



## BHERULAL PATIDAR GOVT. P.G. COLLEGE, MHOW



### *POLICY ON INFORMATION TECHNOLOGY (IT)*



Dr. Praveen Ojha  
Principal  
Bherulal Patidar Govt. P.G. College,  
MHOW



### **FOREWORD**

In the age where Information Technology is making progress by leaps and bounds, we have devised a dynamic IT policy to provide state-of-the-art education facilities.

Realizing the importance of these systems, Bherulal Patidar Govt. P.G. College, Mhow took the initiative in the year 2001 to establish a basic network and IT infrastructure in the college campus.

This policy paper is recognized as the “IT policy and digital policy” of the Bherulal Patidar Govt. P.G. College, Mhow and we aim to create –a workforce of skilled manpower by providing guidance and facilities for skill development.

Facilities like online admission, exam results, registrations, submission of various forms, deposit of fees, etc. are provided to the students, they are user friendly and student- centric. Our institution also promotes in-house development of such services and has provision for rewarding its students, faculty, and staff who contribute to the development, implementation and execution of the services. I as the Head of the Institution, assure each one of you full support in enhancing the facilities and making use of technology to promote the interest of the students.

I look forward to providing students with an ambience where they can enhance their skills to be able to compete in this global scenario.

Dr. Praveen Ojha  
Principal



## **Vision and Mission of the Institute**

### **Vision:**

**“Our vision is to excel as an educational institution by providing career- oriented, value-based education. We aim to cultivate a community of independent, morally upright, and socially conscious young individuals, empowering them to contribute meaningfully to society.”**

### **Mission:**

- **Provide quality education across various disciplines to encourage connectivity between research technologies and employability.**
- **Strive to become an institute focused on student needs, fostering experiential, innovative, and lifelong learning approaches to tackle societal challenges.**
- **Ensure literacy, learning and life skills to all, particularly girl students from tribal and background.**
- **Inculcate an entrepreneurial mindset and values in students.**
- **Enhance collaboration with industries and institutions for mutual benefit.**



## **Objective of the Institute**

### **Objectives**

- To enrich students with best that is to learn.
- To infuse an environment of academics with skill-based education and technologies.
- To make the learners grow as a confident and well-groomed citizen.
- To enable learners to be creative, dynamic and competitive to face the challenges of academic demands at regional, national and international levels.
- To raise a generation rich in ethical values and cognitive empowerment to mobilize the available resources.



**POLICY ON INFORMATION TECHNOLOGY (IT)**

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## **POLICY ON INFORMATION TECHNOLOGY (IT)**

Nowadays, the Internet and intranet systems have become an integral part of educational institutions. Several online services are made available to the academic fraternity through this system. Realizing the importance of these systems, Bherulal Patidar Govt. P.G. College, Mhow. Indore took the initiative in the year 2007 to establish a basic network and IT infrastructure in the college campus. Thus, an IT Policy has been designed in such a way, so as to make users aware of the procedures that are undertaken for managing the network.

### **Preamble:**

This policy document is recognized as the "Policy on Information Technology (IT)" of the Bherulal Patidar Govt. P.G. College, Mhow. The college uses a variety of network and IT support services. The college uses web services and email to communicate with all of its stakeholders. All of its teaching personnel, students and support staff have access to a wide range of technological resources; users are required to use these resources effectively and morally.

The institutional web portal is how our organization offers e-governance services. Online admission, exam results, registration, form submission, and fee deposits are some of these services. Users and students are the focus of all these services.

Additionally, Bherulal Patidar Govt. P.G. College, Mhow encourages the creation of these services internally and offers incentives to its personnel, instructors, and students who work on their creation, implementation, and management. However, the uncontrolled and free web access obstructs the network speed, thus, affecting quality of work and insecure downloads and bandwidth choking causes slowing down and delays.

### **Scope:**

Every staff member, instructor and students are covered by this IT policy. Educating and guiding users and IT resource administrators on matters pertaining to the appropriate and moral use of information technology is the goal of creating IT policies. The policy states that any conduct pertaining to the use of college-owned IT resources that is prohibited or unlawful will be regarded as a violation of the IT Policy's provisions and college regulations.

### **Objectives:**

1. To create a secure and efficient IT environment,
2. To provide internet and network support services.
3. To facilitate communication within the campus and provide study material to the students.
4. To identify unauthorized and malicious activities.
5. To promote paperless work in the office.



## Committee:

A committee is constituted for the effective implementation of IT policy, which is as follows:

1. Chairman: Principal

2. Members:

- 2 to 3 senior faculty members and
- 1 to 2 technical staff.

## Role and Responsibility of the Committee:

### a) **IT H/W installation: -**

In order to minimize discomfort from service interruptions or hardware malfunctions, the committee will take specific steps when having their computers or peripherals installed. The mandatory steps to be followed at IT Hardware installation are.

### b) **Warranty and Annual Maintenance Contract: -**

All computers purchased by any department should be covered with a minimum of 3-years on-site comprehensive warranty. After the expiry of the warranty, the computer must be covered under an annual maintenance contract.

### c) **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 checks for proper earthing should be performed by all departments to avoid any hardware damage Network Cable.

### d) **Connections:-**

Any electrical equipment should be kept away from the network cable when connecting a computer or peripheral to the network since it can disrupt network communication. Furthermore, the power supply that powers the computer and its peripherals shouldn't be shared with any other electrical or electronic devices.

### e) **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 the network, they should be protected with passwords and should be in accordance with the access rule.





## **f) 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 the installation and use of open- source software products, 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. The latest service packs/patches help in fixing bugs and vulnerabilities in the OS that was periodically detected by Microsoft; Free OS updates are available on the official website of the company.

## **g) 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 use of a computer system will be responsible for keeping the computer system compliant with this virus protection policy.

## **h) 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 the C drive and the user's data files on the D drive.

## **Guidelines of policy: -**

### **1. Unacceptable Use: -**

Users are prohibited from engaging in any activity that is illegal under local, state, federal, or international law or are 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.

### **2. S/W asset management: -**

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





### 3. Green Computing: -

College has a commitment to maintain and improve the Green Ethics 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.

### 4. Website Hosting Policy: -

- a. Bherulal Patidar Govt. P.G. College has an official website <https://blpgovtpgcollegemhow.ac.in/> for public access; Departments have pages on the official website. As of date, the Web Team at the IT cell is responsible for maintaining the official website of the institution.
- b. Any department or an individual that requires to publish any official content on the college website may send it to the IT cell after getting approval from the principal. IT cell will facilitate in creating and updating of the content on the website.

### 5. Database Use Policy: -

This Policy relates to the databases maintained by the institution's administration under the institution's e-governance. Data is a vital and important Institution resource for providing useful information, its use must be protected even when the data may not be confidential. The college has its own policies regarding the creation of databases and access to information and a more generic policy on data access. Combined, these policies outline the institution's approach to both the access and use of this institution's resources. Bherulal Patidar Govt. P.G. College, MHOW is the owner of the data of all the institutional data generated in the institution,

Individual Sections or departments generate portions of data that constitute the Institution's database. They may have custodianship responsibilities for portions of that data.

Here are some general policy guidelines and parameters for Sections, departments, and administrative unit data users:

1. The institution's data policies do not allow the distribution of data that is identifiable to a person outside the institution.
2. Data from the Institution's Database including data collected by departments or Individual faculty and staff are for internal institution purposes only.



## **6. Video Surveillance Policy: -**

The college has installed a video surveillance system on the campus and various buildings, with the primary purpose of reducing the threat of crime generally, protecting the college campus to ensure the safety of staff, students and visitors,

1. The system comprises: Fixed position cameras, Pan Tilt and Zoom cameras: Monitors, digital recorders.
2. Cameras will be located at strategic points on the campus, principally at the Entrance and exit points of sites and buildings.
3. Signs will be prominently placed at strategic points and at the entrance and exit points of the campus to inform staff, students, visitors, and members of the public that a CCTV/IP Camera installation is in us
4. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.
5. Images captured by the system will be monitored and recorded in the Security Control Room, "the control room".

## **AMENDMENTS: -**

- The Institute shall examine its "Policy on Information Technology (IT)" on a regular basis and change it as necessary to comply with national policies and directives issued by competent apex bodies.
- Pertaining to any contradiction in any Policy of the Institution, the later revised policy will take precedence.

## **PUBLICATION OF POLICY ON INFORMATION TECHNOLOGY (IT): -**

The Policy on Information technology shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders,

## **Important Links: -**

<https://www.indiacode.nic.in/bitstream/123456789/13116/1/It act 2000 updated.pdf>

<https://eprocure.gov.mvcpdp/rulesandprocs/kbadokolcswf.delrquohwuxctmjmuxngudufgbuubobfugbububjxegfvbdiibgfgHdfgFHytyhR1Mjk4NzY=dec2018/orientation.pdf>



### ACKNOWLEDGEMENTS

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**Dr. Rasheeda Kanchwala**  
Coordinator, IQAC



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