



DOMBIVLI SHIKSHAN PRASARAK MANDAL'S
K.V. PENDHARKAR COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)
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IT POLICY

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Need of IT Policy

Dombivli Shikshan Prasarak Mandal's K.V. Pendharkar college is an institute with a focus on technology and its use in learning. The college has always been proactive in facilitating the students and staff members with state of the art technical equipment, for teaching, learning and research activities.

The IT policy has been defined by the college. Different Hardware and Software requirements of each department are carefully considered

IT policy is in place for following infrastructure resources

- ❖ Servers
- ❖ Network devices – Routers / Switches
- ❖ Security Cameras
- ❖ Computer Hardware
- ❖ Computer Software

College maintains the resources and ensures their quality using stock maintenance process.

A separate disposal policy of the technical computer / non computer equipment ensures the safe disposal of E-Waste generated.

Software and Hardware Purchase Policy

IT infrastructure resources are categorized as software and hardware resources. Purchase of any new product is monitored by the IT Purchase Committee. The IT purchase Committee is made up of following members:

- ❖ Management
- ❖ Principal
- ❖ Network Administrator
- ❖ Staff members with IT Expertise

Some of the IT Infrastructure resources are listed below -

Hardware Resources

- ❖ Servers
- ❖ Networking Devices
- ❖ Desktop Computers
- ❖ Laptop Computers
- ❖ ICT tools
- ❖ Security Cameras

Software Resources

- ❖ OS License
- ❖ Other Software Licenses
- ❖ Open source software products

For the new purchase following steps are followed:

1. Head of Department, which is in need of IT infrastructure gives requisition to the management.
2. Management consults IT Technician and forwards it to the purchase department.
3. Purchase department requests quotations from different vendors.
4. Separate meetings with vendors are scheduled for any clarification, if needed.
5. Once the order is finalized, it is sent to the selected vendor via e mail or directly.

For the open source software resources, they are downloaded and installed on required computer systems by IT technician assistants after the discussion with internal and external IT experts.

Hardware and Software Procurement Policy

Once the product is delivered, it is received by the IT Technician. After testing the product is accepted.

The required installations and testing procedure are completed.

Device allocation Policy

The product is then labelled for the concerned department. The in-charge of the department receives the product against requisition given.

Hardware products are installed in deputed places.

Software License and Installation Policy

The college is focusing on using authentic licensed software products. Also, priority is given to open source learner centric software where updates to the latest technology are readily available.

When any new software is required, a request is made to the management. Once the request is approved and purchase procedure is completed, the software product is ready to use.

After procurement of software license, IT Technician passes the license key and details regarding installation to the lab assistants.

Once the installation is complete, it is tested by members of staff who are going to use the product.

Software licenses often require to be renewed after a fixed time period like a year or three years, depending upon the purchase agreement.

After the renewal updates are installed in the same manner.

IT assistant maintain a record of software products required. After the installation following details are maintained

- ❖ The type of software (open source / licensed)
- ❖ The date of activation of the license
- ❖ The validity of the license
- ❖ Serial no of the system where the licensed software is installed.

Network Policy

Computer in various departments, office, library are all connected to a centralized network. A separate server room is set up. The server has 24/7 power back up.

Floorwise WiFi connection is established..

The entire network is controlled by firewall (Seqrite UTM).

A number of resources are available through the network to all members of staff.

- ❖ Internet Connection
- ❖ LAN / Server access for official data
- ❖ Security Camera

Electricity generator connection is available as complete power backup.

Security Policy

Internet Firewall is installed using a router. Firewall facilitates various security policies.

- ❖ Blocking of sensitive content
- ❖ Bandwidth control
- ❖ Antivirus

IP address is required for every system connected to the network. Fixed range of IP addresses are assigned for every laboratory, office, library using DHCP.

Sensitive content and certain keywords are blocked for students. Social media websites and search engines can also be disabled for the time of examinations.

Seqrite is selected as a server side antivirus for the entire network.

Software and Hardware Maintenance Policy

Maintenance of IT infrastructure is taken up systematically and methodically. Separate prototype is set up for software and hardware product maintenance.

Hardware Maintenance

All hardware devices and tools are cleaned at the end of each semester. A cleaning schedule is made, generally before and after the practical examination.

All switches and electrical connections are checked once each month to avoid any electrical issues like short circuit.

A list of any additional hardware device or component is prepared by teaching staff members as per the requirements of next year's syllabus.

Software Maintenance

Software patches are released daily. Some of them are automatically installed as soon as the internet connection is active. If the automatic update option is not checked, then the software packages are required to be updated manually.

Open source software also needs to run updates on a regular basis.

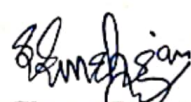
If the license is renewable, and if the renewal is due, the network administrator will raise the request with the principal.

Once the request is approved, software can be updated / new license can be obtained.

Disposal Policy

College is aware and active about the green initiative. It proactively takes initiative in effective management of electronic waste.




In-Charge Principal

I/C PRINCIPAL
DSPM's K. V. Pendharkar Junior College,
Dombivli (East)