



Shikshan Mandal, Karad  
**Mahila Mahavidyalaya, Karad**

**IT Policy**

**Preamble**

Shikshan Mandal, Karad's Mahila Mahavidyalaya, Karad strives for significant infrastructural development and its efficient usage. Over few years the IT resources have revolutionized each and every field, including our personal life. Not only the active users of network facilities have increased but the web-based applications have increased as well. This is a welcome change in the academic environment which demands IT oriented teaching and learning. The entire campus is wi-fi enabled and connected through safe and secure network. At present the network connection is provided to 12 classrooms, all departments, library, computer lab and office. IT facilities are used for teaching – learning and research and for all office and administrative work. The 'IT Care Team' of the 'Institute of Information and Technology', a sister concern with which the AMC has been signed, looks after the IT related issues. Since the college executes academic and administrative processes through IT infrastructure, it maintains IT policy to monitor its usage and curb the cyber risks. The college administration aims at ensuring a fair implementation of the IT policy. Every member of the college is expected to be familiar with and adhere to the IT policy.

**Scope**

The IT policy applies to college faculty, administrative staff, research scholars, students, support staff and others using the IT resources whether at personal or college level. Computers, Printers, data management, network devices, LCD projectors, battery backup, security systems, MIS and website are governed by the present policy.

**Aims and Objectives**

It is the responsibility of all members of the college to use IT services effectively for the promotion of teaching, learning, research and administration. The IT policy intends to set directives about acceptable usage of IT facilities and prohibited actions. The guidelines are created to help the college administrative staff, faculty, research students, students, and non-teaching staff to understand how the policy applies to some of the significant areas.

### **The objectives are:**

- To monitor and ensure the availability and efficient performance of the IT services
- To upgrade the IT infrastructure as per requirement
- To safeguard the IT infrastructure from malware and misuse
- To ensure the responsible and appropriate usage of the IT facilities
- To encourage all the members of the college to use the IT facilities effectively.

### **Hardware**

- The computing and networking devices shall be purchased from the authorized vendors through proper procedure.
- The maintenance of the infrastructure shall be done as per schedule.
- The IT Care Team shall look after the issues like purchase of necessary tools, backup, regular cleaning of hardware, installation and updation of software and other IT related issues.

### **Software**

- The Computer Lab / IT Infrastructure Committee shall monitor the installation of softwares in the campus.
- Use of pirated softwares shall be strongly discouraged.
- Timely maintenance of IT facilities shall be followed.
- Appropriate anti-virus shall be installed in computers, laptops, etc. accessed by the college.
- The updation of anti-virus shall be done whenever essential.
- Assistance of the IT Care Team shall be sought for technological glitches.

### **Networking**

- The entire college campus shall be wi-fi enabled and connected through safe internet services.
- The IT needs shall be identified as per the changing educational needs.
- Networking facilities shall be frequently upgraded.
- The students, faculty, and the non-teaching staff shall be provided free wi-fi facility.
- The password for the network shall be changed periodically.

### **Electronic Communication System**

- The institutional email id shall be used for all official correspondence.
- Website of the college shall be designed and updated as per requirement.

- Software purchased in the name of the institute shall not be utilized for personal use or shared with outsiders.
- The stakeholders can suggest the procurement of new softwares.
- All the college staff have the right to use the IT facilities.

### **IT Usage and Prohibitions**

- All the college staff and students shall make effective use of IT services.
- IT infrastructure and services shall be made available for the practical sessions of B.Com. (IT), B.Sc. and certificate courses like E-banking, Tally with GST, etc.
- The Centre for Skill Development shall run a course in CCIT to acquaint the students and staff with the effective use of IT resources.
- Induction programmes shall be organized for introducing IT services provided by the library to the first year students.
- NTA (National Testing Agency) centre shall conduct entrance examinations for admissions/fellowship in higher education institutions and SWAYAM courses.
- Online lectures, webinars and other online programmes shall be conducted on either Zoom or Google Meet platforms.
- The faculty shall form Whatsapp groups for special/ optional / compulsory subjects specifically for academic purpose.
- MIS shall be used as per requirement.
- The users shall not download and share the harassing, fraudulent, obscene and threatening material. Activities liable to hamper the healthy academic environment shall not be tolerated.
- The users shall abide by the copyright law and follow the plagiarism policy of the college.
- The IT resources shall not be used for commercial purposes.
- The users shall be solely responsible for the activities they perform on the servers of the college with their username and password.

### **Maintenance**

- The assistance of 'IT Care Team' shall be sought once in a month for the maintenance of IT equipment.
- Updation of Office Automation shall be done by Shri R.S. Patil from RIT College Institute of Technology, Islampur.

- Updation of Prisms software shall be done by Dipesh Mutha PRISMS Communications Vashi, New Mumbai.
- The expenditure of the purchase of IT infrastructure and Maintenance shall be borne by the college.
- Disposal of hardware and software shall be dealt with by the IT Care team.
- The Energy Audit shall be done by authorized agency.


### **Violation of Policy:**

- Violation of the policy shall not be tolerated.

### **Updation of the Policy**

The policy document shall be reviewed and updated if required to keep pace with the fast-changing IT resources.

  
**iQAC Co-ordinator**  
**Mahila Mahavidyalaya, Karad**

  
**Principal**  
**Mahila Mahavidyalaya, Karad**