

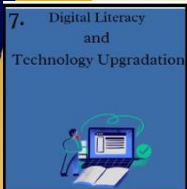


ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-6

GOVERNANCE, LEADERSHIP AND MANAGEMENT



Key Indicator – 6.2

Strategy Development & Deployment

Metric No.: 6.2.2

Institution implements e – governance in its operations

Document Name

ERP Policy



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR(M.P.)

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ERP Policy

IT Policy

ICT policy is created for promoting the growth and use of Information and Communication Technology (ICT) in the **St. Aloysius College (Autonomous) Jabalpur (SACJ)**. This is expected to drive the institute's functioning for transparency and accountability and make its presence in the comity of educational organizations. The institute has witnessed a moderate growth in implementation of IT due to the proactive initiatives taken by the management in terms of creation of progressive physical infrastructure and applications. The contribution of ICT sector has had a reasonable impact on the institute's functioning expansion in its activities and perceptible improvement in student services.

The Prevailing IT Policy

All members, staff, students, and visitors using the SACJ's ICT service, including the connection of any device to a departmental network connected to the SACJ backbone network, must follow these regulations. Users must also be aware that the departments may impose additional rules for use of facilities under their control. All units (departments, faculties, colleges, halls) of the SACJ must set in place procedures to ensure that they conform to the appropriate ICT policies of institute. This policy provides a framework for the management of information and other security throughout the SACJ. It applies to:

- all those with access to SACJ information systems, including staff, students, visitors and contractors
- any systems attached to the SACJ computer networks
- all information processed by the institute pursuant to its operational activities, regardless of whether it is processed electronically or in paper form, any communications sent to or from the SACJ and any information held on systems external to the institute's network
- all external parties that provide services to the SACJ in respect of information processing facilities and business activities
- principal information assets including the physical locations from which the SACJ operates.

ICT Policy Regulations

Objectives

- Facilitate effective communication for learning enrichment and student engagement.
- To ensure that all the SACJ computing facilities and services, programs and data are adequately protected against loss, misuse or abuse.
- To create an institute's awareness that appropriate information and physical security measures are implemented as part of the effective operation and support of ICT facilities and services.





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- To ensure that all users fully comply with Information Security policy, standards, guidelines and procedures.
- To ensure all users are aware of their responsibilities for the security and protection of facilities, services, programs and data over which they have control
- The ICT committee oversees the overall strategic direction, management and operation of the SACJ's ICT infrastructure and services, consistent with the strategic and operational objectives of the SACJ.
- System Administrator(s) must assist in maintaining the security and integrity of the SACJ's ICT infrastructure, facilities, and services.
- Strengthen the use of ICTs to provide access to databases, journals, and resources from the INFLIBNET, etc.

The ICT Acceptable Use Policy

- The SACJ provides computer facilities and access to its computer networks only for purposes directly connected with the work of the institute and Departments with the normal academic activities of their members.
- Individuals have no right to use SACJ facilities for any other purpose.
- The SACJ reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that any password, authorization code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person. Exceptions may be made for accounts set up specifically to carry out business functions of the SACJ or a unit within it, but authorization must be given by the head of the unit.
- Users are not permitted to use SACJ ICT or network facilities for any unlawful activity like the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of department.

SACJ ICT System Management

The institute endeavors to reach a less paper stage, where all communications are done using ICTs. Currently, all office circulars are sent through e-mails. Information storage and processing is done through ICT. SACJ has Internet Leased Lines (ILL) of 100 Mbps bandwidth. This bandwidth shall be utilized in a phased manner to provide Campus-wide wireless access for all activities using ICTs. The institute leverages on this bandwidth to improve its use of ICTs in teaching-learning and research by creating appropriate systems and platforms. The ICT services in the campus are:





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- **Common Data Services** - Data Communication is an essential component of the ICT policy. Common Network Services, mainly comprising physical network infrastructure (wiring, switches, routers, servers, etc) and communication protocols (TCP/IP), are prerequisites for running systems such Academic Records Information System, Library Information System, and application-level communication services, such as email and Internet access. "User-level Data Communication Services such as email, access to Internet, Internet/Intranet Services, which actually are major "users" of the low-level network services.
- **Electronic Mail Services** – Institutional Email systems are designed to enhance and secure communication. Credentials must not be shared with anyone inside or outside SACJ without explicit permission from the head of institution. All password reset request is to be given by email only and must be acknowledged back.
- **Access-to-Internet Services** - This is one of the most valuable communication services for higher learning. It provides access to a wealth of information sources, located on computer systems around the world. While the institute provides restricted access to the Internet and Web to prevent misuse of the facilities and block sites that are inappropriate.
- **Intranet Services** - The institute maintains intranet services for staff and student for use of its resources and shares information using Campus network services.
- **Digital Library System** – The institute installed and managing a Digital Library System (DLS) and other facilities to promote effective use of ICTs in teaching and learning.
- **eduSAC Mobile App.** – The institute has launched mobile app **eduSAC** for students to access all related information at one place. Using this mobile app student can see his academic details, fee details, notifications, Results, Opportunities, Feedback, QuizPad etc.
- **Office Computing Services** - It is the institute's policy to promote office computing in office. In this context, the term office computing is used for the application of ICT, mostly desk-top computers, to support general office tasks. Major office computing applications are: eCAS ERP, word processing, electronic mail, spreadsheet processing, document storage and retrieval, desktop publishing, and access to Internet.

Hardware Installation Policy

Institute network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures. Hardware installation policy includes:

- Warranty & Genuine spare parts.
- All the computers and peripherals should be connected to the electrical point through UPS in all critical places.
- While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication.
- File and print sharing facilities on the computer over the network should be installed only when it is absolutely required.





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Network Use Policy

SACJ network use policy includes:

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- Any computer that is connected to the institute's network, should have an IP address assigned by network administrator.
- DHCP Server with MAC binding set up is adopted for automatic IP assignment, as well as Static IP assignment (in required places) for better Bandwidth management.
- Computer systems that are part of the campus-wide network, whether institute's property or personal property, should not be used for broadband (external Internet) connections, as it violates the institute's security by way of bypassing the firewalls and other network monitoring servers.
- Internet bandwidth acquired by any department of the institute under any programme should ideally be pooled with the institute's Internet bandwidth and be treated as institute's common resource.

Internet Use Policy

- Internet service is available for 24 hours in campus
- Bandwidth management software (Winbox) is used and for security MAC and IP binding with password restriction is applied, maintained separate login with limited access for guests.
- Games, Porn, Shopping and Ads sites are blocked
- Social media sites are also blocked and made available on separate request.

Computer rooms and ICT Usage Policy

While students and staffs are encouraged to use the institute's ICT facilities optimally and in a shared and cordial manner, it is important that some basic norms are followed:

- All ICTs, including Local Area Network, Wireless Local Area Network, Internet and email are to be used only for the purpose laid down in this policy.
- Playing of software games or downloading inappropriate content is strictly prohibited, and any such event will be treated with disciplinary proceedings.
- All users must adhere to the laws concerning piracy, copyright and other intellectual property rights.
- It is illegal to retrieve, view, post, store, or distribute pornographic, obscene, violent or offensive material through the institute's email, network or hardware.
- ICT hardware only used by authorized persons.
- Bags are kept aside in the computer labs, food and/or drinks are not to be brought into computer labs.
- Computer equipment can only be maintained by authorized staff members, students should not attempt to repair any parts and function of the systems.
- All equipment faults and/or damage must be reported to the system administrator





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Computer Naming Policy

The workgroup name starts with lab name followed by computer No. Here computer number is the last octant of IP Address.

Eg: dcsa38

ICT Virus Policy

Users are to be informed to update the anti-virus database in a regular basis (if auto update is disabled) to be protected from new computer viruses.

UTM, QuickHeal Server Edition Anti-virus is deployed in the servers for enhanced security concern. Computers that use Linux/Unix Operating Systems as base OS does not require antivirus at entry level.

Email Account Policy

As the institute invests in servers, hosting and network infrastructure, staffs are provided with a SACJ institutional email account. This account is used for day-to-day official communication. Communication to different groups is through group mails. All users use the institute's email account for communication within the institute and for educational purposes.

Website hosting Policy

Institute's official website www.staloyuscollege.ac.in is designed and developed by department of Computer Science. The domain is registered with Education and Research Network (www.ernet.in), an autonomous scientific society of Ministry of Communications and Information Technology (Govt. of India). Website is hosted at Webgate (<https://www.webgate.in/>), a publicly traded Internet domain registrar and web hosting company. Institute's website hosting policy includes:

- Website maintenance team is responsible for designing and updating the contents of the site.
- Academic details, faculty information, course structure and activities related to the departments are available on official website.
- Website includes pages related to statutory bodies, infrastructure, library, hostel, Internal Quality Assurance Cell, placement cell, students, alumni etc.
- Timely notifications of admission intimations, upcoming events and news on activities held in the institute are available online
- "Webmail" option in home page directs to institute's mail account.

Conclusion

As a finishing up note, it is unequivocally accentuated that however the approaches concentrate on issues identified with the technology and information usage, it might be comprehended that they determine more extensive importance and essentialness from key rights as well as fundamental standards and obligations that apply to all parts of the SACJ community. In the event that something is not indicated unequivocally in the policy or guidelines as illegal or unauthorized, it is fundamental and imperative to utilize one's own knowledge and basic speculation in assessing new circumstances.

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