

Channabasaveshwara Institute of Technology

NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.

IT & E-Governance Policy





Partnering in Academic Excellence

Channabasaveshwara Institute of Technology

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IT & E-Governance Policy

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Channabasaveshwara Institute of Technology

The Channabasaveshwara Institute of Technology (CIT) was established in the year 2001 and is affiliated to Visvesvaraya Technological University (VTU), Belagavi. It is located in an ideal and congenial environment in the outskirts of Gubbi town, Tumkur city on the Bangalore - Honnavar National Highway 206, 90 km from Bangalore, spread over 60 acres of lush green, landscaped campus. It is one among the institutions run by Sri Channabasaveshwara Swamy Rural Education Society (CRED) Regd., Gubbi. The Chairman of the Society is Sri G. S. Basavaraj, Former Member of Parliament from Tumkur Constituency.

At the time of inception, the college had an intake of 180 students in the three undergraduate disciplines of Computer Science, Information Science and Electronics & Communication Engineering. The undergraduate course in Electrical & Electronics Engineering was started in the year 2004 and Civil and Mechanical Engineering branches were started in 2010, in the same year Post Graduate courses in engineering of different disciplines like Electronics, Computer Science also incepted. CIT focuses in developing young entrepreneurs and has started Management studies in Business Administration under VTU in 2010. Further another P.G course in Software Engineering stream started in 2010. In addition with this, second shift diploma programmes in Electronics, Mechanical Engineering were started in the same campus with the name of CIT Polytechnic in the year of 2012. In 2013, another two courses in the stream of Civil and Computer Science were added.



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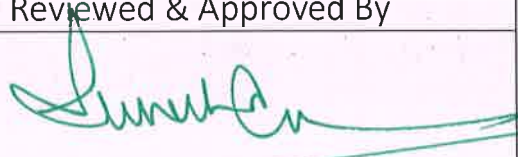
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Introduction

Channabasaveshwara Institute of Technology- Gubbi, provides IT resources to support the educational, instructional, research, and administrative activities of the College and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work. These resources help them to remain well informed/updated and carry out their functions in an efficient and effective manner. This document establishes specific requirements for the use of all IT resources at the College. This policy applies to all users of computing resources owned or managed by the College. Individuals covered by the policy include College faculty and visiting faculty, staff, students, alumni, guests, external individuals, and any other entity who fall under the management of the College accessing network services via the computing facilities of the College. For the purpose of this policy, the term **'IT Resources'** includes all College owned, licensed, or managed hardware and software, and use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network

Particulars	Reviewed & Approved By
Signature	
Name & Designation	Dr. Suresh DS Director & Principal

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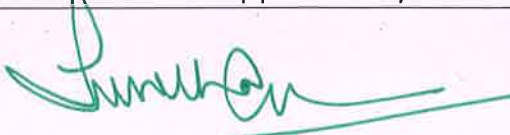
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Objective

- 1.** College IT policy exists to maintain, secure, and ensure the legal and appropriate use of Information technology infrastructure established by the College on the campus. Misuse of these resources can result in unwanted risks and liabilities for the College. It is, therefore, expected that these resources be used primarily for college-related purposes and in a lawful and ethical way.
- 2.** This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets accessed, created, managed, and controlled by the College.
- 3.** Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

Purpose of IT Policy

- 1.** To maintain, secure, and ensure the legal and appropriate use of Information technology infrastructure established by the College on the campus.
- 2.** To establish College-wide strategies and responsibilities for protecting the information assets accessed, created, managed, and controlled by the College.

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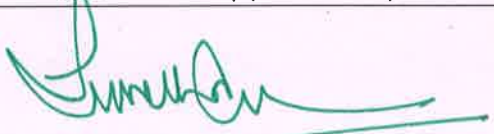
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3. To work as a guide to stakeholders in the usage of the College's computing facilities including computer hardware, software, email, information resources, intranet, and Internet access facilities.
4. To set direction and provide information about acceptable actions and prohibited actions or policy violations. Scope of IT Policy
5. College IT Policy applies to technology administered by the College centrally by system admin and Assigned Faculty member for the same.
6. This IT policy also applies to the resources administered by the departments such as the Library, Computer Labs, Laboratories, and Administrative Offices of the College
7. Computers owned by the individuals, or those owned by research projects of the faculty, when connected to the campus network are subjected to the Do's and Don'ts detailed in the College IT policy.
8. Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty, and others who may be granted permission to use the College's information technology infrastructure, must comply with the Guidelines.

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IT policies broadly concentrate on the following areas

1. IT Hardware Installation and Maintenance Guidelines
2. Software Installation and Licensing Guidelines
3. Network (Intranet & Internet) Use Guidelines
4. E-mail Account Use Guidelines
5. Web Site Hosting Guidelines
6. College Database Use Guidelines
7. Role of Network/System Administrators

1. IT Hardware Installation and Maintenance Guidelines

1. IT Hardware Installation and Maintenance is performed by System Administrators
2. Faculty and departments can submit IT Hardware requirements based on their academic requirements.
3. Procurement of IT Hardware should be initiated based on the availability of stock and the requirements submitted by the departments.
4. The Stock Register should be updated immediately when IT Hardware is procured.
5. IT Hardware Installation and maintenance services are provided only after receiving approval from the concerned Head of the Department and the Principal.

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- Maintenance of Computer Systems should be done periodically by System administrators and the same needs to be recorded in the Maintenance register.
- Movement of IT Hardware within the college or outside the college should be recorded in the Movement Register.
- The major e-waste such as written-off instruments /equipment, CRTs, Printers, Computers, and batteries should be sold regularly.
- The Faculty or The Department is solely responsible for the IT Hardware provided to them and any damage loss or theft needs to be addressed by them only.

2. Software Installation and Licensing Guidelines

- College IT policy allows authorized and open-source software installation on the College computers. In case of any violation, the College will hold the Department/Individual personally responsible.
- Open-source software should be used in their systems wherever possible.
- Licensed software needs to be installed in the systems.
- Antivirus Software needs to be procured and installed in the systems
- Backups of Data should be taken periodically by the system administrators and stored in an External Hard Disk.
- Software used for academic and administrative purposes should

adhere to ISO standards **3. Network (Intranet & Internet) Use Guidelines**

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1. Any computer (PC/Server) that will be connected to the College network should have an IP address assigned by the System Administrators.
2. An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
3. Change of the IP address of any computer by staff or students is strictly prohibited.
4. Configuration of a network will be done by system administrators only.
5. Individual departments/individuals connecting to the College network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
6. Access to remote networks using a college's network connection must be in compliance with all policies and rules of those networks.
7. Internet and Wi-Fi facilities should be used for academic and administrative purposes only.

4. Email Account Use Guidelines

1. Every faculty is provided with an E-mail
2. The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.

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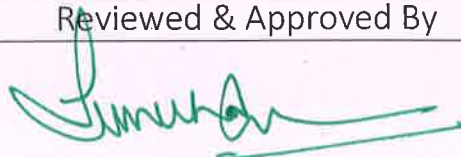
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3. Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility.
4. Faculty should refrain from intercepting or trying to break into others' email accounts, as it is infringing the privacy of other users.
5. Impersonating the email accounts of others will be taken as a serious offense under the College IT security policy.
6. It is ultimately each individual's responsibility to keep their e-mail account free from violations of the College's email usage policy.

5. Web Site Hosting Guidelines and College database use guidelines

1. The College Website should be used to provide academic and administrative information for its stakeholders.
2. The Website Updating Committee is responsible for content updating and maintenance of the website.
3. Maintain up-to-date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
4. The contents hosted on the website should be correct and clear.
5. The departments and Associations of Teachers/Employees/Students may have an official Web page on the Website.
6. Official Web pages must conform to the College Web Site Creation Guidelines.

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7. LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning
8. The Website Updation Committee needs to take proper measures to safeguard the security of the data hosted on the website.

6. College Database Use Guidelines

1. The databases maintained by the College administration under the College's e-Governance must be protected.
2. College is the data owner of all the College's institutional data generated in the College.
3. Individuals or departments generate portions of data that constitute the College's database. They may have custodianship responsibilities for portions of that data.
4. The College's data policies do not allow the distribution of data that is identifiable to a person outside the College.
5. Data from the College's Database including data collected by departments or individual faculty and staff, is for internal College purposes only.
6. One's role and function define the data resources needed to carry out one's official responsibilities/rights. Through its data access policies, the College makes information and data available based on those responsibilities/rights.

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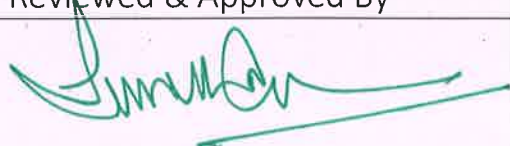
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7. Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC Office of the College
8. Requests for information from any courts, attorneys, etc. are handled by the Office of the College and departments should never respond to requests, even with a subpoena.
9. All requests from law enforcement agencies are to be forwarded to the IQAC Office of the College for response.
10. At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation, or other purposes.
11. All reports for UGC, MHRD, and other government agencies will be prepared/compiled and submitted by the Dean, IQAC coordinator, Controller of Examinations, and Finance officer of the College.
12. Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to.
13. Certain violations of IT policy laid down by the College by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal action, law enforcement agencies may become involved.

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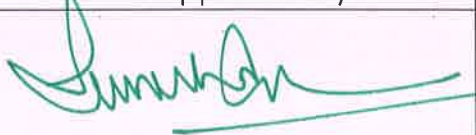
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7. Role of Network/System Administrators

1. To Design a College Network and perform Backbone operations
2. To follow Global Naming & IP Addressing conventions
3. To review the existing networking facilities, and the need for possible expansion.
4. Configuring and maintenance of Wireless Local Area Networks
5. To configure and maintain IT facilities provided in classrooms and labs.
6. To receive and address complaints from users of the college network
7. To Maintain servers in the server room
8. To investigate the Maintenance of Computer Hardware, Peripherals and Networking devices.
9. To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests. E-waste Management
10. The Institution as undertaken several E-waste Management initiatives with the objective of creating an eco-friendly environment on the campus.

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E-Waste Management

1. Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.
2. Old configuration computers and LCD Projectors are transferred to the schools run by our education society.
3. The major e-waste such as written-off instruments/equipment, CRTs, Printers, and Computers are sold out.
4. UPS Batteries are recharged/repaired/exchanged by the suppliers.
5. Electronics gadgets, circuits, and kits have been written off on a regular basis and then it is sold out to buyers
6. All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs, and electronic items are collected from every department and office and delivered for safe disposal.
7. The waste compact discs and other disposable non-hazardous items are used by students for decoration
8. The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.

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E-GOVERNANCE POLICY

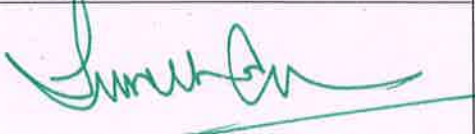
Facilitating essential operations has become a pressing requirement, signifying the need for electronic data management as opposed to manual methods. The streamlining of processes across various sections and departments is indispensable to ensure effective governance within the college and meet the needs of all stakeholders.

ICT plays a pivotal role in automating, transferring, and analyzing data within the college administration.

Furthermore, we have been using College Management software for Student attendance management, Assessment marks, faculty workload, subject mapping, at the Employee attendance Management.

The college library has significantly expanded its services and resources through digitization, catering to the diverse needs of its users.

To promote the use of ICT for e-governance purposes, the staff members undergo regular capacity-building and training to effectively utilize e-service within the college.

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REVISION OF RULES AND REGULATIONS

The institution reserves the right to revise or amend the Policy, Rules, and regulations from time to time as required by institution. Such changes shall be brought to the notice of the staff members through notices/circulars and they shall abide by the revised/amended Policy.

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