



The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

## IT POLICY

1.	Administrative Policy Number (APN): 08/2018-2019	<b>Functional Area:</b> IT infrastructure and support for the institutional governance
2.	Brief Description of the Policy:	<b>Purpose:</b> Providing quality in IT infrastructure and security <b>Audience:</b> All stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 <sup>st</sup> January 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Lab Administrator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Security and IT Infrastructure Management, Support and promoting speed to institutional governance
10.	References for the policy	UGC/ NAAC/ University/ RUSA, etc

### 1. Need of It Policy

The Poona Gujarati Kelavani Mandal's, Haribhai V. Desai College of Arts, Science and Commerce college is an institute which focus on technology and it maintain, and ensure legal and appropriate use of Information Technology.

The college offers courses affiliated to Savitribai Phule Pune University are aligned to industry needs and have adapted the latest tools in learning. With the advancement of technology, there is a greater need for a legal and safe process for procuring, using, and maintaining IT infrastructure. Thus, the college has developed its IT policy.



The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

---

Following infrastructure resources are covered in IT policy-

- Server
- Network Devices - Routers / Switches
- Computer Hardware
- Computer Software
- Security Cameras
- ICT Infrastructure Tools

## **2. Software And Hardware Purchase Policy**

Procurement of any new product is monitored by the Purchase Committee. The IT purchase involves the following members.

- Management
- Principal and Vice Principals
- Network Administrator
- Website and Domain Administrator
- Staff members with IT Expertise

*Steps for Purchase:*

1. The Staff / Department has to submit application with detail requirement.
2. The requirement has been checked by the higher authorities and forwarded.
3. At least two different quotation is called from the different vendors for said requirement.
4. Purchase committee finalizes the received quotation and if required can make negotiation with vendors.
5. After finalization a purchase order is given to the vendor.

## **3. Hardware Resources**

- Server
- Networking Devices
- Desktop Computers
- Laptop Computers
- Printers / Scanners
- ICT tools



- Security Cameras
- Biometric Machine.

#### **4. Software Resources**

- OS License
- Other Software Licenses
- Open-Source software products
- Antivirus Software.
- College Domain (for college website)

For the new purchase of any product above mentioned process is followed.

#### **NOTE:**

- The concerned Head of Department and Subject Teacher will inform lab administrator to download and install open-source software's on required computer systems.
- To upload any new information on college site, staff have to mail on dedicated domain mail-ID or hardcopy application with signed authorities should be submitted to domain administrator.
- To create any new employee mail-ID or program mail-ID, staff have to mail on dedicated domain mail-ID or hardcopy application with signed authorities should be submitted to domain administrator.

#### **5. Set-Up Policy**

After successful delivery and basic installation from the vendor, the product is tested and stock entry should be marked in the register by office administrator.

#### **6. Device Allocation Policy**

- After stock entry, the product is labelled for the concerned department. The in-charge of the department will receive the product.
- Hardware devices are installed in departments.
- According to device, training program can be arranged to make usage awareness in faculties.





- Software packages are downloaded and installed by the lab administrator only. A schedule for installation is prepared in collaboration with concerned staff members / department heads, so that the regular work in the office / laboratory is not affected.

## **7. Software License and Installation Policy**

The college is using authentic licensed software products.

Prepare list of licenses and open-source software as per the academic and administrative requirement and sanctioned it from Principal.

### **License Software:**

After a purchase, the lab administrator will install the license software, and an entry into the office register is required.

### **Open-Source Software:**

The lab administrator will download and install open-source software with the concerned Head of Department's approval.

- After installation, concerned staff members tested for software installation and execution.
- Depending on the terms of the purchase agreement, software licenses frequently need to be renewed after a set amount of time, such as one or three years.
- Updates are installed in the same way following the renewal.
- LAB ASSISTANT IS ASSIGNED TO MAINTAIN THE RECORD OF REGULAR REQUIREMENT AND ISSUES.

## **8. Security Policy**

Internet Firewall is installed using a router.

- DHCP configuration
- Blocking of sensitive content
- User creation and user permissions
- Bandwidth control policy
- Antivirus



IP address is required for every system connected to the network. IP addresses are assigned for every laboratory, office, library.

Sensitive content and certain keywords are blocked for students. Social media websites and searchengines can also be disabled for the time of examinations.

Separate users for students and staff members are created.

## **9. User Policy**

Following different users are created with their roles and responsibilities.

### ***User1 - Student***

- Students use computer laboratories for practical assignments or projects.
- Username and password are allocated to students with required permissions on system.
- Students can access internet and can save their work.
- Access to Pen-drive or any external devices without permission is strictly prohibited to students.

### ***User2 - Teachers***

- Teachers can use computer laboratory or assigned desktop or laptop for academic or college work.
- Username and password are allocated to teachers with required permissions on system.
- they are the end users of the system. Like students, they also use the computer laboratory.
- Teacher can access internet, shared network resources like printer etc.
- With permission from the Principal, teachers can also access security cameras with the assistance of the lab administrator.

### ***User3 - Administrative Staff***

- These are primary users of the system with hierarchical structure.
- Username and password are allocated to administrative staff with required permissions on system.
- Lab administrator has full access to all systems and network.



#### **10. Software And Hardware Maintenance Policy**

- Maintenance of IT infrastructure is taken up systematically by Lab administrator.
- Minor device repair or replacement is handled by lab administrator.
- Major device repair or replacement is sent outside the campus with gate pass entry to external agency.
- Any unusual hardware issues will be handled with the permission of Head of Department and Principal.

#### **11. Hardware Maintenance**

Before every semester's exam, all hardware equipment is inspected and cleaned. The lab administrator and assistants handle this task.

Every academic year, at the end, a routine stock update is taken. Peripheral device wear and tear is tracked.

To prevent any electrical problems like short circuits, all switches and electrical connections are regularly inspected.

Weekly checks are performed on the power backup.

Teaching staff members compile a list of any additional hardware device or component in accordance with the specifications of the syllabus for the following year.

#### **12. Software Maintenance**

Every day, software fixes are released. When the internet connection is active, some of them are installed automatically. It is necessary to manually update the software packages if the automatic update option is not selected. Lab assistants carry out the task.

Every day or every week, an automatic data backup is performed.

Regular upgrades are also necessary for open-source software.

The lab administrator will bring up the request with the principal if the license is renewable and when the renewal is due.

Software updates and new licenses can be received if the request is granted.

All client computers and the server both have up-to-date antivirus software installed.





The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

---

**13. Security Camera Maintenance / Recording**


A technician has been recruited to maintain the DVRs and security cameras.

After receiving approval from the relevant technical person, anyone wishing to examine a recording for any reason—such as material loss or damage—must submit an application to the principal or administrative officer. From there, the recording can be scheduled for viewing.

**14. Disposal Policy**

Reusable parts can be reused, and any that aren't will be given to the waste management facility.



  
**Principal**  
**Principal**  
Haribhai V. Desai College of  
Arts, Science & Commerce,  
PUNE-2.