



JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce.

and Sheila Gopal Raheja College of Management

Autonomous

INFORMATION TECHNOLOGY

Policies and Guidelines

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INTRODUCTION

Jai Hind College, Autonomous has established a comprehensive IT policy to ensure the efficient management and operation of its IT resources. This policy is subdivided into several key areas: IT Purchases/Support, Website Management, Email Services, and IT Infrastructure. The guidelines for implementation and management of the various IT facilities are also laid out in the policy.

The college's IT policy is designed to support its mission of providing a high-quality educational experience through the efficient and secure use of technology. By adhering to these detailed policies, the college ensures that its IT infrastructure remains robust, reliable, and up-to-date, thereby facilitating a conducive and technologically updated environment for teaching, learning, and administration.

THE NEED FOR AN IT POLICY IN JAI HIND COLLEGE

In today's digital age, the integration of Information Technology (IT) in educational institutions has become indispensable. Jai Hind college recognizes the critical role that IT plays in enhancing educational outcomes, streamlining administrative processes, and fostering a collaborative environment for both staff and students. To effectively manage and leverage IT resources, it is essential to have a comprehensive IT policy in place.

OBJECTIVES OF THE IT POLICY

1. Ensuring Data Security and Privacy

With the increasing reliance on digital tools and online platforms, the risk of data breaches and cyber threats has grown significantly. A well-defined IT policy helps safeguard sensitive information, including student records, financial data, and personal information of staff and students. By establishing stringent security protocols, such as data encryption, access controls, and regular security audits, the college can protect its digital assets from unauthorized access and cyber-attacks.

2. Streamlining IT Procurement and Management

Effective management of IT resources begins with a structured approach to procurement and inventory management. An IT policy outlines the procedures for acquiring hardware, software, and other IT services, ensuring that all purchases are aligned with the college's budget and strategic goals. Additionally, periodic audits and inventory checks help maintain an up-to-date and functional IT infrastructure, minimizing downtime and ensuring that all technological resources are utilized efficiently.

3. Enhancing Academic and Administrative Efficiency

An IT policy provides clear guidelines for the use of technology in both academic and administrative settings. By standardizing the use of digital tools, such as learning management systems, online libraries, and communication platforms, the college can enhance the efficiency

of teaching, learning, and administrative processes. This consistency not only improves the user experience but also fosters a more collaborative and productive environment.

4. Facilitating Effective Communication

In an educational institution, effective communication is crucial for the smooth operation of academic and administrative activities. An IT policy that includes guidelines for email usage, website management, and other communication tools ensures that all stakeholders have access to reliable and secure channels for exchanging information. This helps in maintaining transparency, accountability, and timely dissemination of important announcements and updates.

5. Promoting Digital Literacy and Responsible Usage

With the widespread use of technology, it is important to promote digital literacy among staff and students. An IT policy outlines the acceptable use of IT resources, providing guidelines on ethical behavior, internet safety, and responsible usage. This not only helps in preventing misuse of technology but also equips the college community with the knowledge and skills needed to navigate the digital world safely and effectively.

6. Supporting Innovation and Continuous Improvement

A dynamic IT policy encourages the adoption of innovative technologies and practices that can enhance the educational experience. By setting aside resources for IT research and development, the college can stay abreast of emerging trends and implement new solutions that improve teaching methodologies, streamline administrative processes, and enhance overall efficiency. Continuous review and updating of the IT policy ensure that the college remains responsive to the evolving technological landscape.

7. Compliance with Legal and Regulatory Requirements

Educational institutions are subject to various legal and regulatory requirements related to data protection, cybersecurity, and intellectual property. An IT policy helps the college comply with these regulations by providing clear guidelines on how to handle sensitive information, secure digital assets, and respect intellectual property rights. This not only protects the college from legal liabilities but also fosters a culture of integrity and responsibility.

GENERAL GUIDELINES

This policy applies to all students, faculty, staff, and other users of the college's IT resources. The following are the general guidelines to be adhered to for implementing IT facilities in the college.

- IT resources must be used in a manner that is ethical, legal, and consistent with the mission of the college.
- There is an IT committee comprising of the Principal, Vice Principals, Board President, Chief Accounts Officer, and IT Coordinator which decides on upgradation strategies.
- Only licensed software to be installed and used on college IT resources.
- Proper procedure to be followed for purchase of hardware devices.
- IT hardware maintenance to be done by IT department and no modification permitted without authorization.
- Sensitive data must be stored securely, and be accessible to only authorized personnel.
- User's data privacy must be always respected.
- Users must keep their login credentials confidential and are accountable for all the activities happening under their accounts.
- Access to the college network is to be given to authorized users only.
- Internet resources should be used only for educational and research purposes.
- Email being the official mode of communication, users are expected to check their official emails regularly.
- IT support is available through the personnel of IT department.

IT PURCHASES/SUPPORT

1. IT Purchases:

- The procurement of IT infrastructure at Jai Hind college will be managed by a dedicated Purchase Committee. This committee will adhere to a detailed Purchase Policy, ensuring all acquisitions align with the college's strategic goals and budgetary allocations.
- The Purchase Committee will be responsible for evaluating vendor proposals, ensuring competitive pricing, and verifying the quality and compatibility of the IT products and services.
- The annual budget allocated for IT purchases must be meticulously planned and reviewed to meet the evolving technological needs of the college.

2. IT Support:

- The college offers comprehensive IT support to both staff and students, available in laboratories, classrooms, and the library. This support includes troubleshooting, maintenance, and updates of hardware and software.
- A specialized IT support team has been established to address technical problems promptly. This team operates through multiple channels, including a helpdesk system, email support, and on-site assistance.
- To maintain efficiency and minimize downtime, periodic audits are conducted. These audits help validate the inventory, ensure the IT infrastructure is up-to-date, and identify any areas needing improvement.

WEBSITE MAINTENANCE AND MANAGEMENT

- The college website is a critical communication and information platform, maintained by an external agency under the guidance of the Website Committee.
- The Website Committee, headed by the college IT administrator, is responsible for facilitating all updates and ensuring the website's content is current, accurate, and engaging.
- Regular reviews and updates are conducted to enhance the website's functionality, user experience, and security. Feedback from users is actively sought and implemented to continually improve the website's performance.

EMAIL SERVICES AND POLICIES

- Jai Hind college has subscribed to Google Workspace, providing professional email accounts to all teaching and office staff.

- These email accounts are used for all official communications, ensuring a standardized and secure method of correspondence.
- Policies are in place to govern the use of email services, covering aspects such as appropriate use, email retention, and security protocols.
- Staff are required to use their official email accounts for all college-related communications, ensuring data integrity and confidentiality.
- Periodic training sessions are conducted to educate staff on best practices for email usage, phishing threats, and data protection.

IT INFRASTRUCTURE

1. Governance:

- The IT infrastructure of the college is governed by stringent policies to ensure security, reliability, and optimal performance.
- Policies include the restricted use of USB ports to prevent unauthorized data transfer and potential security breaches.
- The college network, encompassing both wired (LAN) and wireless (Wi-Fi) connections, is regulated to ensure secure and efficient access to digital resources.

2. Cybersecurity:

- A hardware firewall is actively used within the college network, scanning browsed content in real-time to provide robust cybersecurity.
- Regular updates and patches are applied to all network devices to protect against vulnerabilities and threats.
- Cybersecurity policies are reviewed periodically, and staff and students are educated on safe internet practices to safeguard the college's digital environment.

CONCLUSION

The IT policy is designed to support the mission and vision of the college in providing a high-quality educational experience through the efficient and secure use of technology. The IT policy aims to effectively manage the college's IT resources, ensure data security, enhance academic and administrative efficiency, and promote responsible usage of technology. By adhering to this detailed policy, the college ensures that its IT infrastructure remains robust, reliable, and up-to-date, thereby facilitating a conducive environment for teaching, learning, and administration.