



IT POLICY

The basic purpose of the institutes IT policies is regarding the protection of computer, email and network usage of all individuals associated with SHILINGESHWAR COLLEGE OF PHARMACY. Inappropriate use makes the institute vulnerable to risks such as virus attacks, misuse/commercial usage of official emails, compromise of network systems and services etc.

Access to the information technology environment at Shivlingeshwar College of Pharmacy is a privilege and must be treated as such by all users. Students, staff and other stake holders are expected to be positive members of the institute community, which extends to cyberspace, by following all policies. Institute provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

Users of SCOPA computing, networking and IT facilities are expected to abide by the rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected, In case of complaints, appropriate action to be taken will be decided and taken by the Authorities.

The IT department of the SCOPA has implemented an internet facility through optical fibre backbone connecting the academic as well as administrative departments.

The IT department should ensure the internet facilities to be Provided to each stake holders of the Institute, It also maintains the cloud server, web server, Microsoft mail server, administrative database server, Biometric server, CCTV, antivirus/end point protection, Institute domain, sub-domains, Various software / hardware, etc. of the Institute. In addition, it also maintains the computing resources used by the faculty and the administration.

Maintenance of these computing resources has become a cause of serious concern over the years, with the increase in the size of the computing resources in the Institute, need



has also arisen for streamlining the process of procurement, maintenance and disposal of the computing resources in the Institute. A policy document in this regard has therefore become necessary in the Institute.

The IT Policy

The IT policy shall include the following aspects:

- 1. Services to be provided by the computer centre (IT Services department)**
- 2. Procurement of IT Infrastructure**
- 3. Maintenance of IT Infrastructure**
- 4. Networking facilities**
- 5. Development, maintenance and upgradation of the software.**
- 6. Access control and usage of IT Infrastructure**
- 7. Risk Management of IT Infrastructure**
- 8. Computer Centre Committee**
- 9. Violations of IT Policy**

1. Services to be provided by the Computer Centre

The Computer Centre shall provide the following services:

- Provide computing resources to the students, Faculty Members, Administration and other stake holders.
- Set-up and maintain the LAN and Wi-Fi,
- Facilitate Internet, email services etc., to all Institute users.
- Maintain the Institute websites.
- Assist the Administration in the process of Selection and Procurement of Computing Resources.
- Organize training programs for the faculty and staff from time-to-time.
- Provide necessary support for IT related services.



- Upgradation of IT infrastructure.
- Implement various software/websites/portals for smoothening the process.
- Conducting Skill Tests for recruitments
- Providing resources for conducting online examinations

2. Procurement of IT Infrastructure

The computing resources shall be procured by the Computer Centre for Institute. The process of procurement of the computing resources by the Computer Centre shall be as follows:

- The specifications for the computing resources shall be worked out by the Computer Centre in coordination with Intender.
- The purchase process shall be as per institute norms.
- The computing resources shall be procured by the Computer Centre for Institute.

3 Maintenance of IT Infrastructure

The post-warranty maintenance of the computers, servers and other IT Equipment's shall be carried out through AMC, The requirement of AMC will be depending upon the cost and critical nature of the device. The procurement process of AMC shall be managed by the computer centre A small buffer of necessary IT equipment's shall be maintained for temporary replacement in critical usage cases.

4 Networking facilities

The LAN and Wi-Fi facility shall be provided and maintained by the computer center. The LAN facility shall cover all the academic departments, administrative departments, constituent campuses, offices, hostels, and the residential area with the approval of competent authority. The Wi-Fi facility shall be provided in the entire Campus in phased manner. Appropriate technologies shall be used for the networking. The procurement installation, administration and maintenance of the Networking equipment shall be the responsibility of the Computer Centre.



5 Development, Maintenance and Upgradation of Software

There shall be a mechanism for development, maintenance and upgradation of the software /website/ web portals etc. The software should be hosted and managed through Computer Centre, Optionally, the software/website/web portal can be developed/managed through department itself with the approval of competent authority, The user departments should take the responsibility to submit a Software Requirement Specification (SRS) describing any need for new software or upgradation of existing software or maintenance, and the stipulated time frame for the service (i.e., urgency), The Computer Centre will consider the SRS and either recommend third party service or take up the task for in-house service. For in-house tasks, the Computer Centre members may directly carry out the task, or engage other members, including students. Optionally, external professionals may also be hired. The same may be validated from the intender department and provide the user acceptance. The Computer Centre shall also be responsible for maintaining the Institute Website(s). One of the Computer Centre members shall act as the Web Master, software procured or developed should be properly documented and maintained in-house, Tailored software, developed by third parties must provide the full source code of the software. The source codes of software developed in-house both by the software professionals or students must be available and maintained by the computer centre personnel. The software packages that have already been procured or developed in-house will be distributed to different user departments based on the user requirement assessment.

6. Access Control and Usage of IT infrastructure

In respect of access control and usage of IT infrastructure the institute policy shall be as follows:

The Institute shall have the right to control the access to the various computing resources and databases in the institute

- Accessing undesirable/illegal/harmful/copyright infringing materials using the Institute computing resources is prohibited, The access to those



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materials/websites shall be blocked to the extent possible. Log of accesses to websites of doubtful nature shall be maintained and scanned from time-to-time,

- Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited,
- Any attempt to circumvent system security, guess others, passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
- Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on institute facilities, or on individual machines connected to the Institute network, is prohibited and sole responsibility of users.
- To the extent possible, users are expected to use only their official email addresses provided by institute for official communications with other members of the Institute.
- Recreational downloads and peer to peer connections for recreational purposes are not allowed unless it is academic requirement.
- Users are expected to take proper care of network equipment and are expected to report any malfunction to the staff on duty or to the in- charge of the facility.
- Playing of Games in Institute laboratories or using Institute facilities for same is prohibited.
- The users shall maintain discipline and shall not cause any damage to any resource of the Computer Centre and other laboratories.
- The users shall not bring any food item to the Computer Centre.



7. Risk Management of IT infrastructure

With growing dependency on IT infrastructure, the threats and vulnerabilities to IT infrastructure are of great concern today, IT infrastructure faces several risks and the risk exposure may vary from time to time. It is necessary to perform IT Infrastructure risk assessment on regular basis. The Institute shall follow the risk management policies as given below

- Periodic and Scheduled backup of data in geographically separated location,
- Keeping IT infrastructure under surveillance at critical locations.
- Use of fire alarm, smoke alarm and fire extinguisher
- Earthquake resistant buildings
- Use of Anti-virus tools for protecting servers, desktops and network devices from malwares
- Regular updating of software with security patches
- Regular updating of firewall

8. Computer Centre Committee

There shall be a Computer Centre Committee consisting of one representative from each of the user departments with the Principal /Nominee as the HOD/In-charge of the Centre as its convener. The committee shall meet at least once in a semester to review the functioning of the IT infrastructure and to take major operational and policy decisions.

9. Violation of IT Policy

Violations of policy will be treated as academic misconduct, misdemeanour, or Indiscipline as appropriate. Depending upon the nature of the violation, the institute authorities may fine/or and take an appropriate action, The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices.