



AMAR SEWA MANDAL'S (Regd No. : M/220/78 NGP) F-2299 (N)

KAMLA NEHRU MAHAVIDYALAYA

(ARTS, COMMERCE, SCIENCE & MANAGEMENT)

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Certified by ISO 14001:2015
& ISO 9001:2015



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KNM / 5519/2022

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IT Policy

Purpose of IT Policy

- To maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus.
- To establish College-wide strategies and responsibilities for protecting the information assets that are accessed created, managed, and/or controlled by the College.
- To work as a guide to stakeholders in the usage of the College's computing facilities including computer hardware, software, information resources, Intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

Scope of IT Policy

- College IT Policy applies to technology administered by the College centrally or by the individual departments, to information services provided by the College administration, or by the individual departments, or by individuals of the College community
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the College
- Further, all the faculty, students, staff, departments and others who may be granted permission to use the College's information technology infrastructure, must comply with the Guidelines.
- IT policies broadly concentrates on the following areas
 - IT Hardware Installation and Maintenance Guidelines
 - Software Installation and licensing Guidelines
 - Network (Intranet & Internet) Use Guidelines
 - Website Hosting Guidelines
 - College Database Use Guidelines
 - Role of Network/System Administrators
 - E-waste Management



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IT Hardware Installation and Maintenance Guidelines

- IT Hardware Installation and Maintenance is performed by System Administrators
- Faculty and the departments can submit IT Hardware requirements based on their ademe requirements.
- Stock Register should be updated immediately when IT Hardware is procured.
- IT Hardware Installation and maintenance services are provided only after receiving an approval from the concerned Head of the Department and the Principal.
- • Maintenance of Computer Systems should be done periodically by System administrators and the same need to be recorded in Maintenance register.
- The major e-waste such as written off instruments /equipment's Printers, Computers, batteries should be sold.
- The Faculty or The Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed bared by them only.

Software Installation and Licensing Guidelines

- College IT policy allows authorized and open source software installation on the College computers. In case of any violation the College will hold the Department/Individual personally responsible.
- Open source software should be used in their systems wherever possible.
- Licensed software need to be installed in the systems.
- Antivirus Software need to be procured and installed.


Network (Intranet & Internet) Use Guidelines

- Any computer (PC/Server) that will be connected to the College network should have an IP address assigned by the System Administrators.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Internet and Wi-Fi facilities should be used for academic and administrative purpose only.

Web Site Hosting Guidelines

- The College Website should be used to provide academic and administrative information for its stake holders.
- The contents hosted on website should be correct and clear.
- Website Updating need to take proper measures in safeguarding the security of the data hosted on the website.




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College Database Use Guidelines

- College is the data owner of all the College's institutional data generated in the College.
- The College's data policies do not allow the distribution of data that is identifiable to a person outside the College.
- Certain violations of IT policy laid down by the College by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal action, law enforcement agencies may become involved.

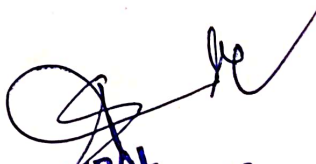
Responsibilities of Network/System Administrators

- To Design College Network and perform Backbone operations
- To follow Global Naming & IP Addressing conventions
- To review the existing networking facilities, and need for possible expansion.
Configuring and maintenance of Wireless Local Area Networks
- To configure and maintain IT facilities provided in class rooms, Labs and Semi
- To receive and address complaints from users of college network
- To Maintain servers in the server room
- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices.

E-waste Management

- The Institution as undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use and the major repairs are handled by the Technical Assistant and are reused.
- The major e-waste such as written off instruments/equipment, Printers, Computers are sold out.
- UPS Batteries are recharged/repaired/exchanged by the suppliers.
- All the miscellaneous e-waste such as, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.




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