



Gokhale Education Society's

R. N. Chandak Arts, J. D. Bytco Commerce &

N. S. Chandak Science College

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▶ Affiliated to Savitribai Phule University ▶ ID No: PU/NS/ASC/005/ 1963 ▶ ISO 9001-2015 Certified ▶ NAAC Accredited B College



4.3.IT Infrastructure

4.3.1. Institution frequently updates its IT facilities and provides sufficient bandwidth for the internet connection.

- IT Policy



**RNC ARTS JDB COMMERCE & NSC SCIENCE
COLLEGE,NASHIK ROAD,NASHIK.**

**INFORMATION TECHNOLOGY POLICY
Rules and Regulations**

Issuing Authority
IT Team
RNC ARTS JDB COMMERCE & NSC SCIENCE COLLEGE,NASHIK ROAD,NASHIK.



G.E Society's

RNC ARTS JDB COMMERCE & NSC SCIENCE COLLEGE, NASHIK ROAD, NASHIK.

INFORMATION TECHNOLOGY POLICY

IT Team Committee Members

Name	Designation
Dr. Mrs. Manjusha Kulkarni I/C Principal	Chairman
Dr.K.C.Takle Science coordinator	Member
Dr.Akash Thakur Vice principal Commerce	Member
Dr.Anilkumar Pathare Vice principal Arts	Member
Dr.Satish Chavan	Member
Mrs.Leena H Kinage HOD CS & CA	Member
Mrs. Ashwini Bavdhankar	Member
Mrs.Nimisha Gujrathi	Member


IQAC Co-Ordinator




Dr. Mrs. Manjusha Kulkarni
I/C Principal
Principal
R N C Arts, J D B Commerce and
N S C Science College, Nashik Road

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Introduction

Situated in the heart of the city of Nashik in 7.26 Hectares acres of campus area, the College stands self-contained with prestigious structures measuring at 59976 sq.ft. This admirable infrastructural facility and the sound vision on which the Institution is built, is upheld by the successive Managements, Principals, Faculty and Students and this has gained for the College the B from NAAC and the College received “Best College Award “ from Election committee from the government. Thousands of students have passed out of the portals of the College, carrying with them the aura and dignity of the Institution itself.

These former students today occupy enviable positions all over the world from IT industry, to teaching and caring for the under-privileged. They have also won national awards in sports for their contribution to the nation’s cultural and educational legacy. In strengthening the core competencies, the College has been making steady progress. The College has a dedicated team of 102 faculty members who maintain academic excellence and about 3823 students who are the anchor to sustain the vision of the Institution. The College has high standards of academic excellence and a constant zeal for continuous updating and renewal of skills and knowledge.

RNC Arts JDB Commerce & NSC Science college, Nashik Road, Nashik provides access to high-end infrastructure and IT services to students, researchers and teachers.

The Technical IT Support Team maintains the policies governing the use of Information Technology services and resources at the College. The team also monitors the usage of the IT appliances and applications across the campus and give immediate support in case of any hardware, software or system related issues.

Need for IT Policy

The purpose of the IT policy is to maintain, secure, and ensure legal and appropriate use of Information Technology infrastructure established by the Institution. The policy aims to protect the confidentiality, integrity, and security of the information assets that are accessed, created, managed, and/or controlled by the College. The Information assets of the college include computer systems, network devices, software, intranet, internet services, IT appliances, Software applications and other IT related hardware and software related services.

Objectives of IT policy

- To provide all required IT resources to all stakeholders as per academic guidelines laid down by UGC .
- To provide IT infrastructure that would enable the students, staffs and teachers identify opportunities, improve performance and understand IT environment. resources.
- To introduce new technologies to students as per with industry standards and evolving advancements.
- To ensure an effective annual maintenance plan which ensures maximum up time of systems and devices.
- To ensure all IT resources are updated and available to students as per policies laid down by the college.
- To regularly monitor processes for software updates, anti-virus updating, network device status, system files cleaner, new web access policies, back- ups though hardware engineer appointed by college.
- To provide in campus support through IT help desk so that the anyone can raise IT related issues sorted with a timely support.

Roles & Responsibilities of the IT Committee

- Review and approve plans for major IT projects and decisions
- Prepare the Annual IT Budget of the institution and place it for approval before the Principal and Management to ensure that baby steps are taken towards technology advancements.
- Plan at the end of each academic year for the up-gradation of IT infrastructure for the next academic year, to support evolving requirements of the learner and educator communities of the institution.
- Provide strategic document and planning by maintaining online records instead of hard copy.
- Progress action plans to respond quickly and appropriately to IT maintenance issues and difficulties.
- Administer all IT related work and conduct annual stock taking of IT hardware and assets used for academic and administrative purpose.
- Educate all teaching staff, non-teaching staff and students on the importance of sensitive and purpose full usage of computers and other IT related equipment on campus. Conduct frequent awareness drives for the same.
- Do regular checks of the computers to check registers maintained in all the laboratories.

Hardware and Software procurement Policy

- All IT systems are purchased with warranty and after expiration of this warranty, they are efficiently maintained through an effective annual maintenance policy which is aligned with the distributors and vendors.
- Maintenance includes OS re-installation, virus scans, bandwidth capacity monitoring, internet downtime, communication cable fault, UPS monitoring, firewall renewal, antivirus upgrades, device replacements, Software up gradations, utilization maintenance of software like Adobe etc.
- All departments are provided with desktop computers(139)/laptops(6) with HD Cameras ,internet connectivity and a printer. These are for the use of department faculty members, who are responsible for ensuring compliance. Systems are purchased at the request of the head of the Department which goes through multiple levels of approvals from the principal and financial authority. Troubleshooting / replacements are handled by external service engineers as per annual maintenance policy of the college.
- All systems and network devices are connected to electrical points through UPS. Regular 24/7 power supply is provided to web servers through recharging batteries. Regular battery maintenance is undertaken for all UPS.
- Care is taken at the time of installation to create separate paths for network cables distinct from those for electrical wires, to avoid noise in data communication. All the network equipments are monitored and weekly checks are performed by the team of experts which ensures that the quality checks are in place and the integrity is maintained inside the college premises.
- All files and printers shared through network in department wise are well protected with passwords to ensure integrity of data is maintained.
- The monitoring activities and supports are performed with the help of the tracking system which is deployed inside the campus and has been used by the all effectively.

Hardware Installation Policy

- Computer systems on campus are administered by system administrators and system Engineers.
- All devices are installed by service engineers who are deployed inside the campus from 9:30 am to 5:30 pm.

Software Installation Policy& Licensing

- The Microsoft Campus Licensing agreement policy covers all computers on campus, and this license is renewed annually and managed by hardware engineer appointed by society.
- OS is installed by external service engineers on call as per annual maintenance agreements.
- Application Software Licenses are well maintained and renewed regularly to ensure valid and current updates to all application software.
- Utilization is also measured by the system hardware engineer to assess the current usage of the software applications across the campus.

Network (Intranet&Internet) Use Policy

The Technical Support Team is responsible for maintaining internet and intranet services of the college.

- The college has 2 BSNL Lease line connections (2 mbps &10 Mbps) internet
- All systems are networked and secured.

Wi-Fi Use Policy

- Each faculty is given an access to access the internet.
- Students are also given Wi-Fi access in LAB.
- Guests, resource persons and speakers are given access to Wi-Fi on request.

E-Mail Account Use Policy

- All faculty, students and administrative staff members are using individual zoom,google meet platform and password.
- Passwords are confidential and sharing such credentials is strictly prohibited.
- Attempting to access another member's login is strictly prohibited.
- Students are also given access to all facilities offered by Google Workspace for Education through internet in LABS.

Web Server & Cloud Hosting Policy

- The college website is accessible at **<https://cbccollege.in>**
- All notices and details are maintained on cbcnashikroadcollege@gmail.com
- All systems networked to respected LAB servers.
- Servers are protected from virus attacks and intrusions.
- Periodical updates of OS and other security software are systematically implemented through hardware engineers and AMC committee.
- Regular backup processes are followed periodically.

Institute Database Usage Policy

- Information access is restricted for persons outside the institution.
- Any request for information/data is forwarded to the Principal's Office.
- Strict disciplinary action will be taken against any individual or company who conducts unlikely event of any tampering or deletion of the institution's data.

Faculty Use Policy/ Responsibilities of Departments

- Faculty members are responsible for computers and devices of their respective departments, and for ensuring compliance with institutional and process-specific policies.
- Passwords are confidential and sharing these would be indirect violation of institutional policy.
- Use of institution resources for personal business gain, or for purposes which are inconsistent with the mission of the institution are prohibited and considered completely unethical.
- Unauthorized use of another individual's identification and authorization access is strictly prohibited.

Students usage policy/ responsibilities of students

- Sharing of passwords, or other confidential information is strictly prohibited.
- Students are responsible for careful and judicious usage of computers in all labs.
- Accessing another user's personal private data is not allowed.
- Downloading, sharing or using copyrighted material of institution including music, movies, software or textbooks without prior approval is prohibited.
- Connecting to the institution's restricted-access resources is prohibited.
- Connecting personal devices to the institution internet without approval is prohibited.
- Students must adhere to ethical guidelines, reflect academic honesty, and show restraint in the consumption of shared resources. Downloading of any unethical photos or videos will not be encouraged and strict actions will be taken against those individuals.

Video surveillance policy

- CCTV is installed in majority of the places.
- Videos are monitored on a regular basis.
- Unauthorized access to the control room is not permitted at anytime.
- Footages are given on demand and with prior approval from the principal.
- Cameras are serviced regularly.
- Live coverage is monitored by the principal, vice-principal and administrative head.

Anti-virus Protection and renewal Policy

- All computer systems in the college are covered under anti-virus protection.
- Application and Data Web Servers are secured with M-cafee antivirus protection.
- All protection under this are maintained by Hi-tech.
- Regular renewal and updating policies are in place for antivirus and firewalls and are implemented promptly.

Maintenance Policy for Systems and Network

- All Lab systems are maintained and overseen by lab assistants, system administrator and lab faculty in-charge.
- Technical problems such as power issues, booting, network problem, software installation, hardware troubleshooting, hardware replacement, and internet issues are Handled by Lab staffs and hardware engineers.
- Major Networking issues and Operating system failures are restored by System administrator and engineers on call.
- All Lab Computers are cleaned and serviced on regular basis.
- Regular system formats, junk clearance and cache clearance are performed at regular intervals.
- On call support is deployed across the campus with the help of hi-tech system.
- UPS maintenance and monitoring of battery levels are undertaken regularly.
- All Desktop systems are connected to networks switches and maintenance of network cables are done regularly.
- Internet cables are well planned across the campus and networking is well designed.
- All systems and networking devices are covered under AMCs.

Online Classes and Online Examinations -Policy

- Google classrooms, g-meet, zoom are used for online classes.
- Faculty are enabled to create course class rooms and enroll students.
- All students are login through their mail and passwords to access online classes.
- Classes are scheduled through G-Meet, zoom for which attendance is recorded by the respective faculty.
- Faculty regularly conduct assignments, quizzes and online assessments and evaluate the same through platforms used by them.

Guidelines for Students

- » Access to institution resources engenders certain responsibilities and is subject to institution policies.
- Students must exhibit ethical usage behavior and always reflect academic honesty.
- Sharing of passwords and other authentic information is strictly prohibited.
- Students must conduct themselves in best way and gain knowledge and utilize the IT privileges provided to them for learning purpose.

Online Meetings/Conferences/Workshops Policy

- Heads of Departments are given access control to create G-Meet meetings for Webinars/Conference/Workshops with prior approval from Principal.
- Departments are encouraged to use online platforms or streaming integrated with YouTube to reach a larger audience.

Remote Support Policy

- The Technical Support team is responsible for enabling access.