SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL (MP)

INFORMATION TECHNOLOGY POLICY

Rules and Regulations

Contents

Introduction

In today's rapidly evolving higher education landscape, information technology (IT) stands as a keystone, driving innovation, collaboration, efficiency, and progress. The integration of technology has revolutionized the way we engage with knowledge, access resources, and interact within academic communities.

At the Sagar Institute of Research and Technology, we recognize the transformative power of IT and are committed to providing our students, faculty, and stakeholders with access to cutting edge technology and well-trained faculty. Our experienced and dedicated team of IT faculty members play a fundamental role in nurturing the minds of our students, equipping them with the skills and knowledge needed to excel in their chosen fields. As a result, our graduates are well prepared to navigate the complexities of the professional world and emerge as leaders in their respective domains.

Our institute prides itself on offering modern infrastructure and IT services that support the diverse needs of our academic community. Whether it's accessing online learning platforms, digital libraries, or administrative systems, our students and faculty benefit from a robust IT ecosystem that enhances the teaching and learning experience. Moreover, our IT support team works tirelessly to ensure the smooth operation of our IT resources and services. From monitoring device usage to providing immediate technical assistance, our team is dedicated to maintaining a seamless IT environment across our campus.

In conclusion, the Sagar Institute of Research and Technology is committed to leveraging the power of information technology to foster innovation, collaboration, and academic excellence. Through our state-of-the-art infrastructure, experienced faculty, and dedicated IT support team, we empower our students with the tools and resources they need to succeed in today's digital age and beyond.

Need for IT Policy

The purpose of the IT policy is to maintain, secure, and ensure legal and appropriate use of Information Technology infrastructure established by the Institution. The policy aims to protect the confidentiality, integrity, and security of the information assets that are accessed, created, managed, and/or controlled by the Institute the Information assets of the Institute include computer systems, network devices, software, intranet, internet services, IT appliances, Software applications and other IT related hardware and software related services.

Objectives of IT policy

- Constitute the IT committee.

- To provide all required IT resources to all stakeholders as per academic guidelines laid down by AICTE.

- To provide IT infrastructure that would enable the students, staffs and teachers identify opportunities, improve performance and understand IT environment.

- Leveraging IT as a tool for socio-economic development.

- Specifying a common interface to all the applications to ensure high degree of consistency from one to the next application with the best utilization factor for all IT resources.

- To introduce new technologies to students on par with industry standards and evolving advancements.

- To ensure an effective annual maintenance plan.

- To ensure all IT resources are updated and available to students.

- To regularly monitor processes for software updates, firewall protection, anti-virus updating, network device status, system files cleaner, new web access policies, back- ups to ensure uptime of IT resources 24/7 to the stakeholders.

Constitution of IT committee:

- Head of the committee will be a professor from CS/IT department of the institute.

- Member of the committee will be 2 senior members from Computer Science department and 2 senior members from Information Technology department

- Frequency of meeting: once per semester.

Roles & Responsibilities of the IT Committee

• Review and approve plans for major IT projects and decisions

• Prepare the Annual IT Budget of the institution and place it for approval before the Director and Management to ensure that steps are taken towards technology advancements.

• Plan at the end of each academic year for the up gradation of IT infrastructure for the next academic year, to support evolving requirements of the learner and educator communities of the institution.

• Provide strategic document and planning and input on firm projects which can bring digital revolution towards the approach.

• Progress action plans to respond quickly and appropriately to IT maintenance issues and difficulties.

• Administer all IT related work and conduct annual stock taking of IT hardware and assets used for academic and administrative purpose.

• 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.

• Do regular checks of the computer stock registers maintained in all the laboratories

Hardware and Software Procurement Policy

• All IT systems are purchased with warranty and after expiration of this warranty, they are efficiently maintained through an effective annual maintenance policy which is aligned with the distributors and vendors.

• Maintenance includes OS re-installation, virus scans, bandwidth capacity monitoring, internet downtime, communication cable fault, UPS monitoring, firewall renewal, antivirus upgrades, device replacements, Software up gradations, utilization maintenance of software

• All departments are provided with desktop computers/laptops with HD Cameras and, internet connectivity and a printer. These are for the use of department faculty members, who are responsible for ensuring compliance. Systems are purchased at the request of the head of the Department which goes through multiple levels of approvals from the Director and financial authority. Troubleshooting / replacements are handled by external service engineers as per annual maintenance policy of the Institute

• All systems and network devices are connected to electrical points through UPS. Regular 24/7 power supply is provided to servers through recharging batteries. Regular battery maintenance is undertaken for all UPS.

• Care is taken at the time of installation to create separate paths for network cables distinct from those for electrical wires, to avoid noise in data communication. All the network equipment's are monitored and weekly checks are performed by the team of experts which ensures that the quality checks are in place and the integrity is maintained inside the Institute premises.

• All files and printers shared through network are well protected with passwords to ensure integrity of data is maintained.

• The monitoring activities and supports are performed with the help of the daily tracking system which is deployed inside the campus and has been used by the all effectively.

Hardware Installation Policy

• Computer systems on campus are administered by system administrators and system Engineers.

• All devices are installed by service engineers who are deployed inside the campus from 9:30 am to 5:30 pm.

• All the complaint of maintenance work resolved by service engineering.

Software Installation Policy & Licensing

• The Microsoft Campus Licensing agreement policy covers all computers on campus, and this license is renewed annually.

• OS is installed by internal service engineers.

• Application Software Licenses are well maintained and renewed regularly to ensure valid and current updates to all application software.

• Utilization is also measured by the system admin's to assess the current usage of the software applications across the campus.

Internet Policy

The Technical Support Team is responsible for maintaining internet and intranet services of the college.

• The college has 500 Mbps internet bandwidth in which 400 Mbps from fiber net and 100 Mbps from BSNL. The whole campus is WI-FI enabled and internet availability is there at the nook and corner of the college campus for using at ease.

• All systems are networked and secured.

Cyber Security Policy:

• Firewalls are installed to provide protection against cyber-attacks, ransomware, or malicious network access attempts.

Wi-Fi Use Policy

The Campus is fully Wi-Fi enabled.

• Access points are located on all floors in the main block and all blocks, thereby giving access to all classrooms, seminar halls, and laboratories, learning centers, staffrooms and the administrative wing.

• Each faculty is given an individual Wi-Fi ID and Password to access the internet.

• Students are also given Wi-Fi access.

• Access points are also added based on evolving requirements.

• Guests, resource persons and speakers are given access to Wi-Fi on request.

• Firewall protection and restricted access to certain websites are enabled to maximize security.

Guide line for handle E-Mail Account

• Individual institutional email ids (G-Suite) and password provide to faculty, students and administrative staff members.

• Passwords are confidential and sharing such credentials is strictly prohibited.

• Attempting to access another member's login is strictly prohibited.

• All email communication must adhere to institutional and ethical guidelines and should be completely free of offensive or controversial content (creation/distribution).

• Unlimited memory capacity is given to critical/ important email ids.

• Users should not share their email account(s) with others.

Guidelines for faculties:

• Faculty members are responsible for computers and devices of their respective departments, and for ensuring compliance with institutional and process-specific policies.

• Passwords are confidential and sharing these would be in direct violation of institutional policy.

• Use of institution resources for personal business gain, or for purposes which are inconsistent with the mission of the institution are prohibited and considered completely unethical.

• Unauthorized use of another's individual identification and authorization access is strictly prohibited.

Guidelines for Students:

• Sharing of passwords, or other confidential information is strictly prohibited.

• Students are responsible for careful and judicious usage of computers in all Labs.

• Accessing another user's personal private data is not allowed.

• Downloading, sharing or using copyrighted material of institution including music, movies, software or textbooks without prior approval is prohibited.

• Connecting to the institution's restricted-access resources is prohibited.

• Connecting personal devices to the institution internet without approval is prohibited.

• Students must adhere to ethical guidelines, reflect academic honesty, and show restraint in the consumption of shared resources. Downloading of any unethical photos or videos will not be encouraged and strict actions will be taken against those individuals.

Video Surveillance Policy

• CCTV is installed in majority of the places.

• Videos are monitored on a regular basis.

• Unauthorized access to the Control Room is not permitted at any time.

• Footages are given on demand and with prior approval from the Director

• Cameras are serviced regularly.

• Live coverage is monitored by the Director, Deans and Administrative Head.

Anti-virus Protection and renewal Policy

• All computer systems in the college are covered under anti-virus protection.

• Application and Data Web Servers are secured with antivirus protection.

• Most advanced firewall covers aspects of network security, email security, mobile security and unified threat management.

Director

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