



VILLA MARIE DEGREE COLLEGE FOR WOMEN

INFORMATION TECHNOLOGY POLICY



**RULES AND
REGULATIONS**

INFORMATION TECHNOLOGY POLICY

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Introduction

Villa Marie Degree College for Women provides Information Technology (IT) resources to support the College's educational, instructional, research, and administrative functions, aiming to enhance the efficiency and productivity of its staff and students. These resources serve as tools to access, process, and manage information relevant to each user's specific role. By utilizing these resources, individuals can stay informed and perform their duties effectively and efficiently.

This document outlines the specific requirements for the use of all IT resources at the College. The policy applies to all users of the College's computing resources, including faculty, staff, students, guests, external individuals, and any other entities authorized to access the College's network services through its computing facilities.

Objectives of the IT Policy

- To provide all necessary IT resources to stakeholders in accordance with academic guidelines set by UGC and AICTE.
- To establish an IT infrastructure that supports students and staff in identifying opportunities, enhancing performance, and understanding the IT environment.
- To leverage IT as a tool for socio-economic development.
- To introduce students to emerging technologies, aligning with industry standards and advancements.
- To ensure an effective annual maintenance plan, maximizing uptime for systems and devices.
- To keep IT resources updated and available to staff and students, following the policies set by the college.
- To regularly monitor and maintain processes, including software updates, antivirus updates, network device status, system file cleanup, new web access policies, and backups, ensuring continuous uptime of IT resources for stakeholders.
- To maintain, secure, and ensure the legal and appropriate use of the IT infrastructure established on the college campus.
- To define college-wide strategies and responsibilities for safeguarding the information assets that are created, accessed, managed, and controlled by the college.
- To provide guidance to stakeholders on the use of the college's computing resources, including hardware, software, email, information resources, intranet, and internet access.
- To establish clear direction on acceptable actions prohibited actions, and consequences for policy violations.

Roles and Responsibilities of the Department of Computer Science and College Community:

1. **Project Oversight:** Review and approve plans for major IT projects and key decisions to ensure alignment with institutional goals.
2. **Annual IT Budget:** Prepare and present the annual IT budget to the Management for approval, ensuring gradual advancements in technology to meet the evolving needs of the institution.
3. **Infrastructure Planning:** At the end of each academic year, plan for IT infrastructure upgrades in preparation for the next academic year to support the changing requirements of students, faculty, and staff.
4. **Maintenance and Issue Resolution:** Develop and implement action plans to quickly address IT maintenance issues, ensuring minimal disruption to the institution's operations.
5. **Asset Management:** Oversee all IT-related work and conduct an annual inventory of IT hardware and assets used for academic and administrative purposes.
6. **Education and Awareness:** Educate staff (teaching and non-teaching) and students on the importance of responsible and secure use of computers and other IT equipment on campus. Conduct regular awareness campaigns to reinforce this message.
7. **Stock Register Checks:** Conduct regular audits of the computer stock registers maintained in all laboratories to ensure accurate records.
8. **Policy Implementation:** Ensure that appropriate controls are in place to ensure compliance with this IT policy across the institution. The Department of Computer Science shall serve as the primary agency for policy implementation and provide necessary support.
9. **Resource Usage:** IT resources should be utilized for academic, research, and public service activities that align with the College's mission and objectives.
10. **Access to Scholarly Tools:** The College provides access to various scholarly tools, including libraries, computer systems, servers, software, databases, and the internet, to support work-related and educational purposes. Users are expected to respect the reasonable expectations of privacy and protection when using these resources.
11. **Network Security Compliance:** Users are prohibited from installing any network or security devices on the institution's network without consulting the department, which must approve such actions.
12. **Reputation and Conduct:** All members of the College community are expected to respect and uphold the College's good name and reputation when using ICT communications, both within and outside the institution.
13. **Policy Dissemination:** The College's Competent Authority shall ensure the proper dissemination of this IT policy to all relevant stakeholders.

Hardware and Software Procurement Policy

1. IT Systems Procurement and Maintenance:

- All IT systems are acquired with a warranty. Once the warranty expires, systems are maintained efficiently through an annual maintenance contract (AMC) that aligns with the terms agreed upon with distributors and vendors.
- Maintenance activities include, but are not limited to, operating system re-installation, virus scans, bandwidth capacity monitoring, troubleshooting internet downtimes, repairing communication cable faults, UPS monitoring, antivirus upgrades, device replacements, and software upgrades.

2. Departmental Equipment and Responsibilities:

- Each department is provided with desktop computers, internet connectivity, printers, and scanners for use by department faculty members. Faculty members are responsible for ensuring proper use and compliance with this policy.
- IT systems are purchased based on requests submitted by department heads, with approval from the principal and relevant financial authorities. Troubleshooting and system replacements are handled by external service engineers as per the terms outlined in the college's annual maintenance policy.

3. Power Supply and UPS Systems:

- All IT systems and network devices are connected to electrical outlets through uninterruptible power supply (UPS) units to ensure reliable operation.
- Web servers are provided with a continuous 24/7 power supply via recharged batteries. Regular maintenance of UPS batteries is conducted to ensure optimal performance.

4. Network Infrastructure and Cable Management:

- During installation, special care is taken to create distinct paths for network cables, separate from electrical wiring, to prevent interference and ensure the integrity of data communication.
- Network equipment is regularly monitored and subjected to weekly quality checks by a team of lab programmers to maintain high standards of performance and integrity within the college's premises.

5. Security and Data Integrity:

- Shared files and networked printers are protected with passwords to ensure that data integrity and confidentiality are maintained across the network.

Hardware Installation Policy

1. Administration and Support:

- Computer systems on campus are managed and maintained by External Service Engineer and Lab Programmers.

2. Precautions for Installation:

- All members of the college network user community must follow specific guidelines and precautions when installing computers or peripherals. This helps minimize the risk of service interruptions or hardware failures that could disrupt their work.

3. Designation of Primary User:

- The individual in whose room the computer is installed and who primarily uses it is considered the "primary" user.
- In cases where a computer is used by multiple individuals, and no single user is designated as "primary," the department head is responsible for designating a person to take ownership of the system and ensure compliance with the installation and usage policies.

Software Installation Policy & Licensing

1. Microsoft Campus Licensing:

- The college has purchased Microsoft Campus Licensing, which covers all computers on campus, ensuring that all systems are properly licensed and compliant.

2. Operating System Installation:

- The operating system (OS) is installed by an external service engineer as per the terms outlined in the annual maintenance agreement, ensuring proper setup and configuration.

3. Application Software Licensing:

- Licenses for application software are carefully managed to guarantee that all software is valid, properly licensed, and up to date with the latest updates and patches.

4. Software Utilization Monitoring:

- The system administrators regularly monitor the usage of application software across the campus to assess and ensure the effective utilization of licensed software, helping to optimize software resources and maintain compliance.

IT Hardware Installation and Maintenance Guidelines

1. Hardware Requirements Submission:

- Faculty members and departments may submit IT hardware requirements based on their academic needs and operational demands.

2. Procurement Process:

- Procurement of IT hardware will be initiated based on the availability of stock and the specific requirements submitted by the departments.

3. Stock Register:

- The Stock Register must be updated immediately upon the procurement of IT hardware to maintain accurate inventory records.

4. Approval for Installation and Maintenance:

- IT hardware installation and maintenance services will only proceed after receiving approval from the concerned Head of Department and the Principal.

5. Periodic Maintenance:

- Computer systems and other IT hardware should undergo periodic maintenance by an External Service Engineer. All maintenance activities must be documented in the Maintenance Register.

6. Movement of IT Hardware:

- Any movement of IT hardware, whether within the college or outside the premises, should be recorded in the Movement Register to ensure accountability and traceability.

7. E-Waste Disposal:

- Major e-waste items, including written-off instruments, CRTs, printers, computers, and batteries, should be sold or disposed of regularly in accordance with environmental and regulatory guidelines.

8. Responsibility for IT Hardware:

- The faculty member or department responsible for the IT hardware is liable for any damage, loss, or theft. Any such issues should be addressed by the concerned faculty or department, bearing the cost of repairs or replacement.

Software Installation and Licensing Guidelines

1. Authorized Software Installation:

- The college IT policy permits the installation of authorized and open-source software on college computers. Any violation of this policy will result in the department or individual being held personally responsible.

2. Preference for Open Source Software:

- Open-source software should be prioritized and used wherever possible to promote cost-effectiveness and security.

3. Licensed Software:

- Only licensed software should be installed on college systems to ensure compliance with copyright laws and to maintain system security.

4. Antivirus Software:

- Antivirus software must be procured and installed on all systems to ensure protection against malware and other security threats.

5. Data Backups:

- Regular data backups must be performed by the administrative office and stored securely on external hard disks to safeguard against data loss.

6. College-Related Software Use:

- Any software installed on college systems should be used solely for academic, administrative, or college-related activities.

E-Mail Account Use Guidelines

1. Provision of Email Accounts:

- All faculty and administrative staff members are provided with individual institutional email IDs and passwords.

2. Confidentiality of Passwords:

- Email account passwords are confidential and must not be shared with others under any circumstances.

3. Appropriate Use of Email:

- The institutional email facility is intended primarily for academic and official communication. Limited personal use is permitted, provided it does not interfere with professional responsibilities.

4. Access and Security:

- Attempting to access another member's email account or login is strictly prohibited and will result in disciplinary action.

5. Adherence to Ethical Guidelines:

- All email communication must comply with institutional and ethical guidelines. It should be free from offensive, inappropriate, or controversial content.

6. Account Sharing:

- Users are not permitted to share their email accounts with others to ensure privacy and security.

Use of IT Devices Issued by the College

IT devices issued by the college to users are to be used primarily for academic, research, and other college-related activities in a lawful and ethical manner. This policy applies to all devices, including desktop computers, portable devices, external storage media, and peripheral devices such as projectors, Wi-Fi equipment, copiers, printers, and scanners.

Enforcement

- This policy applies to all users of the college. Adherence to its provisions is mandatory for all users.
- Each department or unit within the college is responsible for ensuring compliance with this policy.

Disposal of ICT Equipment

The disposal of ICT hardware equipment will be carried out in accordance with the Standard Operating Procedures for E-Waste Management of the college, following all relevant government regulations and norms.

Budgetary Provisions for ICT

At Villa Marie Degree College for Women, the use of ICT facilities has always been actively encouraged. In line with this, the college has made the following budgetary provisions:

- Budget allocations are made to ensure the maintenance of existing ICT infrastructure, enabling the smooth functioning of all ICT-enabled services.
- Sufficient budgetary provisions under the capital expenditure head are allocated for the up-gradation and expansion of ICT infrastructure.

Website Hosting Guidelines

- The College website should primarily serve as a platform to provide academic and administrative information to its stakeholders.
- The Website Updation Committee is responsible for the regular updating and maintenance of the website's content.
- Ensure that all pages are kept up to date. Proofread content and test all links before publishing, and conduct regular checks to ensure links remain functional.
- The content displayed on the website must be accurate, clear, and reliable.

Review

The College reserves the right to revise the terms of the Policy at any time. Any future changes to this policy, as deemed necessary, will be made by the Technical Committee (ICT) and must be approved by the Competent Authority of the College.



IQAC Coordinator



Principal



Secretary