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Janardan Bhagat Shikshan Prasarak Sanstha's

# CHANGU KANA THAKUR

**ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL  
(AUTONOMOUS)**

Re-accredited 'A+' Grade by NAAC (Third Cycle- 3.61 CGPA)

'College with Potential for Excellence' Status Awarded by University Grants Commission

'Best College Award' by University of Mumbai

## Information Technology (IT) Policy

## Internal Quality Assurance Cell (IQAC)





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**Internal Quality Assurance Cell (IQAC)**

### **Information Technology (IT) Policy**

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Plot No. 01, Sector 11, Khanda Colony, New Panvel (W), Dist. Raigad,  
Maharashtra, India- 410206

Phone: (022) 27464193, 27455760, 27461569 (Fax)

URL: [www.ckthakurcollege.net](http://www.ckthakurcollege.net)



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### **Information Technology (IT) Policy**

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# Information Technology (IT) Policy

Changu Kana Thakur Arts, Commerce and Science College, New Panvel (Autonomous)

The main objective of the IT Policy is to; the stakeholders of the institution, users, faculty members and employees carry out the measures taken by the policy maker and to prevent them from unauthorized usage, modifications and disclosures of data, software, storage information, ICT enabled equipment's and locations.

All members of CKT community are obligated to use CKT IT Policy in accordance with applicable laws and rules and regulations laid down by the Institution.

***“To protect IT infrastructure and provide secured access to ICT enabled services, information resources, software-hardware, computer network and systems”***

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## *Objectives of IT Policy*

- ❖ To ensure utmost security and keep the ICT related information confidential by protecting from unauthorized usage.
- ❖ To protect the ICT services, equipment, database, software, computer and laptop peripherals from being altered or modified without consent of higher authority of the organization.
- ❖ To enhance collaboration among the department of the organization through digital platform to engage and inform the stakeholders.
- ❖ To ensure timely and secure data access that enables stakeholders and CKT community more productive and innovative.
- ❖ To promote information seeking behavior that foster decision-making by using ICT enabled services.
- ❖ To ensure equal access to the information being shared through digital platform within and outside the campus to subscribed database, software, membership of online literature.
- ❖ To provide robust and secured ICT infrastructure that support collaborative learning and strengthening need based information services.

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## *Need of the IT Policy*

- ❖ **In** order to effectively carry out the comprehensive security of ICT infrastructure we need to have IT policy in place, which will protect and provide access to the information being used by the stakeholder of the organization. The IT policy will provide the solution for unauthorized modifications, use, and alteration of database, equipment, software and ICT infrastructure.
- ❖ **The** evolving ICT infrastructure is restructuring and redefining that how ICT services are design and deliver to the stakeholders. The ICT services will continuously optimize digital content and provide better access to its users.
- ❖ **IT** policy ensure the mechanism to support the organization from legal and ethical responsibilities, it is tool to attribute responsibility of compliance with expected behavior and protect the ICT infrastructure.
- ❖ **The** ultimate aim of the policy to ensure secure access to ICT enabled resources, information, data, software and hardware. It will also protect the assets of the organization viz. Desktop, Laptop, LCDs, CDs-DVDs, Projector, Digital Board, LAN connectivity, Dongle, WiFi units, Printer, Xerox machine, Scanner and all electronic digital devices.
- ❖ **To** fulfill the needs of the stakeholders and provide equal access to ICT infrastructure is major concerned therefore, IT policy will ensure optimum utilization of existing ICT resources by making the provision through strategies adopted by higher authority time to time.

**The IT Policy** is applicable to all students, staff, faculty members, department, authorized visitor, and others who may granted the permission to use ICT infrastructure of the organization must compile and adhere the rules and regulations laid down by this organization.

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**The Policy** is applied to;

### **Stakeholders' On-campus and Off-campus**

- Students (U.G., P.G. and Research)
- Employee (Permanent/ Temporary/ Ad-hoc/ Contractual)
- Faculty members (Permanent/ Temporary/ Ad-hoc/ Contractual)
- Administrative Staff (Permanent/ Temporary/ Ad-hoc/ Contractual/Technical/ Non-Technical)
- Higher Authorities (Principal/Vice-Principal/HoDs/In-charges/Chairman of Committees and Association)
- Board Members
- Guests
- Visitors

### **ICT Resources**

- Desktop
- Laptop
- Server
- Network Devices – wired and wireless
- Internet Access – wire and wireless
- College website and domain
- College email address
- Web Applications
- Installed software
- CDs/DVDs/Multimedia
- CCTV Camera
- Digital Camera
- LCD TV
- Projector
- Server Room
- LAN connectivity
- Printer and Scanner
- Digital Smart Board
- All electronic equipment's and digital material

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## ***Software Installation Policy***

**The IT Policy** is applicable to all types of software installation within the campus and outside the campus wherever applicable. The policy ensure that not a single individual is allow to install the pirated copy of the software in the device own by the organization if it is happen all the responsibilities will be given to the person who he/she is using the device. The organization also promote the policies adopted by Government of India as far as Piracy software usage is concerned and ensure the authorized software installation for all the purchase of ICT equipment's' made by the organization.

### **i. Operating System and up gradation**

To fix the vulnerability and bugs IT policy ensure that the time to time up-gradation of all computers, laptop and server periodically. The devices use by the stakeholders are protected by authorized Anti-Virus licensing software. The AMC of those license software are taken care by the IT staff members to ensure secured and uninterrupted access to the resources.

### **ii. Anti-virus software and up gradation**

The devices use by the stakeholder are secured by Anti-virus software purchased by the organization. The updating of existing Anti-virus software is done whenever the device is connected with Internet or LAN within the college premises. Users should enabled the system to auto update the anti-virus into their devices.

### **iii. Data Backup**

To keep data secured by taking backup is the individual responsibility and policy promote day to day backup for all the devices use by the stakeholders. User should confirmed that they have created the partition in their systems like C drive/D drive and uploaded the information on their email wherever possible.

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## ***Hardware Installation Policy***

**This IT Policy** is address the installation and configuration of hardware and software in the organization and respective all departments associated to it. This is applies to all hardware system installed within the institutional premises and same have been supported by the funds generated through fees, sanstha's, government grants, etc.

**i. Computer Server**

The device which has been serves as special feature to functioning the existing computers called as a main server in the organization. The sever hardware maintenance has to be done on periodically by professionals. The access to the main server room is restricted and provide only with the prior permission from the higher authority.

**ii. Personal Computer/Laptop**

The compute/laptop used primarily by the individual is to be considered as a personal computer/laptop and same has been provided by the organization according to need of the faculty members and staff. The personal computer/laptop may have license version of operating system and other required applications. The damage of any type of hardware component and its proper usage is the individual responsibility. Any sort of hardware replacement which includes, RAM, Hard Disk, Web Camera, Keyboard, Mouse, LAN cord, Pen drive, External hard disk, etc. by own individual is strictly prohibited by the higher authority.

**iii. Mouse, Keyboard, Wi-Fi Device, Dongle, Pen drive, Hard disk, Scanner and Printer**

The computer peripherals includes hardware and software components and utmost care should be taken while utilizing the hardware. If there is any type of breakage and damage happen to it is the individual responsibility.

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## ***Website Hosting Policy***

**With** the prevalence of the Internet, educational institutions have to provide online access to information and services available to the stakeholders. The website hosting whether it is outsource or internally maintain need to have define policy and security of the information and services to the general public.

A website is a collection of webpages which provides information, including multimedia, login for staff and stakeholder, typically identified with a common name, and published on at least one web server. The same has been accessible through Internet or a Local Area Network, by referencing a uniform resource locator (URL) which identify the website.

### **Educational Institutional Website: Policy Statement**

Educational Institute should;

- a. Implement and maintain the website to provide information and services that are highly available and accessible to public including the stakeholder.
- b. Ensure access to all information available on website regardless of which device use to view the content of the website.
- c. Ensure quality control by regularly updating the information being uploaded on website.
- d. Implement the security measures to ensure availability and integrity of the information accessible to the public.
- e. Implement the continuity plans in place to deal with interruptions and disasters.
- f. Include the privacy policy and website use term and conditions.
- g. Institute can provide other institute links, but private companies and individuals' link should not be provided.

### **Data Security**

- a. In all the times institute data shall be handled with due care.
- b. Institute should ensure proper handling of accessible data to public.
- c. Risk and the impact level associated with accessible data shall be assessed thoroughly and result should be documented.

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## Data Hosting and Cloud Services

- a. Institute may adopt and use hosting and cloud services subject to requirements and only after issue of security and data privacy have been identified and mitigated against.
- b. Institute need to be aware of their privacy and data security obligations when transferring personal or institutional sensitive information into any cloud environment.
- c. The cost of hosting and cloud services must be taken into consideration in the adoption of the same.
- d. The data being uploaded on the website should be encrypted and secured.
- e. The information shared on Internet to access to public remain strategic asset of the institution.
- f. The retrieval of the data or backup should be easy and smooth in case of disengagement and transition of services from one to another.

**The faculty, students and staff of CKT seek to provide up to date, accurate and meaningful information of CKT College websites. Likewise the college integrity and reputation rely on consistent and strong content on the CKT domain.**

### Glossary

**Domain:** A unique name that identifies an Internet site.

**Domain Name:** A domain name is made up of two parts, separated by a dot -- the Internet site name and a suffix that describes the kind of organization (e.g., EDU signifies an educational institution). Washington University's domain name is WUSTL.EDU.

**HTTP:** Hypertext Transfer Protocol; the method for transferring hypertext documents over the Internet and between computers. Hypertext refers to text that contains links to other documents. The use of hypertext is a way of presenting information in which text, sounds, video, images and actions are linked together.

**HTTPS:** Hypertext Transfer Protocol, Secure; a secure method of transferring hypertext documents over the Internet and between computers.

**ISP:** Internet Services Provider; a company that provides access to the Internet. Information Services & Technology – Network Services manages contracts with multiple

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ISPs to provide the Internet and Internet2 access for all Washington University organizations through the core data network.

**SSL:** Secure Socket Layer: A set of rules used to secure data transmitted between computers over the Internet.

**URL:** Uniform Resource Locator: The address for a site located on the World Wide Web.

**Web Host:** A company that maintains a client's website and provides a computing environment for the website that is accessible through the Internet.

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## ***Network Use Policy***

**The CKT** college network facilitates communication among the members of the college, provide a resources for gathering information, and support the institute learning environment.

### **Scope and purpose of this policy**

CKT network is available to authorized users of the institute and network use is govern by this policy. This policy document standards for appropriate and faire use of limited networking resources, protects users security and privacy, and assures institute compliance with local, state, and government laws.

### **Appropriate Use**

- a. Users should follow all the rules and regulation laid down by the institute and cooperate with the system administration.
- b. Users must not use or provide tools that damage files or computers, compromise network security, or disable accounts.
- c. Users must not send obscene, defamatory, or threatening messages or in any way harass others.
- d. Users must not impersonate another individual or misrepresent authorization to act on behalf of another individual or the institute.
- e. Users must not distribute copyrighted material without the written consent of the copyright holder.
- f. Users are responsible for all use made of their accounts. Account owner are to prevent unauthorized use and to report suspected intrusions or other inappropriate activity.

### **Privacy**

- a. User's privacy is important to the institution and is protected to the extent that is technically feasible.
- b. Network administrators endeavor to maintain the integrity and proper functioning of the systems for the benefits of all users.
- c. Searching and monitoring of personal electronic communications may be authorized by the institute president or an employee he appoints.

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## Security

- a. While it is impossible to make the network totally secure, our goal is to provide a reasonably secure environment for personal and institutional computing and communication.

## Server

- a. Servers are computers connected to the institute network that provide services or storage to multiple users.
- b. Only persons designated by the Principal, Management authority have physical access or administrative password access to centrally administered servers or equipment's.
- c. All servers connected to the institute network must be registered as such with Information systems and same has to perform periodic security audits of all servers connected to the network.
- d. An institute server found to be a security threat will be reported to the administrator of that server as well as to Information Systems.

## General Use Computers

- a. A general use computer is any computer routinely used by more than a single designated user.
- b. It must comply with the policies for workstations.
- c. IT representative must approve and oversee the configuration and installation of any computer connected to the network.
- d. The general computers are not given access to secure network zones.

## User responsibilities

- a. While Information Systems takes steps to make the network secure, security is ultimately the responsibility of the user.
- b. Users are not to share password with anyone.
- c. Users should not remain logged in to network systems when away from their desks for an extended period of time.

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## ***Responsibilities of Administrative Unit***

**Authority is the foundation of administration in public life. It is normally exercised in a formalized structure of hierarchy in an organization. It is the legitimate power to influence the behavior of a person or a groups of persons.**

It is believed traditionally that authority in an administrative system flows from the top to the bottom.

- a. The subordinates must be able to understand the communication of the person holding authority.
- b. The subordinate should feel that this communication is consistent with the purpose of the administrative system.
- c. The matter of communication is in tune with the personal interests of the subordinates.

Administrator should have adequate powers to appoint the personnel, assign them suitable tasks and functions, and to appraise their performance periodically. Within an organization, administrators need power to motivate, appraise and discipline various categories of personnel in carrying on the day to day affaires of the administrative agencies. All these methods are used to enforce discipline and to improve performance of various job holders in the organizations. In all the cases deployment of authority to meet organizational purposes is seen.

Responsibility is the obligation to carry out certain duties. It has an inseparable relationship with authority. Without authority it is not possible to take up responsibility. An administrator, while giving authority to his subordinates should also make them responsible. For exercising authority judiciously and purposefully.

**On the positive side, promotions, pay increase, letter of appreciation, etc. are used to improve the morale in the organization.**

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## *Guidelines for use of ICT enabled equipment*

### **Basic Computer Skills**

“Computer skills” are related to the ability to use software and hardware of a computer.

Basic hardware skills in the college environment include:

- a. Knowing how to switch on the computer
- b. Being able to use a mouse to interact with elements on the screen
- c. Being able to use the computer keyboard
- d. Being able to close down the computer after use

Basic software skills in the college environment include being able to use the following:

- e. Word processor
- f. Email
- g. Spreadsheets
- h. Databases
- i. The internet

### **Computer literacy**

Computer literacy can refer to the comfort level someone has with using computer programmes and other applications that are associated with computers. If teachers and learners are to use computers as a medium for teaching and learning, then they need a level of comfort in using the technology.

“Computer Literacy” can also be regarded as a separate subject or learning area and the college timetable should then reflect times for classes to be in the computer laboratory or to be using other resources to specifically learn computer skills.

### **Digital Resources**

Refers to equipment that processes, stores, transmits or displays data electronically. The word digital is most commonly used in computing and electronics.

E.g. A digital camera is a camera that takes video or still photographs, or both, by recording images via an electronic image sensor. Digital cameras can do things film cameras cannot: displaying images on a screen immediately after they are recorded, storing thousands of images on a single small memory device, recording video with sound, and deleting images to free storage space.

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## E-Learning / e-Education

**Both terms refer to using ICTs in the teaching and learning environment**

### ICT for education

Technology (machines, devices, equipment and systems) that can be used in college as media for information and communication purposes.

This includes devices such as

1. Computers
2. Cameras
3. TVs
4. Video, CD and DVD players, MP3 and MP4 players
5. CDs and DVDs
6. Overhead projectors
7. Data projectors
8. Electronic whiteboards
9. Cell phones
10. Memory devices
11. Printers

It also includes programmes or software that can be used with the equipment.

**PC:** A personal computer may be a home computer, or may be found in an office. The distinguishing characteristic is that the computer is used only by one person at a time, in a very interactive fashion, with no significant delay between an operator action and response by the computer. A PC is often connected to a local area network.

**Desktop:** A personal computer that is designed to fit conveniently on top of a typical office desk.

**Laptop:** A personal computer that is designed to be easily transportable and usable in any location. Also known as a 'notebook'.

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## ***Guideline for Laptop and Desktop Users***

**The use of ICTs, and computers in particular, can no longer be regarded as optional for teaching and learning – it is a requirement that learners become ICT capable.**

E-Education requires that teachers, managers and administrators in colleges have the knowledge, skills and support necessary to integrate ICTs into teaching, learning and administration. The requirement to effectively manage ICT demands and resources has become a major responsibility.

These guidelines are being provided to college to assist them in this task.

The following areas will be covered:

- a. Goals and objectives for ICT usage in the college
- b. The application of ICTs to support management and administration in the college.
- c. The application of ICTs to support curriculum delivery in the college
- d. The management and physical usage of ICTs in the college
- e. Roles and responsibilities
- f. A framework for a college ICT policy
- g. A framework for a college ICT development plan
- h. Guidance in setting up a timetable for college computer laboratory/ies
- i. Examples of college ICT policies and additional policies related to ICT usage in colleges.

In managing the use of ICTs, college should keep in mind the general provisions and regulatory frameworks that apply to colleges and education.

In addition, it will be important to take an honest look at the current ICT status at that college and to decide on how best to make use of what already exists. It is important to be realistic about what can and cannot be done – while at the same time keeping in mind where the college wants to go next.

Sustainability is an important element. ICTs cannot be successfully integrated into college without careful planning and consideration of what can realistically be sustained financially and in terms of infrastructure and human resource capacity.

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ICTs can be used to help college to work more efficiently. An important part of ensuring that ICTs are used effectively for management, administration and communication is that the college leadership decides to do so and commits to a budget, training and management support.

### **Management and administration**

The main ICT tool to be used in management and administration is likely to be the computer, together with basic software packages especially MS Word, Excel, PowerPoint, or the equivalent open source packages, and access to email and the internet.

**Management of ICT demands, resources and infrastructure is the responsibility of all stakeholders, including the Principal, Management and including the e-Learning HoD, individual students' management teams, educators, learners, parents and communities.**

Typically, the following responsibilities may be associated with the ICT Co-Coordinator, and the college policy should clearly indicate which of these will be allocated to the responsible person:

- a. Being the “champion” of ICT in the college and driving its use
  - Encouraging the use of ICTs for teaching and learning
  - Encouraging the use of ICTs for management and administration
  
- b. System maintenance
  - Being the “stock taker”,
  - Maintaining asset registers
  - Being a technical expert
  - Making sure that the system is working
  - Troubleshooting when there are system or equipment problems
  - Reporting broken, faulty or stolen equipment or systems
  
- c. Managing the computer laboratory/ies, including
  - Timetabling o Informal use of the computer laboratories outside of college hours
  - Enforcement of the rules around use of equipment, virus protection, internet usage, etc.
  - Managing ICT interns

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d. Managing other ICTs in the college

e. On-site user support

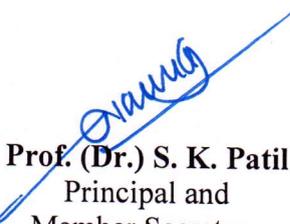
- Assisting learners, teachers and administrative staff with technical queries
- Assisting teachers to develop documents or resources for their lessons

f. Providing training for teachers and administrative staff in using ICTs

- On request / in response to technical queries
- In a structured manner
- Generally on usage of packages such as Word or Excel, use of cameras, data projectors, etc.

g. Providing training for learners

- Usually for computer literacy rather than integrated into the curriculum
- Can be part of the timetabling for learners

  
**Prof. (Dr.) S. K. Patil**

Principal and  
Member Secretary,  
College Development Committee  
Changu Kana Thakur Arts, Commerce and  
Science College, New Panvel (Autonomous)

  
**Hon. Shri Ramsheth Thakur**

Chairman  
Janardan Bhagat Shikshan Prasarak Sanstha,  
Panvel  
and  
Chairman, College Development Committee  
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(AUTONOMOUS)

Plot No.-1 and 4, Sector-11, Khanda Colony, New Panvel (W),  
District- Raigad, Maharashtra, India, Pin-410 206  
☎: (022) 2745 5760, 2746 4193, Fax: (022) 2746 1569  
Super Fax: +91 9022933585  
P.O. Box No.-133  
Email: [principal@ckthakurcollege.net](mailto:principal@ckthakurcollege.net)  
URL: [www.ckthakurcollege.net](http://www.ckthakurcollege.net)