



# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
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Policy Title: IT POLICY		
1.	Administrative Policy Number (APN): <b>01/ITP/2018-19</b>	<b>Functional Area:</b> Entire college area
2.	Brief Description of the Policy:	<b>Purpose:</b> to create a secure and conducive digital environment that supports the educational mission while promoting responsible and ethical use of technology among both students and staff
3.	Policy Applies to:	Entire administration
4.	Effective from the Date:	<b>August, 2018</b>
5.	Approved by:	Local Managing Committee (LMC)
6.	Responsible Authority	IT Head
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To maintain a secure, well-managed online presence that effectively serves community and stakeholders
10.	References for the policy	UGC/ NAAC/ University/ RUSA, etc

## Purpose:

1. To uphold, safeguard, and guarantee lawful and suitable utilization of the College's information technology infrastructure on campus.
2. To formulate plans and assign roles for the College's information security assets that the College creates, accesses, oversees, and/or controls.
3. To serve as a reference for those involved in using the computing resources offered by the college, such as email, computer hardware, software, intranet, information resources, and Internet.



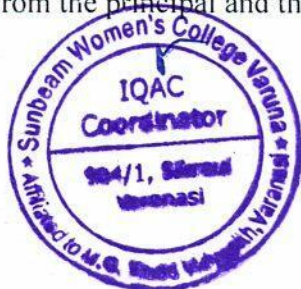
4. To establish guidelines and disseminate information regarding permissible conduct, forbidden conduct, and policy infractions.

### Scope

1. The College IT Policy covers technology that is managed centrally by the college or by particular departments, as well as information services that are offered by the college administration, individual departments, or members of the college community.
2. This information technology policy also covers the resources managed by the departments, including the College's library, computer labs, laboratories, and administrative offices.
3. When computers belonging to individuals or faculty research projects are linked to the campus network, they must follow the guidelines outlined in the College IT policy.
4. Additionally, everyone who uses the College's IT infrastructure—faculty, students, staff, departments, authorized guests, visiting faculty, and others—must abide by the Guidelines.
5. The following are the general areas that IT policies focus on:
  - Guidelines for the Installation and Maintenance of IT Hardware and the Installation and Licensing of Software
  - Guidelines for Network (Intranet & Internet) Use
  - Email Account Usage Policies
  - Guidelines for Hosting Websites
  - College Database Use Guidelines
  - Role of Network/System Administrators

### IT Hardware Installation and Maintenance Guidelines

1. System Administrators handle the installation and maintenance of IT hardware. Depending on their academic requirements, departments and faculty can submit IT hardware team requests.
2. The procurement of IT hardware ought to commence contingent on stock availability and departmental requirements.
3. The Stock Register ought to be promptly updated upon the acquisition of IT hardware team.
4. Installation and maintenance services for IT hardware are only rendered with permission from the principal and the relevant department head.





5. System administrators should perform routine maintenance on computer systems, and the work should be documented in the maintenance register.
6. Any movement of IT hardware equipment's, whether inside or outside the college, needs to be documented.
7. The principal electronic waste, which includes written-off instruments and equipment, CRTs, printers, computers, and batteries, should be regularly sold in the Movement Register.
8. Regarding the IT hardware that has been entrusted to them, the Faculty or the Department alone bears responsibility; any loss, damage, or theft must be handled by them.

### **Software Installation and Licensing Guidelines**

1. The installation of approved and open source software on college computers is permitted per IT policy. Should there be any infraction, the Department or Individual shall be held personally liable by the College.
2. Whenever feasible, open source software need to be incorporated into their systems.
3. The systems must be installed with licensed software.
4. It is necessary to purchase and install antivirus software on the systems.
5. System administrators should regularly create backups of their data and store them on an external hard drive.
6. Software used for administrative and academic functions ought to comply with ISO standards.

### **Network (Intranet & Internet) Use Guidelines**

1. The system administrators should assign an IP address to every PC or server that will be connected to the college network.
2. It is not recommended to use an IP address assigned to one computer system on any other even if the other computer is owned by the same person and will share a port with it.
3. It is highly forbidden for any staff member or student to change the IP address of a computer.
4. System administrators will be the only ones who configure a network.
5. Using a college's network connection to access remote networks necessitates adhering to all norms and regulations.



6. When utilizing a College's network connection to access remote networks, one must adhere to all network norms and regulations.

### Email Account Use Guidelines

1. Each faculty member has an email address (G-suite ID). The address should be used mainly for official and academic correspondence, with occasional personal use.
2. Using the email facility for illicit or commercial reasons is against the College's IT policy and could result in the service being removed.
3. Teachers should not try to access or intercept other people's email accounts because doing so violates other users' privacy.
4. According to the College IT security policy, it is a significant offense to impersonate someone else's email account.
5. In the end, it is each person's duty to maintain their email account free from infractions of the college's email usage guidelines.

### Guidelines for Hosting Websites

1. The college website ought to be utilized for furnishing academic and administrative details to its interested parties.
2. The Website Updation Committee is in charge of maintaining and updating the website's content.
3. Keep the pages updated. Verify pages and links for accuracy before posting them online, and make sure to test and update links on a regular basis.
4. The information hosted on the website must be accurate and comprehensible.
5. There may be official websites for departments and Associations of Teachers, Employees, and Students. Official websites have to follow the guidelines for creating college websites.
6. The Committee for Website Updation must implement appropriate steps to ensure the security of the data hosted on the website.

### Responsibilities of Network/System Administrators

1. To create the college network and handle backbone functions
2. To maintain all technical hardware of the college and hostel





3. To adhere to IP addressing and global naming conventions
4. Examine the current networking infrastructure and determine whether it needs to be expanded.
5. Setting up and managing wireless local area networks
6. To set up and manage the IT equipment in classrooms, labs, and semi
7. To receive and handle grievances from college network users
8. To keep servers in the server room maintained
9. To investigate the upkeep of networking, peripheral, and computer hardware.
10. To dissuade users from putting any unapproved software on their computers.
11. They ought to sternly refuse to comply with such demands.
12. To keep on updating all the registers related to hardware.
13. To make sure that all CCTV cameras in college are in working condition and backup is kept.
14. To manage the maintenance, purchase with due permission, AMC etc. of the all hardware like computers of the hostel and college.
15. To setup and manage GPS device in buses and monitor it regularly.

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