

## Maratha Vidya Prasarak Samaj's

# Arts, Science & Commerce College, Ozar (Mig)

Tilak Nagar, Ozar (Mig), Tal. Niphad, Dist. Nashik (Maharashtra) 422 206.

Ph.: (02550) 275219, 275919

E-mail: ozarcollege@gmail.com Website: www.ozarcollege.com



Junior Vocational College Code: J 13.08.907

HTE Sevarth ID: 06220100122\_AST (College Code: 023)

Junior College Code: J 13.08.016

AISHE ID : C-41965

## **IT Policy**

IT policies of the College are formulated to increase the academic and professional productivity using Information Technology. College maintains Information technology policies that will enhance the college's academic excellence and other related activities. It includes gadgets, systems, tools, databases, logs, webspace and networking. Any user, i.e. student, staff, non-teaching staff, management body, guests, technical personal and developers, are expected to abide by these regulations.

- The computing resources of college are intended to support the educational, instructional, research, and administrative activities on the campus. It strives to secure, strengthen and enhance the use of information technology for various legal and ethical purposes.
- The policy is applicable to all the faculty, students, volunteers, collaborators, and all other stakeholders of the institution.
- Netiquette, or the code of conduct for healthy online practices, is considered a vital part
  of the college IT policy and it provides guidelines on acceptable and unacceptable use
  of IT resources.
- College IT policy guarantees security and accessibility of systems and services to all
  the members of the community and it safeguards and protects college IT infrastructure
  and institutional data from other malpractices and misconduct.
- It does not recommend the use that promotes the personal businesses or financial interests of the beneficiaries. Political and religious campaigning or any other external affairs of the individual are strictly prohibited under the policy.





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#### **IT Committee**

IT Committee of the college consists of a System Administrator appointed by the Management and various IT related personals in charge of ERP, Network, Library Management Principal, Vice Principals. are ipso facto apex members of the committee. In consultation with the management, this committee formulates, amends, and executes all IT related guidelines and standards. The College abides by all the regulations and standards stipulated by the Government regarding Information Technology and policy.

#### **Network Security Policy**

Information Security policy aims to protect private information and data availability to the right person at the right time. In this regard, we follow the golden rules of IT Security:

**Confidentiality**: Data and information assets must be confined to people who have authorised access and not disclosed to others.

Integrity: Keeping the data intact, complete, and accurate, and IT systems operational

**Availability:** An objective indicating that information or system is at the disposal of authorised users when needed.

The College has implemented a centralised firewall management system for user identity, application control, web control, content control, sandboxing, threat protection and SSL inspection.

#### **Hardware and Software Maintenance**

The college follows a liberal approach towards its hardware and software policy. We do not stick with any hardware and software solutions unless otherwise required for training or skill development programmes. We warmly welcome open software too. We abide by and adhere to Green Computing policies and infrastructure.

# क्ट्रांस किया। बहुतान किया। बहुतान क्रिया।

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- The College takes care of all its software and hardware infrastructure. The IT team organises the procurement, installation, management, up-gradation, and dismantling from time to time.
- The College provides ICT enabled classrooms and IT infrastructure to promote academic culture and research activities.
- In case students and staff bring their gadgets, they must ensure that operating systems and other utility software are up to date.
- All systems are constantly monitored and filtered.
- In the case of purchasing new systems and equipment, government guidelines on tender and quotation are followed.
- The college promotes IPR laws regarding digital content and copyright licencing.
- Students can avail institutional id to get discounts while purchasing laptops or Softwares.
- The College follows green computing paradigms.
- At the request of students for the sake of online interviews and competitive exams, IT
  people will provide adequate infrastructure for Wi-Fi and power management if
  students bring their laptops or tablets.
- Students and staff can freely access our dedicated Mediaroom for content creation and artistic enrichment.
- Compromised computers and tools will automatically be revoked from networking.

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