



IT POLICY



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***GOVT. M. H. COLLEGE OF HOME SCIENCE
AND SCIENCE FOR WOMEN, JABALPUR***

OFFICE OF THE PRINCIPAL
GOVT M.H COLLEGE OF HOME SC. & SCIENCE FOR WOMEN, JABALPUR



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IT POLICY DOCUMENT

PREAMBLE

In the modern educational landscape, internet and intranet systems have become vital components of academic institutions. Recognizing the significance of these systems, Govt. M.H. Home Science and Science College, Jabalpur, initiated the development of a robust network to support its academic and administrative activities.

The college utilizes various IT and network services, including email, web services, and e-governance portals, to enhance educational and administrative efficiency. The IT resources provided by the college are intended to support a diverse group, including students, faculty, and staff, and are expected to be used in an ethical and efficient manner. However, the unrestricted use of the internet can lead to network congestion and security vulnerabilities. To mitigate these issues, it is imperative to establish a comprehensive IT policy that governs the use of the college's IT resources.

This policy aims to ensure that the college's IT infrastructure is secure, reliable, and used appropriately. It covers all users of the college's IT resources, including faculty, staff, students, and authorized visitors. Non-compliance with the policy will result in disciplinary action, and, if necessary, legal action.

SCOPE

This IT policy applies to all departments, computer centers, libraries, hostels, and any other areas within the college that utilize the network facilities provided. It also applies to personal devices connected to the college network, ensuring that all users adhere to the guidelines set forth in this policy.

SECTIONS OF THE IT POLICY

1. IT Hardware Installation:

- **Warranty and Maintenance:** All computers purchased by the college must have a minimum of a three-year on-site comprehensive warranty. After the warranty expires, the equipment must be covered by an annual maintenance contract (AMC).

- **Power Connections:** All computers and peripherals must be connected through a UPS or stabilized power supply to prevent hardware damage.
 - **Network Cable Connections:** Network cables should be kept away from electrical equipment to avoid interference, and no other devices should share the power supply with networked computers.
 - **File and Print Sharing:** File and print sharing over the network should only be enabled when absolutely necessary and must be secured with appropriate access controls.
2. **Software Installation and Licensing:**
- **Licensed Software:** All software installed on college computers must be properly licensed. Preference should be given to open-source software wherever possible.
 - **OS and Updates:** Users must ensure that their systems have the latest OS updates and patches installed to address security vulnerabilities.
 - **Antivirus Software:** All college computers must have active antivirus software, and users are responsible for ensuring their systems are protected against malware.
 - **Data Backup:** Users are required to regularly back up their data to prevent data loss due to hardware failure or malware infection.
3. **Network and Information Security:**
- **Network Services:** Departments may run server software on the college network but must ensure it does not compromise network security.
 - **Dial-up/Broadband Connections:** Personal or department computers connected to the college network must not use dial-up or broadband connections that bypass college firewalls.
 - **Wireless Networking:** The College's Wi-Fi network is centrally managed by the Computer Science Department, and unauthorized wireless access points are prohibited.
 - **Email Use Policy:** College-provided email accounts should be used for official communication and academic purposes.
4. **Unacceptable Use:**
- Users are prohibited from engaging in illegal activities or any actions that violate college policies. This includes, but is not limited to, excessive non-priority use of computing resources, malicious activities, and misuse of electronic communications.
5. **Software Asset Management:**
- The college will use licensed software and ensure that all software is regularly updated to maintain security and functionality. Software should be either perpetually licensed or subscribed to on an annual basis.

Concluding Remarks

The IT policy is designed to educate and guide users on the ethical and effective use of information technology within the college. While the policy outlines specific guidelines, users are expected to exercise good judgment and discretion in situations not explicitly covered. The policy will be reviewed periodically to ensure it remains relevant and effective in addressing the college's IT needs.

Dr. Nidhi Choubey - Choubey

Barber

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