

# **GOVT. COLLEGE BICHHUA**

## **DISTRICT-CHHINDWARA(M.P.)-480111**

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### **IT Policy**

After consideration of the proposed draft of IT Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 30/2/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the IT Cell of the College, the IT Policy of the college is hereby approved as under:-

This IT Policy sets the guidelines that govern the responsible usage of information technology resources of the college by Faculties, Staff & Students. This comprises both the IT facilities centrally available or available in individual departments. Every member of college is expected to adhere to this policy. The campus network and computer resources should be properly used. The guidelines of IT Policy applies to all faculties, staff and students of the college and all others using the IT resources.

#### **OBJECTIVES OF THE POLICY: -**

1. To ensure that IT Resources are used for promoting the mission of the College towards teaching, learning, research, and administration.
2. To update the College IT Systems in tune with modern technology.
3. To ensure that the IT resources protect the official e-identity allocated by the College to Staff Member.

4. To ensure that all the users of the College are responsible for adhering to the guidelines of this Policy document.
5. To maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the college in the campus.
6. To protect the Confidentiality & Integrity of the information of the College.
7. IT assets addressed by the policy include data, information systems, computers, network devices, intellectual property as well as

Now, the College has a network connection covering the college campus including 12 departments across the campus. All the faculty members use this network for teaching and learning. Govt. College Bichhua is getting its Internet band width from BSNL. Total band width availability from BSNL source is 100 Mbps. However, there are certain constraints like-

1. Limited Internet band width.
2. Limited infra structure like computers, computer laboratories,
3. Limited financial resources

We need to recognize such problems & strive towards further improvement of IT infrastructure. The college has Local Area Network (LAN)

## **POLICY GUIDELINES: -**

This Policy document tries to propose some guidelines that would be required to follow by the Faculties, Staff & Students of this College: -

1. Every effort must be made to protect the IT infrastructure of the college.
2. Every effort must be made to ensure the Information security
3. The users of the IT resources shall make effective usage of computer systems, internet, wireless resources, official websites, college website, online admission system, Management Information Systems (MIS) and e-Library resources.
4. The users shall comply with college policies & and legal obligations.
5. The College shall strive to conduct awareness programmes to acquaint the users with the effective usage of IT resources.
6. Prohibited Use The users shall not send, view, or download—  
fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy.
7. Copyrights and Licenses - Users must not violate copyright law and—  
must respect licenses to copyrighted materials.
8. Social Media - Users must abide by the rules of the College towards the usage of social networking sites.
9. Commercial Use - The College IT resources shall not be used for any commercial and promotional purposes such as advertisements or any other message except as permitted under college rules.

10. The College IT resources should not be used for— activities violating the basic functionality and mission of the College.
11. The users must refrain from making any unauthorized access of information to promote secure access of Network and Computers.
12. Anti-virus and security updates - The regular updation of the anti-virus policy and security updates should be done for the protection of computing resources.
13. The College shall manage hardware and software assets that facilitates the usage of IT resources in the College. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the College.
14. The college shall lay down procedures for timely data backup, replication and restoring policies, power backups, etc.
15. The College shall endeavour to ensure fair— implementation of this policy to meet with the objectives of its formation.



**Principal**  
Government College Bichhua  
Chhindwara (M.P.) 480111