



Harmal Panchakroshi Shikshan Mandal's

GANPAT PARSEKAR COLLEGE OF EDUCATION

(Affiliated with GOA UNIVERSITY and Recognized by NCTE)

Vidya Sankul, Bhom Plateau, Harmal – Goa, 403524

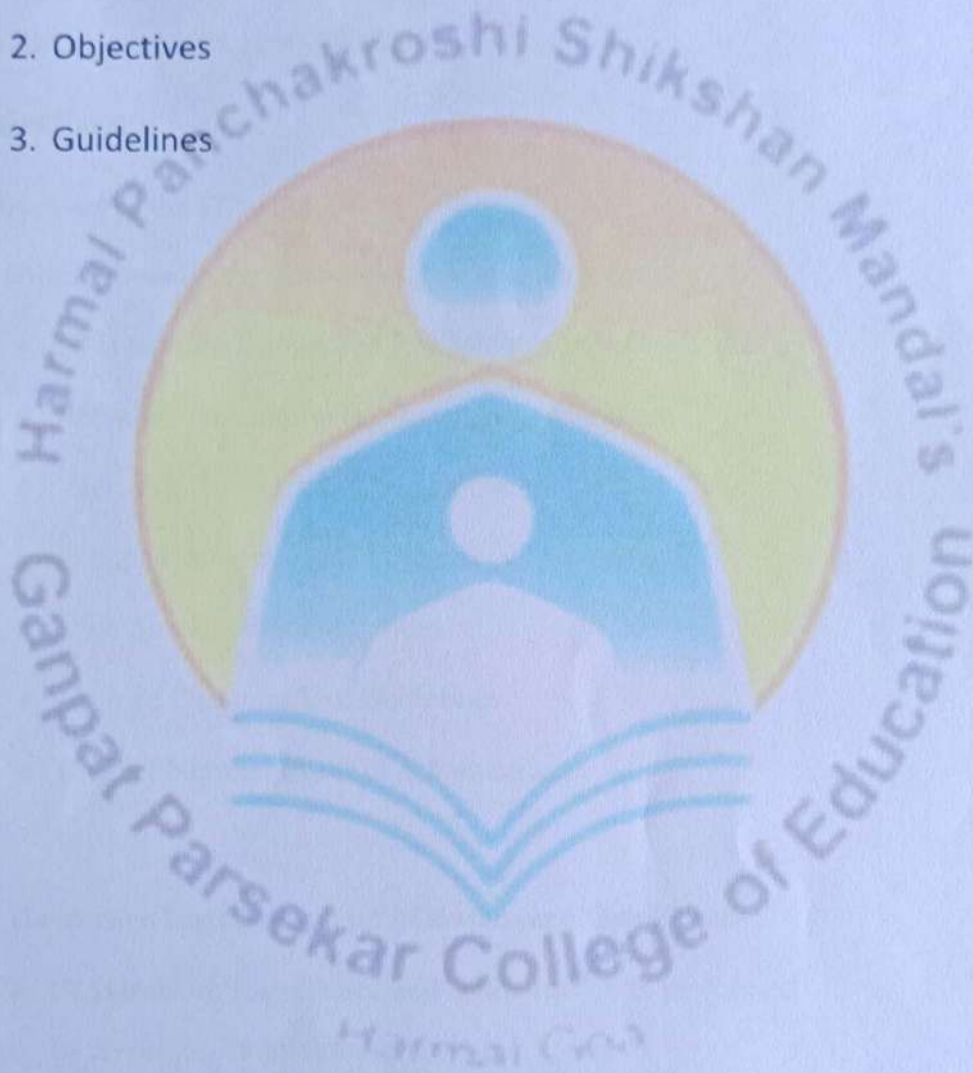
Guidelines and Procedures – Information Technology

2023 - 2025



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Preamble

Ganpat Parsekar College of Education aims to to maintain, secure, and ensure legal and appropriate use of Information technology on the campus. The policy will act as a guide to stakeholders in the usage of the College's computing facilities including computer hardware, software, email, information resources, intranet and Internet access facilities.

Objectives

Objectives of the IT policy:

IT policies broadly concentrate on the following areas -

- IT Hardware Installation and Maintenance Guidelines
- Software Installation and Licensing Guidelines
- Network (Intranet & Internet) Use Guidelines
- E-mail Account Use Guidelines
- Web Site Hosting Guidelines
- College Database Use Guidelines
- Role of Network/System Administrators

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

- Procurement of IT Hardware should be initiated based on the availability of stock and the requirements submitted by the departments.
- 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 Department In charge and Principal.
- Maintenance of Computer Systems should be done periodically by System administrators and the same need to be recorded in Maintenance register.
- Movement of IT Hardware within the college or outside the college should be recorded in Movement Register.
- The major e-waste such as written off instruments /equipment's, CRTs, Printers, Computers, batteries should be sold regularly.
- *The Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed by them only.*

Software Installation and Licensing Guidelines

- College IT policy allows authorized and open source software installation on the College computers.
- 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 in the systems.
- Backups of Data should be taken periodically by the system administrators and stored in External Hard Disk.
- Software's used for academic and administrative purposes should adhere to ISO standards.

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.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- 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.
- Individual departments/individuals connecting to the College network over the LAN may run any new software only after bringing it to the knowledge of the System Administrators.

- Access to remote networks using a College's network connection must be in compliance with all policies and rules of those networks.
- **Internet and Wi-Fi facilities should be used for academic and administrative purpose only.**

Email Account Use Guidelines

- Every committee will be provided with an E-mail
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating email account of others will be taken as a serious offence under the College IT security policy.

Web Site Hosting Guidelines

- The College Website should be used to provide academic and administrative information for its stake holders.
- Website Updation Committee is responsible for content updation and maintenance of the website.



- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- Website Updation Committee need to take proper measures in safeguarding the security of the data hosted on the website.

Responsibilities of Network/System Administrators-

- To Design College Network and perform Backbone operations.
- 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 hall.
- To receive and address complaints from users of college network.
- To Maintain servers in the server.
- To look into the Maintenance of Computer Hardware , Peripherals and Networking devices.
- To discourage installing any unauthorized software on the computer systems of the users.



E-waste Management-

- The Institution has undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technician and are reused.
- The major e-waste such as written off instruments/equipment's, CRTs, Printers, Computers are sold out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronics gadgets, circuits, kits have been written off on regular basis and then it is sold out.

- *Decision of the Principal is final and binding on the policy, however the policy can be amended, when required, with the consultation of IQAC and approval of the Principal.*



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Inputs From College System Administrator -

Verified and approved by (with Signature and Seal) *[Signature]*

