

IT POLICY

Hindi Vidya Prachar Samiti's

Ramniranjan
Jhunjhunwala College
of Arts, Science & Commerce

Autonomous College

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Need of IT Policy

Hindi Vidya Prachar Samiti's Ramniranjan Jhunjhunwala college is an institute with a focus on technology and its use in learning. The college has always been proactive in facilitating the students and staff members with state of the art technical equipment, for teaching, learning and research activities.

All courses offered by the institution, in view with autonomous status, are aligned to industry needs and have adapted the latest tools in learning. With increasing technology, there is a need for a legal, secured process to procure, use and maintain the IT infrastructure. Thus, the IT policy has been defined by the college.

Different Hardware and Software requirements of each department are carefully considered and resource sharing is optimally achieved by successful implementation of effective networking solutions. Network is in place for computers and other devices like security cameras, printers, photo copy machines etc. Internet and Intranet facility for seamless data sharing and communication is in place.

IT policy is in place for following infrastructure resources

- Servers
- Network devices – Routers / Managed Switches
- Security Cameras
- Computer Hardware
- Computer Software
- ICT infrastructure tools

Maintenance of the infrastructure is a continuous, rigorous process. Ramniranjan Jhunjhunwala college keenly maintains the resources and ensures their quality. A regular stock checking and servicing of all IT resources, running regular updates and backup activities are undertaken meticulously.

College has a very keen green initiative and reduce, reuse and recycle is precisely practiced. A separate disposal policy of the technical computer / non computer equipment ensures the minimized safe disposal of E Waste generated.

Software and Hardware Purchase Policy

IT infrastructure resources are categorized as software and hardware resources. Purchase of any new product is monitored by the IT Purchase Committee. The IT purchase Committee is made up of following members

- Trustee
- Director
- Principal
- Network Administrator
- Website and Domain Administrator
- Staff members with IT Expertise

Some of the IT Infrastructure resources are listed below -

Hardware Resources

- Servers
- Networking Devices
- Desktop Computers
- Laptop Computers
- Teaching Learning tools
- ICT tools
- Security Cameras
- Other miscellaneous devices

Software Resources

- OS License
- Other Software Licenses
- Open source software products
- Cloud storage
- College domain (for college website)

For the new purchase of any product, quotations are requested from product vendors. The purchase committee then comes up with a new order. Separate meetings with vendors are scheduled for any clarification, if needed. Once the order is finalized, it is sent to the selected vendor via e mail or directly.

For the open source software resources, they are downloaded and installed on required computer systems by the authorized network administrator and lab assistants after the discussion with internal and external IT experts.

For the cloud storage and domain space, requests are submitted by all members to the website administrator. After review, the administrator will accept the material to be uploaded on the website and will upload in due time interval.

Domain administrator will allocate email id from the college domain to the staff members and students.

Hardware and Software Procurement Policy

Once the product is delivered, it is received by the network administrator. The product is tested and accepted. Stock entry is made.

The required installations and testing procedure are completed.

Device allocation Policy

The product is then labelled for the concerned department. The allotment record entry is added for the allocation. The in-charge of the department will receive the product.

Hardware products are installed in deputed places.

Training, if required, is arranged for the intended users of the product.

Software packages are downloaded and installed by the network administrator only. If the software is to be installed in a computer lab, or office where the number of computers is more than 10, a schedule for installation is prepared in collaboration with concerned staff members / department heads, so that the regular work in the office / laboratory is not affected.

Software License and Installation Policy

The college is very keen on using authentic licensed software products. Also, priority is given to open source learner centric software where updates to the latest technology are readily available.

When any new software is required, a request is made to the principal. Once the request is approved and purchase procedure is completed, the software product is ready to use.

After procurement of software license over email, network administrator passes the license key and details regarding installation to the lab assistants. The schedule for installing new software in computer laboratories is prepared. Installations are carried out by authorised employees only.

Once the installation is complete, it is tested by members of staff who are going to use the product. After required practice, training and troubleshooting, if required, software products are ready to use.

Software licenses often require to be renewed after a fixed time period like a year or three years, depending upon the purchase agreement.

After the renewal updates are installed in the same manner.

Lab assistants maintain a record of software products required. After the installation following details are added to the record

- The type of software (open source / licensed)
- The date of activation of the license with signature of employee activating licence.
- The validity of the license
- Serial no of the system where the licensed software is installed.

Network Policy

Identifying the need of the hour college has geared up for online evaluations. The process of designing a centralized network system for the entire college started in 2018 and is now fully functional.

Computer laboratories in various departments, staff room, office, library are all connected to a centralized network. A separate server room is set up. The server has 24/7 power back up.

Floorwise LAN configuration has WiFi booster / enhancer.

The entire network is controlled by one server with a WiFi router.

A number of resources are available through the network to all members of staff.

- Internet Connection
- Printer(s)
- Scanner
- Photo Copy Machine
- LAN / Server access for official data
- Security Camera
- Antivirus software

Inverter connection is available as complete power backup in the times of online examinations.

Separate network user logins are provided to each office staff member for data storage access on the server. Backup of server data is taken on a weekly basis by the network administrator.

DHCP protocol is configured using a router. This facilitates automatic allocation of IP addresses to all systems connected in the network. Range of IP addresses for each floor is fixed.

Static IP addresses are available for remote login. Also, VPN configuration is facilitated through the static IP address.

Network also facilitates installation of server side antivirus software which can be individually used by client systems. Software is updated from the server on a daily basis.

Security Policy

Internet Firewall is installed using a router. Firewall facilitates various security policies.

- DHCP configuration
- Blocking of sensitive content
- User creation and user permissions
- Bandwidth control policy
- Antivirus

IP address is required for every system connected to the network. Fixed range of IP addresses are assigned for every laboratory, office, library. IP addresses are automatically assigned by the DHCP server attached to the firewall.

Sensitive content and certain keywords are blocked for students. Social media websites and search engines can also be disabled for the time of examinations.

Separate users for students and staff members are created.

Depending upon the ongoing activity, like exams conducted in laboratories or the admission process conducted in the college office, bandwidth control can be implemented using the firewall.

Quick Heal is selected as a server side antivirus for the entire network. Security is implemented using the network for all devices connected.

User Policy

Different types of users are identified for the IT systems installed in the college. Different users have different roles and responsibilities in the system.

Student Users – students are the end user of the system. They use the systems from the computer laboratories of the college. They have minimum permissions on the system. They can save their work, connect to the internet and use the installed software packages. Students do not have access to the main server and shared network resources like photo copy machines.

Teaching Staff Members – they are the end users of the system. Like students, they also use the computer laboratory. They also use laptop computers in classrooms and ICT tools. They have access to the main server for saving academic data. Teachers can also access other shared network resources like printers etc. They can also get access to security cameras with help of the network administrator.

Non teaching staff members – They are end users of the system. They mainly use the system for college administrative work like admission process, result processing etc. They have separate user id created for them to access the main college server to store and retrieve data. Separate access allows data to be maintained in separate modules as per the requirement.

Administrative staff members – They are primary users of the system. Hierarchical structure is maintained in administrative staff members. Network administrator has full access to all systems including firewall and network. Web site and domain administrator has access to the domain to upload information on the website. Allocating email id to staff and students is also the responsibility of the web site and domain administrator.

Four lab assistants are assigned as secondary users. They are assigned the tasks of software installations, updates and maintenance of the system.

Software and Hardware Maintenance Policy

Maintenance of IT infrastructure is taken up systematically and methodically. Separate prototype is set up for software and hardware product maintenance.

Hardware Maintenance

All hardware devices and tools are vacuum cleaned at the end of each semester. Task is undertaken by the lab assistants. A cleaning schedule is made, generally after the practical examination. Devices are thoroughly cleaned using blowers and cleaners to eliminate any moisture accumulation.

A regular stock update is taken at the end of each academic year.

Any wear and tear of peripheral devices is recorded.

All switches and electrical connections are checked once each month to avoid any electrical issues like short circuit

Power backup is checked on weekly basis

A list of any additional hardware device or component is prepared by teaching staff members as per the requirements of next year's syllabus.

Software Maintenance

Software patches are released daily. Some of them are installed automatically as soon as the internet connection is active. If the automatic update option is not checked, then the software packages are required to be updated manually. The task is performed by lab assistants.

A regular data backup is done by the lab assistant on a weekly basis. If needed, like in the time of admission or result preparation, backup can also be performed on a daily basis.

Open source software also needs to run updates on a regular basis. The typical frequency is once in a day.

If the license is renewable, and if the renewal is due, the network administrator will raise the request with the principal.

Once the request is approved, software can be updated / new license can be obtained.

Lab attendants perform a regular data clean up in the computer labs, library and the Network administrator performs a data clean up operation on the college server. All temporary data is removed, all required data is restored in respective folders.

Antivirus is updated and runs on the server as well as all client machines.

Disposal Policy

College is aware and active about the green initiative. It proactively takes initiative in effective management of electronic waste generated. If new systems are brought in place of old ones, the old ones in good condition are offered to students.

If the systems are unclaimed then they are dismantled and passed on for safe recycling of the e-waste to our E waste recycling partner..