



HINDU COLLEGE
UNIVERSITY OF DELHI

IT Policy



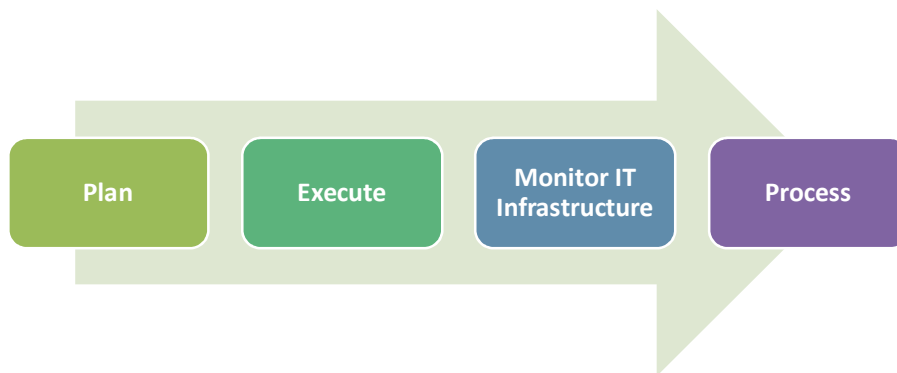
Preamble

Hindu College has taken giant strides towards significant infrastructural development which lately also includes a State-of-Art Research Centre, the first of kind in entire Delhi University. The college executes all the academic processes through modern IT infrastructure and maintains efficient strategies to manage the cyber risks. The institute aims at maintaining international benchmarks in the creation and implementation of IT infrastructure, system and process.

Scope

The IT policies documented by the institute applies to all teaching, non-teaching staff, research scholars, students, administrative officers and guests. Intellectual property, internet, intranet, data management, security systems are governed by this policy.

IT Administration



The institute needs to create a committee to plan, execute, monitor IT infrastructure and process in the institute. The committee would constitute of the following members:

- (i) IT Manager (One of the senior Faculties with sound IT skills)
- (ii) IT Administrator (One of the experienced administrative staff who also possesses good IT related knowledge)
- (iii) Committee Members (Nominated faculty member and staffs)

Roles and Responsibilities

IT administration plans must be duly approved by the highest authorities.

IT development needs shall be identified based on the latest educational needs.

All the physical systems and IT related facilities shall be upgraded frequently.

Efficient monitoring tools will be implemented by the committee members.

Hardware

- A standard operating procedure will be adhered to for the procurement of IT equipment, tool and usage.
- All the computing and networking devices shall be purchased from authorized vendors through legal tender.
- Finer architectural and infrastructural aesthetics will be taken into account while installation of the various hardware components.

Software

- The IT administration committee must duly approve the softwares to be installed in the campus.
- The softwares must be used by only the members of the committee for an authorized purpose.
- Third party softwares need to be procured with necessary license registered in the name of the institute.
- Pirated softwares will be strongly discouraged by the committee.
- Appropriate anti-virus will be installed in all the computers/laptops/tablets being accessed by the college.
- Trained IT staff selected by the committee members will be responsible for identifying issues and resolving them.

Networking, IOT and AI

- The entire campus will be wifi enabled and connected through safe and secure internet.

- For the smooth running of various administrative processes of the college, the IT administrative staff shall be making efforts to implement the IoT technology and AI.
- Specific courses shall be conducted on IoT and AI for imparting latest knowledge related to these areas.

Electronic Communication Systems

- The institutional email id shall be utilized for all the official communication.
- Since the electronic communication systems are property of the institute, therefore all the members need to abide by the institutional code of conduct for a diligent use.
- The institute possess the right to delete, amend or modify any communication detrimental to its rights.

IT Usage: Rights and Privileges

- All the authorized members have the right to utilize IT resources available in the institute.
- Members of the institute have the right to suggest procurement of new softwares.
- Software purchased in the name of institute shall not be distributed for the personal use.
- Any new software developed by member of the institute needs to be duly approved by the principal for its use.

Inventory Management and Maintenance

- Annual audits shall be conducted to take stock of the status of all the softwares and IT equipments.
- All licensing needs to be renewed before expiry.
- Due attention would be directed towards environmental friendliness and cost saving measures
- Exclusive IT staff would be appointed for maintenance of IT infrastructure.
- AMCs shall be signed with authorized agencies for maintenance.