



IT Policy

**Govt. Holkar
(Model Autonomous)
Science College,
Indore (M.P.)**



Version : 2.0

Govt. Holkar (Model, Autonomous) Science College, Indore (M.P.)



Dr. Suresh T. Silawat

Principal

Govt. Holkar (Model Autonomous) Science College, Indore

FOREWORD

In the age where Information Technology is making progress by leaps and bounds, we have devised a dynamic IT policy to provide state-of-the-art education facilities.

Realizing the importance of these systems, Govt. Holkar (Model, Autonomous) Science College, Indore took initiative in the year 2001 to establish a basic network and IT infrastructure in the college campus.

Facilities like online admission, exam results, registrations, submission of various forms, deposit of fees, etc. are provided to the students. They are not only user friendly and student-centric but also provide IT facilities to the students.

Our institution also promotes in-house development of such services and has provision for rewarding its students, faculty, and staff who contribute to the development, implementation, and execution of the services.

I, as the Head of the Institution, assure each one of you full support in enhancing the facilities and making use of technology to promote the interest of the students.

Dr. Suresh T. Silawat
Principal

Vision and Mission of the Institute

Vision:

To make our youth the torch-bearer of knowledge, and to continue the rich legacy of imparting scientific education and groom them on an intellectual, social and humane platform.

Mission:

- To create an innovative ecosystem for the promotion of scientific temperament.
- To enrich the academics with state-of-the art technology and innovation at par with the global standards.
- 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.

POLICY ON INFORMATION TECHNOLOGY (I T)

Content

1. Preamble
2. Scope
3. Objectives
4. Role and responsibility of the Committee
5. Guidelines of IT policy
6. Amendment
7. Publication
8. Important Links

POLICY ON INFORMATION TECHNOLOGY (I T)

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. Holkar Science College, Indore took initiative in the year 2001 to 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:

This policy document is recognized as the “**Policy on Information Technology (IT)**” of the **Government Holkar (Model Autonomous) Science College, Indore**.

The college makes use of several IT and network support services. The college communicates to all its stakeholders through email, and webservice. 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.

Govt. Holkar Science College also promotes in-house development of such services and has provision for rewarding its students, faculty, and staff who contribute to the development, implementation, and execution of these services.

For the effective use 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.
- Bandwidth 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.

Objectives:

1. To create a secure and efficient IT environment.
2. To provide internet and network support services.
3. To facilitate communication within the campus and provide study material to the students.
4. To identify unauthorized and malicious activities.
5. To promote paperless work in the office.

Committee:

A committee is constituted for the effective implementation of IT policy, which is as follows:

1. **Chairman:** Principal
2. **Members:**
 - 2 to 3 senior faculty members and
 - 1 to 2 technical staff.

Role and Responsibility of the Committee:

1. ITH/W installation:

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. S/W installation and licensing:

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, OS and its updating. Single/personal users to make sure that respective computer systems install updated OS with respective service packs/patches, particularly with Windows-based OS. 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 website 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.

Backup of Data

Users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. At the time of OS installation, it is advised that the computer's hard disk is partitioned into two volumes typically C and D. OS and other software should be on the C drive and the user's data files on the D drive.

Guidelines of policy:

1. Un acceptable 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. S/W asset 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. Green Computing:

College has a commitment to maintain and improve the “Green Ethos” on the college campus. It is a continuous process of review and exploration, of improving technologies and practices.

The objectives of our core green computing policy are:

- Benefit the environment by conserving resources.
- Reduce e-waste.
- Reduce costs through enhanced efficiency and staff awareness.
- Purchase the green certified peripherals.
- Paperless office-work.

4. Website Hosting Policy:

- a. Holkar college has an official website <https://www.collegeholkar.org> for public access. 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.
- b. Any department or an individual requires to publish any official content on the college website may send it to the IT cell after getting approval from the principal. IT cell will facilitate in creating and updating of the content on the website.
- c. 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. The link to the LMS is <https://www.lms.holkar.org/>. This website contains material for general information purposes only.

5. Database Use Policy

This Policy relates to the databases maintained by the institution administration under the institution's e-governance. Data is a vital and important Institution resource for providing useful information. Its use must be protected even when the

Govt. Holkar (Model, Autonomous) Science College, Indore (M.P.)

data may not be confidential. The college has its own policies regarding the creation of databases and access to information and a more generic policy on data access. Combined, these policies outline the institution's approach to both the access and use of this institution's resources. Holkar College is the owner of the data of all the institutional data generated in the institution.

Individual Sections or departments generate portions of data that constitute the Institution's database. They may have custodianship responsibilities for portions of that data.

Here are some general policy guidelines and parameters for Sections, departments, and administrative unit data users:

1. The institution's data policies do not allow the distribution of data that is identifiable to a person outside the institution.
2. Data from the Institution's Database including data collected by departments or individual faculty and staff are for internal institution purposes only.

6. Video Surveillance Policy:

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.

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.

PUBLICATION OF POLICY ON INFORMATION TECHNOLOGY (IT)

The Policy on Information technology shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

Important Links:

- https://www.indiacode.nic.in/bitstream/123456789/13116/1/it_act_2000_updated.pdf
- https://eprocure.gov.in/cppp/rulesandprocs/kbadqkdldcswfjdelrquehwuxcfmijmuixngudufgbuu_bgubfugbububjxcgfvbdihbfgGhdfgFHtyhRtMjk4NzY= dec2018/orientation.pdf

ACKNOWLEDGEMENTS

A document on “Information Technology Policy” has been drafted under the guidance of an Expert Committee: Dr. Ravindra Garg (Convener), Dr. S.K. Choure (Member), Prof Aashish Mamgein (Member), Ms. Jyoti Chouhan (Staff member), Ms. Preeti Garewal (Staff Member), Sonu Joshi (Student member), Sanjana Patidar (Student Member).

IQAC acknowledges Dr. Suresh T. Silawat (Principal), Dr. G.D. Gupta (Vice-principal), Dr. R.C. Dixit (Administrative Officer) and all the Head of the Departments for their guidance and extensive support during the preparation of this document. We also thank Dr. Swagata Gupta (Master Facilitator) for her valuable inputs during the draft preparation and Dr. Kanta Mulchandani for her meticulous proof reading of the policy draft. IQAC also thanks Mr. Bhagwan Suman and Mr. Ankiteshwar Shukla for their compiling assistance. All the other members of IQAC also need a special mention for their suggestions and guidance during the preparation of the policy.

IQAC acknowledges and appreciates the efforts made by the Expert Committee and all others in preparing this document.

Dr. Bijendra Rai
Coordinator, NAAC

Dr. Nagesh Dagaonkar
Coordinator, IQAC



Govt. Holkar (Model Autonomous) Science College, Indore

वसुधैव कुटुम्बकम्
[Vasudhaiva Kutumbakam]

FINISHING GOAL



STARTING GOAL

Our SDG-2030 Goals Tree

कल्पवृक्षः



Published by IQAC, Govt. Holkar (Model Autonomous) Science College, Indore