

KANYA MAHA VIDYALAYA (KMV), JALANDHAR

IT POLICY

Kanya Maha Vidyalaya (KMV), Jalandhar is proposing to have its own IT Policy that works as course of action for using the institutions facilities including computer hardware, software, database, intranet and Internet access facilities, collectively termed as “Information Technology(IT)”. KMV Computer Centre and Internet Unit Support maintain the policies leading to the use of computer and IT resources. It includes annual review and audit of existing IT resources and infrastructure and verification of compliance with in KMV. All the members of KMV are bound by this policy. KMV reserves the right to interpret, revise, or delete any of the provisions of the IT policy, as the KMV deems appropriate in its discretion.

IT policies may be classified into following groups:

- **Network (Intranet & internet)**
- **IT Hardware Installation Policy**
- **Web Site Hosting Policy**
- **College Database Use Policy**
- **Learning Management System**

College IT policy applies to Stakeholders on campus or off campus including:

Students: UG, PG

Employees: Teaching/Non Teaching Employees (Permanent/ Temporary/ Contractual), Higher Authorities and Guests

Resources

Official website, data, multimedia content, Network Devices, Official Emails, Data Storage, devices, Laptops, Desktop, Servers computers, e-contents, Multimedia contents etc.

Network (Intranet & Internet)

After the autonomous status, there is a welcome change in the college academic environment. The college has 200 network connections covering more than twenty buildings across the campus and

expected to reach 350 connections very soon.

College Computer Centre and Internet Unit department has given the responsibility of running the institution's intranet & Internet services. Computer Centre and Internet Unit is running the Firewall security, Proxy, web and application servers and managing the network of the college. All staff members are required to login to their user id for accessing the internet in the campus.

KMV is getting its Internet bandwidth from Quadrant Televentures Ltd. Total bandwidth availability from Quadrant Televentures Ltd is 58 Mbps (leased line). Apart from it, KMV has 13 independent leased line connections from Quadrant Televentures Ltd. College has enforced firewall to access internet in the campus that ensures

- Providing Login id to access internet
- Daily quota for accessing the internet to misuse
- Preventing prolonged or intermittent surfing, affecting quality of work
- Preventing heavy downloads that lead to choking of available bandwidth

IT Hardware Installation Policy

College Hardware Purchase committee needs to follow certain guidelines while purchasing computers or peripherals for the institution so that users may face minimum inconvenience due to hardware failures.

There must be Warranty & Annual Maintenance Contract of Computers and peripherals purchased by any department. There should be annual maintenance contract after the expiry of warranty of computers. College has also deployed technical persons who regularly maintenance and checking virus related problems.

Website Hosting Policy

College has a website committee, members of this committee are responsible for maintaining the official web site of the college i.e. <http://kmvjalandhar.ac.in> and <http://kmvjla.org>. Faculty members can also have their pages on the college website. They have to send request to website committee for updating their information on the college website. College has hired cloud-based server to host its website.

College Database Use Policy

KMV is the data owner of all the institutional data generated in the college. College has its own MIS, which includes various modules related to online admission, fees, accounts, examination, transport, hostel and library. There are custodians' responsibilities to access this data.

Learning Management System

College has team of members who have indigenously developed Learning Management System(LMS). All the faculty members and students are provided login ids to access the LMS. College has its own Rack Servers to maintain the data of Learning Management System

College has its own policies regarding the creation of database and access to information. College is the data owner of all the institutional data generated in the college. The college data policy does not allow the distribution of data that is particular to a person outside the college. All reports for UGC, MHRD and other government agencies are prepared and compiled by the IQAC and office members of the college. Tampering of the database by the any individual or department comes under the violation of IT policy of the institution.