



Babu Jagjivan Ram Government Degree College

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(Established – 1974)

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IT POLICY

Babu Jagjivan Ram Government Degree College, Narayanaguda, Hyderabad, is committed to promoting the use of technology in the institution, one of the five core values of NAAC. The college is aware of the advantages of using modern tools and technological innovations in both the areas of teaching-learning and governance. The college needs to adopt technological innovations if it has to make a mark in the field of higher education. Accordingly, the college endeavours to provide adequate educational facilities and technologies to enrich the learning experiences of the students and also to provide easy access to administrative processes. Therefore, the institution has evolved an IT Policy in order to prepare the staff and the students to make optimal use of the Information and Communication Technology (ICT) made available on the campus.

Aims:

- To ensure effective, efficient and optimal utilization of Information and communication technology (ICT) established by the college.
- To ensure every activity done through ICT in the campus should be legal and ethical
- To support as a driving force to all the students and staff of the college while accessing with computing facilities namely hardware, software, network and Internet access.
- To guide for proper direction at both acceptable as well as prohibited actions while using ICT in college campus.

Prime Focus:

- The Scope of IT Policy applies to all the teaching, non-teaching, departments, administration and students of the college while using ICT in college campus.
- The IT Policy also applies to the digital library and college administration office.
- Computer laboratories are strictly to be adhered with IT policy during laboratory experiments.
- Personal digital devices like laptops and tablets of staff and students are to be connected to the college network with prior permission of ICT Incharge. They should follow the ICT policy promptly.
- IT policy focuses on
 - Maintenance of IT infrastructure
 - Maintenance of IT hardware
 - Maintenance of Networking Setup
 - Maintenance of college Website and its regular upgradation and

- Maintenance of college social networking sites

Procurement and Maintenance of IT Hardware

- Installation and maintenance of IT hardware in the college campus is only to be done by the ICT committee.
- ICT committee takes the hardware requirements from respective departments and procures the hardware equipment with the approval of principal. Accordingly, the stock register will be updated with the procured hardware components.
- Misuse of hardware by any department will be solely responsible by that concerned department and the same will be recorded.
- Movement of IT hardware should be properly documented and properly signed.
- Old IT hardware and obsolete equipment should be discarded as e-waste with the approval of Commissioner, CCE, TS.

Software Procurement and Maintenance

- College permits to access genuine, original, open source and free software to use in college campus. In case of violation, the individual will be held responsible and will be taken necessary action by the authorities.
- Accessing computer systems with personal pen drives are strictly prohibited and if needed, it should be done under the supervision of ICT Committee.
- Data backups can be done by the stakeholders only through online mode.

Access to ICT Resources

- The college campus has provided adequate networking ports. Stakeholders of the college can connect his laptop or computer, but with prior permission of ICT.
- Change of networking settings or misuse of Internet leads to serious action by college authorities.
- Internet, Wi-Fi and other networking resources in the college campus are strictly to used for academic purpose only.

Dissemination of IT Literacy to the campus community

- The ICT Committee and the department of computer science take the responsibility to organize IT related trainings to the students every year.
- The ICT committee and the department of computer science also held responsible to organize faculty development programmes for teaching and non teaching staff.

Maintenance of college Website and Social Networking Sites

- The Department of Computer Science is maintaining the college website and social networking sites like Facebook and Twitter.
- Any updating in the college website should be brought to the notice of the Principal, the IQAC and the In-Charge of the Department of Computer Science.
- Data pertaining to the departments of the college in the website is held responsible to the respective departments. Each department has to crosscheck for the data validation promptly.

Maintenance of Student Database Management System

- College data is maintained by a software titled “College Administration and Information System (CA&IMS) provided by CCE, TS.
- Any issue encountered while using this system should be brought to the notice of the principal.
- Activities done of each department should maintain their own database individually.
- IQAC holds the responsibility to respond for any data request from outside.

E-waste Management

- The Institution strictly follows the guidelines of e-waste management directed by Commissioner, Commissionerate of Collegiate Education, TS.
- ICT Committee of the college holds the responsibility to ensure proper disposal of E-waste.

Policy Title	IT Policy
Ratified by College Planning and Development Council	February 2020
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