Principal.


Duties of UGC-NRC in charge and Website Committee

- Design College Network and perform related modification
- Following Global Naming & IP Addressing conventions
- Update after reviewing the existing networking facilities, and need for possible expansion.
- Configuring and maintenance of LAN & WIFI for optimum data speeds and to maintain IT facilities provided in class rooms, Labs and other administrative blocks.
- Undertake complaints from stakeholders and perform prompt redressal.
- To Maintain servers in the server room
- Maintenance of Computer Hardware, Peripherals and Networking devices

E-waste Management

- E-waste Management should be carried out in a planned manner with prime objective of safety and protection of the environment.
- All electronic possessions should be used to their optimum life span.
- Outdated hardware and software should be tried to repaired and updated first before being written off.
- The major e-waste such as written off instruments/equipment's, CRTs, Printers, Computers should be promptly disposed.
- Items such as Floppy discs, Magnetic tapes, UPS batteries etc. should be recycled following standard guidelines.
- Other mixed e-wastes such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- With the permission of Principal, IQAC & Purchase Committee should make attempts to generate revenue through selling the e-wastes.




Principal
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