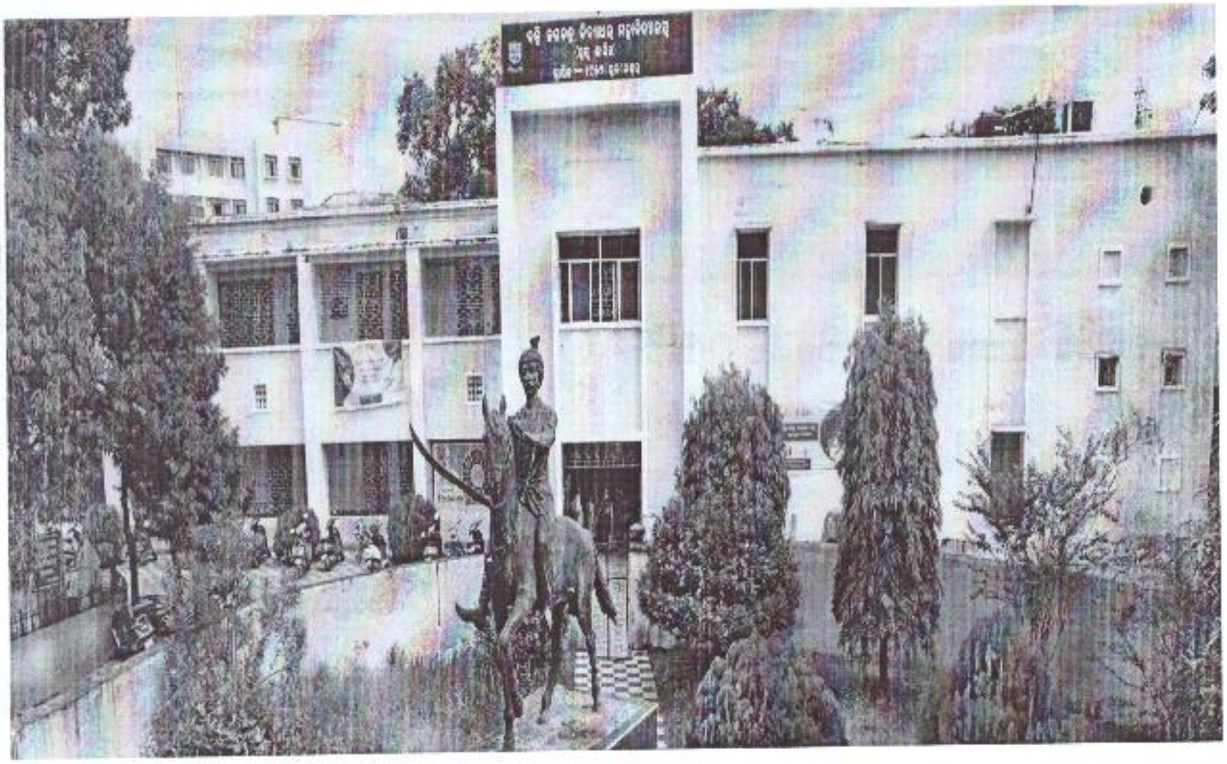
BJB AUTONOMOUS COLLEGE BHUBANESWAR

16-02-24

Principal
BJB Autonomous College

ବକ୍ସି ଜଗବନ୍ଧୁ ବିଦ୍ୟାଧର ସ୍ୱୟଂଶାସିତ ମହାବିଦ୍ୟାଳୟ
B.J.B. AUTONOMOUS COLLEGE
ଭୁବନେଶ୍ୱର, ଓଡ଼ିଶା, Bhubaneswar, Odisha
Accredited with 'A' grade by N.A.A.C



Information Technology Policy

Objective of the IT Policy

The objective of the Information Technology (IT) policy of Buxi Jagabandhu Bidyadhar (B.J.B.) Autonomous College is to ensure the safe, secure, legal, and appropriate use of the Information Technology infrastructure of the campus. It provides guidelines on acceptable and unacceptable use of IT resources of the college. The main intention of the policy is to demonstrate the strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the College. Wherever the IT Policy of the Government of Odisha and/or the Government of India are deemed to be in conflict with any of the provisions contained herein, the relevant provisions of Government of Odisha and/or the Government of India shall prevail.

To conduct various activities in pursuance of the policy and to monitor compliance of the policy, a committee is formed with the following composition:

❖ **Chairman-**Principal (Ex-officio)

❖ **Members (Ex-officio):**

1. H.O.D., Department of Computer Science(Convening Member)
2. Administrative Bursar
3. Legal Bursar
4. Coordinator, IQAC
5. OIC, College Website
6. OIC, College Wi-Fi

The H.O.D, Computer Science is the member convenor of the committee and officer- in-charge (OIC) of the all works related to IT policy of the College.

❖ **Roles & Responsibilities of the IT Committee**

1. Review and approve plans for major IT projects and decisions. Plan at the end of each

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academic year for the upgradation of IT infrastructure for the next academic year, to support evolving requirements of the learner and educator communities of the College.

2. Prepare the Annual IT Budget of the institution and place it for approval before the Principal and Management to ensure that steps are taken towards technology advancements and IT maintenance issues and difficulties. Provide strategic document and planning and input on firm projects which can bring digital revolution.
3. Administer all IT related work and conduct annual stock taking of IT hardware and assets used for academic and administrative purpose.
4. Educate all teaching staff, non-teaching staff and students on the importance of sensitive and purposeful usage of computers and other IT related equipment on campus. Conduct frequent awareness drives for the same.
5. Do regular checks of the computer stock registers maintained in all the laboratories and centers.

Objectives of the Policy

1. To maintain Safe, Secured, Legal and Appropriate use of Information Technology infrastructure established by the College in the campus.
2. To design strategies and responsibilities for protecting the information assets that are created, accessed, managed, and controlled by the College.
3. To provide guidelines to stakeholders in the usage of the College's computing facilities including computer hardware, software, e-mail, information resources, intranet and Internet access facilities.
4. To provide information about acceptable actions and prohibited actions or policy violations.

Scope of the Policy

1. The Policy applies to technology administered by the College centrally or by the individual departments/office/unit to information services provided in the campus of the college.
2. It also applies to the IT resources administered by the departments such as Library, Computer Labs Laboratories, and Administrative Offices of the College.

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3. The policy is applicable to all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure.
4. Further, Computers, Mobiles, and other IT gadgets etc. owned by the individuals, or those owned by research projects of the faculty, when connected to campus network must comply with the guidelines, rules and regulations of the policy.

Broad Covering Areas of the Policy

❖ **IT infrastructure and information resources.**

- Network Devices wired/ wireless
- Internet Access
- Official Websites, web applications
- Official E-mail services
- Learning Management Solution
- Online Meeting Platforms (Zoom, G meet, MS Teams, Skype and others)
- Data Storage
- Desktop/Laptops/ server computing facility
- Documentation facility (Printers/Scanners)
- Display devices (Digital Board/ Digital Projectors)
- Social Media Platforms (Facebook, Irtstagram, Twitter, You Tube and others)
- External Links
- CCTV Surveillance

❖ **IT Hardware Installation and Maintenance Guidelines**

1. IT Hardware installation and maintenance is performed by college office under supervision of H.O.D., Department of Computer Science on advice and recommendation of the Committee for IT policy.
2. Faculty and the departments submit IT Hardware requirements based on their academic requirements. IT Hardware Installation and maintenance services are provided only after

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receiving an approval from the concerned Head of the Department /Office/Unit and the Principal.

3. Procurement of IT Hardware is initiated on the basis of the requirements submitted by the departments/office /any unit of the College subject to the availability of the fund after getting prior approval of the competent Authority. Procurement and maintenances of IT hardware are being carried out as per Odisha Government Financial Rules (OGFR). Stock Register is updated immediately when IT Hardware is procured.
4. Maintenance of IT hardware is undertaken periodically by the OIC of IT and the same is being recorded in Maintenance register. Movement of IT Hardware within the college or outside the college is recorded in Movement Register created for the purpose. The major e-waste such as written off instruments /equipment's, CRTs, Printers, computers, batteries is disposed regularly as per OGFR.
5. The Faculty or The Department/Office/Unit is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed by them.

❖ **Software Installation and Licensing Policy**

1. The 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.
2. Open-source software may be used in their systems wherever possible.
3. Licensed software is installed in the systems.
4. Anti-virus Antivirus Software are procured and installed in the systems.
5. Backups of Data are taken periodically and stored in External Hard Disks or other methods as decided by the IT committee
6. Software's used for academic and administrative purposes should adhere to ISO standards.

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

1. Any computer (PC/Server) connected to the College network have an IP address assigned. An IP address allocated for a particular computer system is used for that system only and cannot be used on any other computer even if that other computer belongs to

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the same individual and connected to the same port. Change of the IP address of any computer by staff or student is strictly prohibited.

2. Configuration of a network should be done by the H.O.D., Department of Computer Science or by person/s authorized by him only. Individual departments/individuals connecting to the College network over the LAN are required to run server software only after bringing it to the knowledge of the OIC.
3. Internet and Wi-Fi facilities should be used for academic and administrative purpose only. Access to remote networks using a college's network connection should be in compliance with all policies and rules of those networks.

❖ **Email Account Use Policy**

1. Every faculty and /or other employee is provided with an official E-mail account. This facility should be used primarily for academic and official purposes but one may use for personal purposes to a limited extent.
2. Using the E-mail facility for illegal/commercial purposes is a direct violation of the policy and attract withdrawal of the facility and/or other penalties as deemed suitable. The Users should refrain themselves from intercepting or infringing the privacy of other users.
3. It is ultimately each individual's responsibility to keep their e-mail account free from violations of College's email usage policy. Impersonating email account of others will be taken as a serious offence under the College IT security policy.

❖ **Web Site Hosting Guidelines**

1. A competent body of the college itself may undertake website Design, Development and Annual Maintenance, or outsource it to a Local Private Firm. In the latter case, A MoU is signed between the Firm and College. The College Website Committee is entrusted to look after all the matters of the website including designing, development, hosting. It is also responsible for content updating and maintenance of the website. It maintains up-to-date pages, tests links before putting them on the Web, and regularly tests and update links. Specific staff are assigned to upload the correct and clear contents on website.

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2. The College Website is used to provide academic and administrative information for its stake-holders (students, faculty, employees, researchers, government, public etc.). The departments, Office, Library, Extension Services units, and Associations of Teachers/Employees/Students/Controller of Examinations have Web page on Website in conformity with the College Web Site design. Facilities are given that faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate e-Learning.
3. Links are given to college social media and other social media such as Facebook, LinkedIn, Instagram and YouTube. External Links are given to different SAMS, HRMS, IFMS etc. portals of Odisha Government, UGC, NAAC, AISHE, NIRF, AICTE, NCTE, RTI and some important HEIs and resources base, which are frequently visited.
4. Proper measures in safeguarding the security of the data hosted on the website has been taken.

❖ **Wi-Fi Policy**

The college is getting its Total 100 Mbps Internet band width services availability from BSNL. The departments, offices, library, smart classrooms, laboratories, research centers, different extension services units etc. are provided with the network facilities. The faculty, students, non-teaching staff and other stakeholders are allowed controlled web access to the activities that are related to Teaching/learning processes.

<u>College Database Use Policy</u>

1) The College is the data owner of all the college's institutional data generated in the college. The duty of the college administration is to protect the data base.
2) Data from the college's Database including data collected by departments or individual faculty and staff, is for internal college purposes only. Individual or departments/offices generate portions of data that constitute college's database. They may have custodianship responsibilities for portions of that data but they are not allowed the distribution of data that is identifiable to a person outside the College. Tampering of the database by the department or individual user comes under violation of IT policy. If the matter involves illegal actions, law enforcement agencies may become involved.

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3) Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data without the knowledge of the IT committee of the College. Requests for information from any courts, attorneys, etc. are handled by the Office of the College and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the IT committee of the College for response. However, at no point of time, information, even including 'Directory Information' may be released to any outside entity for commercial, marketing, solicitation or other purposes. Reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the concerned Faculty/Officer/Staff of the College.

❖ **CCTV Surveillance policy**

1. The CCTV Surveillance system is consistent of fixed positioned cameras and monitors. Cameras are located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera is hidden from view and all are prevented from focusing on the frontages or rear areas of private accommodation. Signs are prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV camera installation is in use. Efforts are made to ensure maximum effectiveness of the system.
2. The system has been installed by college with the primary purpose of reducing the threat of crime generally, protecting college premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to: a) deter those having criminal intent, b) assist in the prevention and detection of crime, c) facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order, d) facilitate the identification of any activities/event which might warrant disciplinary proceedings.
3. Images captured by the system is monitored and recorded twenty-four hours a day throughout the whole year. Monitors are not visible to everyone. Access to monitor is

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strictly limited to the authorized persons, police officers and any other person with statutory powers of entry, with the permission of the principal.

- **Information assets and asset management policy**

  Information assets of the college include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information. In addition, it also supports effective organizational security and protects users and IT resources, but not limited to cyber criminals, bullying, misuse of accounts and assets as well as the spread of malicious software. It also covers responsibility of running the Intranet and Internet services, e -Mail, Web, Wi-Fi, CCTV and Network of the college. It also includes taking appropriate steps for installing firewalls, access controls and installing virus checking and content filtering.

- **E-waste Management**

  The College 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 problems of these are set right by the Laboratory assistants and teaching staff. The major repairs are handled by hired expert personnels. Old computers and LCD Projectors, Electronic instruments & equipment, CRTs, Printers, circuits, kits are sold out on regular basis. UPS Batteries are recharged / repaired / exchanged by the suppliers. The written off miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office on regular basis and then it is sold out or delivered for safe disposal. The waste compact discs and other disposable non-hazardous items are used by the college some other purposes. The Faculty, Staff and Students regularly organize awareness programs of the E-waste management techniques in the College.

7. **Responsibilities of H.O.D., Department of Computer Science(Convening Member)**

   In consultation with the Members of the IT committee, The responsibilities include 1) designing the college Networking and its backbone operations, 2) following of the Global Naming & IP Addressing conventions, 3) reviewing of the existing networking facilities and need for possible expansion, 4) configuring and maintaining of IT facilities provided

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in class rooms, Labs, offices, library etc.in the college, 5) receiving and addressing of the complaints from users of college network, 6) looking into the maintenance of Computer Hardware, Peripherals and Networking devices, 7) discouraging and prohibiting the installation of any unauthorized software on the computer systems of the users.

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