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## PREFACE

In the era of globalization, technology in its varied forms has affected every walk of life necessitating great changes in its conventional way of functioning. Education is no exception to this dominant influence. In order to keep pace with changing times and to meet future challenges Govt. Holkar Science College had started creating a technology blended educational environment by establishing basic IT infrastructure and campus wide network on the campus as early as 2001. Over the years, the college has witnessed a sharp rise in the number of its users and an increasing inclination towards web-based learning amongst them.

In order that the web-based learning resources may be put to their optimum use through modern gadgets, it is necessary that the whole system operates smoothly with utmost security. Thus, to ensure a safe, easy and effective communication between man and machine it is essential that the safeguarding measures for the infrastructure and net-working security are identified well in advance. This has been the rationale behind framing the IT policy of the college.

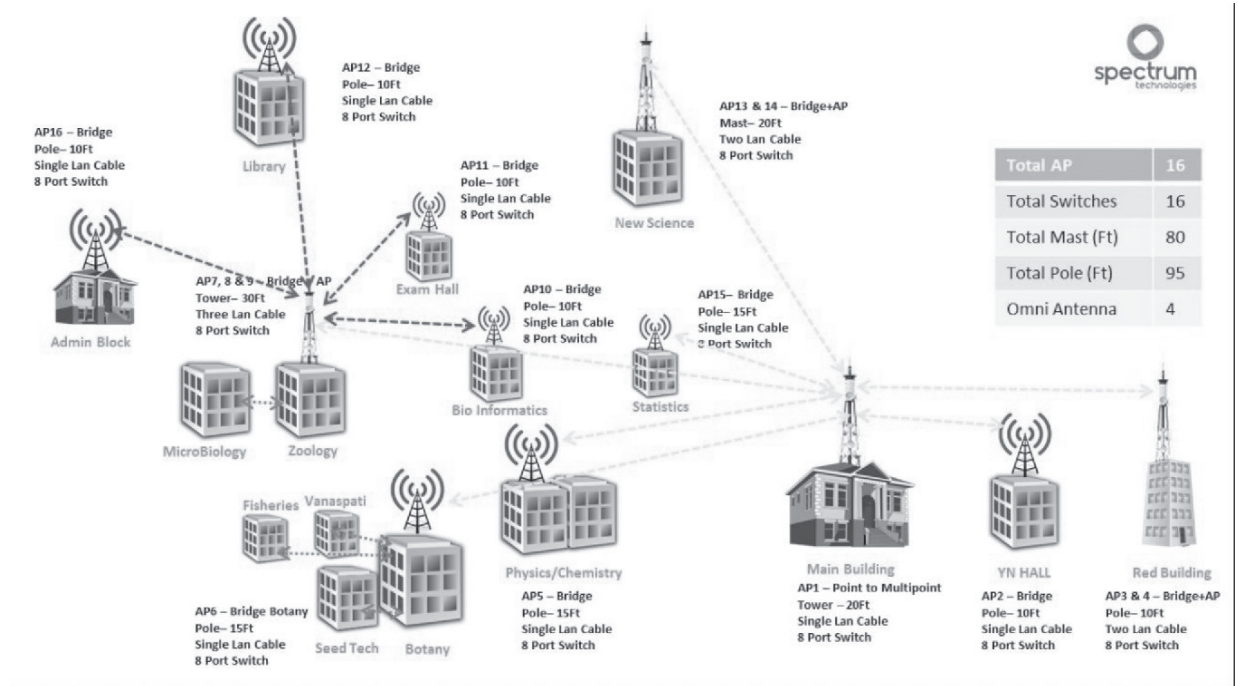
I am happy to state that our efforts very distinctly reflect our eagerness to adopt technology blended teaching and learning methods for imparting higher education. I hope this document provides important guidelines for any endeavour made in this direction in future.

It goes without saying that no policy can be successfully implemented unless supported by the willing and sincere efforts of the people who are going to be affected by it. I therefore, seek the co-operation of all the functionaries, beneficiaries and the stake-holders of Mahavidhyalaya Parivar. I also urge them to sincerely abide by the technological ethics and directions as laid out in the policy and also to keep in mind the acceptable and prohibited actions mentioned therein. This will certainly ensure a safe, secure and healthy technological climate in the campus.

**Dr. R.K.Tugnawat**

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## Preamble

Now a days, 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 took initiative in the year 2001 to establish basic network and IT infrastructure in the college campus.

Computer science department has been given the responsibility of monitoring the college internet and intranet services. College is providing internet services to its student, faculty and the staff.

The college makes use of several IT and network support services such as email and web service. The college provides its information technology resources to a large and varied group that comprises the teaching and support staff and students. All users are expected to use these resources in an efficient and ethical manner.

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

Govt. Holkar Science College also promotes inhouse 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.

The uncontrolled and free web access gives rise to activities that obstruct the network speed and uniform access to all users. This also poses following problems, which need to be addressed:

- Internet surfing, 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, exploits vulnerabilities of operating systems that may result in data loss or break in service. Containing a virus, once it spreads through the network, becomes very difficult. Several precious hours are wasted in making the network operational and safe again.

IT policies are urgently needed to make users aware of the steps that are taken for managing the network. The institution is often required to produce its IT security programme at the time of IT audit or in case of litigation filed against the institution.

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## The purview of the IT policy

Every teaching department of Holkar Science College, its Library, Hostel, Computer Centres, in a nut shell every place that makes use of the Network facility provided by the college comes within the purview of this policy.

Computers owned by the individuals, or those owned by the faculty, for their research projects when connected to campus network are subjected to the compliance of all the guidelines mentioned in the policy. Further all the faculty, students, staff members, departments, authorized visitors/visiting faculty and others who are granted permission to use the college information technology infrastructure, must comply with the guidelines.

Violation of the guideline by any one will entail disciplinary action against the offender by the college authorities. If the matter involves legal action, the case may be referred to the appropriate law enforcement agency.

IT policy will set directions by providing information about acceptable actions and prohibited actions.

The purpose of this policy is to outline the ethical and acceptable use of information systems at Holkar Science College. These rules are meant to make sure that members of Holkar Science College have access to reliable, robust IT resources that are safe from unauthorized or malicious use.

Holkar Science College provides its information technology resources to a large and varied group including faculty, staff and students.

The IT policy comprises of the following sections:

1. ITH/W installation
2. S/W installation and licensing
3. Network and Information Security
4. Unacceptable Use
5. S/W asset management
6. Green computing
7. Converged Infrastructure

Further, the policy will be applicable in two stages :

- ◆ End user groups (faculty, students, senior administrators, officers and other staff)
- ◆ Network Administrators

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## **IT H/W installation:**

College network user community will have to 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, computer must be covered under 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 network, they should be protected with password and should be red in accordance with the access rule.



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## 1. 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 installation and use of open source software products wherever required.

### ◆ 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. Latest service packs/patches help in fixing bugs and vulnerabilities in the OS that were periodically detected by the 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 user 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 C drive and user's data files on the D drive.



## 2. Network and Information Security:

The computer department will be coordinating the ongoing maintenance and support of the network, exclusive of local applications. Problems within the college network will be reported to the Computer department. The Computer department will rectify reported problems and ensure seamless network connectivity.

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◆ **Running network services on the servers**

Individual departments/individuals connecting to the college network over the LAN may run server software, e.g. HTTP/Web server, SMTP server, FTP server.

◆ **Dial-up/ Broad Band connections**

End user computer systems are part of the college campus wide network. Whether used as college property or personal property, they should not be used for dial-up/broadband connections, as it violates the college security by way of bypassing the firewalls and other network monitoring servers.

◆ **Wireless Local Area Networking**

College has a policy of controller based campus wide Wi-Fi network which is to be extended to the interiors of academic buildings. The campus Wi-Fi network is centrally managed by Computer department.

◆ **E-MAIL Accounts Use Policy**

Computer Department of the college has installed e-mail service for its faculty, staff, college administrator and students. It is recommended to utilize this e-mail service for academic and official communication. Formal office notices to faculty, staff and student may also be circulated through this service.



**3. 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

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#### **4. S/W asset management :**

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

#### **5. 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 of the green certified peripherals
- Paperless office work

#### **6. Converged Infrastructure**

Converged Datatech's ENTERPRICE Virtualization Platform, a single device managing our virtualization, storage with inbuilt backup system capable of managing 1-150 virtual desktops out of a single 2U appliance. Complete system has been designed ground up with introduction of latest flash cards for faster performance with safe guards, 410 GB to 825 GB in a box.

#### **7. Concluding Remarks**

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 in their organizations. If something which is unlawful and is not specified explicitly in the policy as illegal or unauthorized, it may still be considered as breach of the college rules and provisions made in IT act. One should use one's own wisdom and discretion in handling such situations.

#### **Acknowledgement :**

College administration and staff extends thanks to Dr. Pradeep Sharma, Head of the Computer Science Department and his team members – Dr. R.K. Sharma, Professor Mathematics, Dr. Geetha Sarasan, Professor Chemistry, Dr. Kanta Mulchandani, Professor English, Dr. R.C. Dixit, Senior faculty Physics and Dr. S. Gaherwal, Senior faculty Zoology for taking pains in framing the IT Policy for the college. We are also thankful to Dr. M.M.P. Shrivastava, Professor Zoology and Controller Exam for providing support and help to the team members. We hope that this policy will certainly help the college in building and expanding the IT based infrastructure in the right manner.