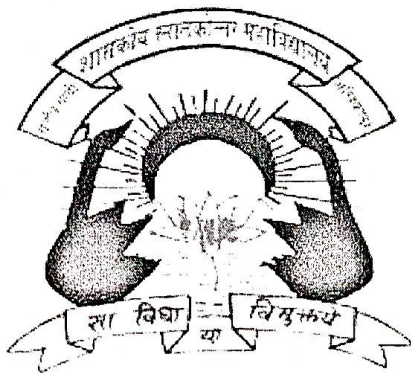# RAJEEV GANDHI GOVT.POST GRADUATE COLLEGE, AMBIKAPUR (C.G.)

(An Autonomous Institution)

INFORMATION TECHNOLOGY POLICY
Rules and Regulations
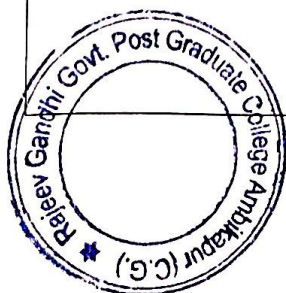
Issuing Authority

IT Team

Rajeev Gandhi Govt. P.G. College, Ambikapur (C.G.)
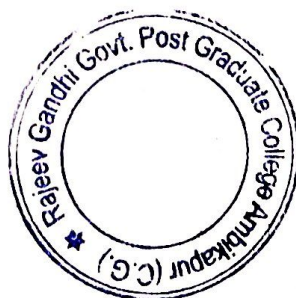
Contents

Introduction

Rajeev Gandhi Govt. P.G. College Ambikapur, Surguja (C.G.) stands as an institution of excellence with a rich history dating back to its establishment in 1960. Since its inception, the college has been unwaveringly committed to the holistic development of students, particularly those from marginalized sections of society. The institution aims to instill the highest values of human civilization, nurturing students to become responsible and worthy citizens of India. Spread across 41 acres, the college strives for all-encompassing progress, emphasizing academic, moral, and societal dimensions. The college envisions a future where students exhibit a quest for educational excellence and contribute positively to society. Rapid strides are being made to provide superior resources that facilitate the delivery of high-quality education infused with ethical values. The core belief is that the education imparted at Rajeev Gandhi Govt. P.G. College lays the foundation for life, shaping the destiny of individuals. The mission is clear – to equip students to face future challenges, keeping pace with evolving times.

Academic Excellence

The institution boasts a dedicated team of 95 faculty members committed to maintaining high academic standards. With approximately 6373 students anchoring the vision, the college focuses on continuous skill and knowledge enhancement. The commitment to excellence extends to providing access to state-of-the-art infrastructure and IT services, aligning with the evolving needs of students, researchers, and teachers.

Need for IT Policy

Recognizing the pivotal role of Information Technology in education, the college has established an IT policy. This policy aims to maintain, secure, and ensure the legal and appropriate use of IT infrastructure. The primary goal is to protect the confidentiality, integrity, and security of information assets accessed and managed by the college, including computer systems, network devices, software, and IT-related hardware and services.

Objectives of IT Policy

The IT policy outlines several objectives, including providing necessary IT resources aligned with academic guidelines, leveraging IT for socio-economic development, and ensuring an eco-friendly environment through green computing methods. The policy also emphasizes consistency, regular updates, and high availability of IT resources to stakeholders.

Roles & Responsibilities of the IT Committee

The IT committee plays a crucial role in reviewing and approving major IT projects, preparing the annual IT budget, and planning for the up gradation of IT infrastructure. The committee aims to bring digital revolution, provide strategic input, and ensure quick response to IT maintenance issues. It also emphasizes the importance of educating staff and students on the purposeful usage of IT resources.

Hardware and Software Procurement Policy

The College adheres to a comprehensive procurement policy ensuring that all IT systems are purchased with warranties. Maintenance, including regular checks, updates, and replacements, is carried out systematically. The policy also highlights the protection of networked files and printers, emphasizing data integrity.
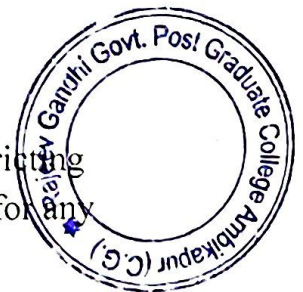
Network (Internet) Use Policy

The College maintains a robust internet infrastructure with 1 Gbps bandwidth. Security measures such as firewalls are in place to protect against cyber threats. The Wi-Fi use policy ensures extensive coverage across the campus, facilitating internet access for students, faculty, and guests.

Institute Database Usage Policy

The institute has stringent policies governing database access, restricting information for external entities. Disciplinary actions are outlined for any tampering or deletion of the institution's data.

Faculty and Student Usage Policy: Faculty and students are entrusted with responsibilities for the ethical and judicious usage of computers. Strict guidelines prohibit unauthorized use, sharing of passwords, and unethical downloading. The policies aim to maintain academic honesty and reflect the mission of the institution.

Video Surveillance Policy

CCTV cameras are strategically placed across the campus to monitor activities. Access to control rooms is restricted, and footage is provided with prior approval. The policy emphasizes regular maintenance of cameras for effective surveillance.

Anti-virus Protection and Renewal Policy: All computer systems are covered under anti-virus protection, ensuring regular renewal and updates. The policy outlines measures to secure application and data web servers against cyber threats.

Maintenance Policy for Systems and Network

A comprehensive maintenance policy covers lab systems, networking devices, and regular system formats. The policy ensures 24/7 UPS maintenance, network cable checks, and systematic AMC coverage for all systems and networking devices.

Online Classes and Examinations Policy

The college utilizes Google Workspace for Education for online classes, emphasizing faculty enablement and recording attendance. Guidelines are provided for ethical student behavior, reflecting academic honesty during online classes and examinations.

Conclusion

Rajeev Gandhi Govt. P.G. College Ambikapur, Surguja (C.G.) places IT at the forefront of its educational mission. The comprehensive IT policy ensures the effective, secure, and ethical use of technology to empower students and faculty in their academic pursuits. The commitment to excellence extends beyond traditional classrooms, embracing the digital realm to prepare students for the challenges of the future.

I.T. TEAM

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R.G. Govt. P.G. College
Ambikapur, Surguja (C.G.)