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COLLEGE OF ARCHITECTURE
ISO 9001:2015 CERTIFIED
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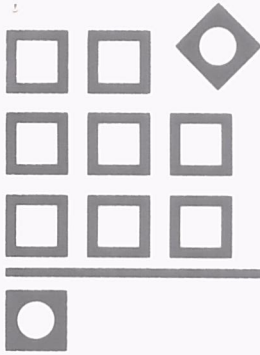
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Policy Title: IT Policy

1.	Administrative Policy Number (APN): ARC/APN/09	Functional Area: Quality in functioning of Library	
2.	Brief Description of the Policy:	Purpose: promoting quality in Learning and Research using library. Audience: all stake holders of the organization.	
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization	
4.	Effective from the Date:	1ST June 2017.	
5.	Approved by:	Principal and Management	
6.	Responsible Authority	IQAC Coordinator	
7.	Superseding Authority	Principal	
8.	Last Reviewed/ Updated:	7th September 2021	
9.	Reason for the policy	Effective use of Library in Learning	
10.	References for the policy	UGC/ NAAC/ University/ COA	

> **Introduction:** IT Infrastructure of an institute is an effective tool to be used in the betterment of teaching learning process as well as administrative work. It provides the stakeholders with an opportunity to explore the resources available on the internet, with the help of these students can also access the digital content available in the college library.

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Policy document

The infrastructure committee committed towards monitoring, enhancing as well as maintaining the usage and quality of IT infrastructure.

➢ **Policy Statement:** The Dr. Baliram Hiray College of Architecture (IT) Policy sets forth the policies that govern the responsible usage of all users of the college's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of college is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

➢ **Objectives:**

Each user of the College Information Resources must ensure that it is used for promoting the mission of the College towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- To ensure the integrity, reliability, availability, and superior performance of the College IT Systems.
- To ensure that the IT resources protect the official e-identity (allocated by the College) of an individual.
- To ensure that all the users of the College are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

➢ **Definitions**

i. **Quality:** Quality could be defined as a basic tool for a natural property of any good or service that allows it to be compared with any other good or service of its kind. The word quality has many meanings, but basically, it refers to the set
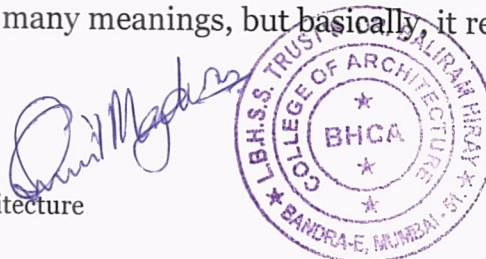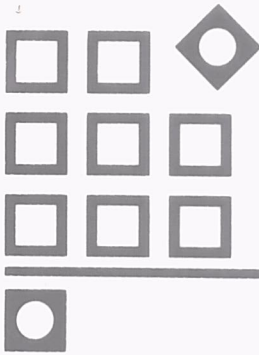
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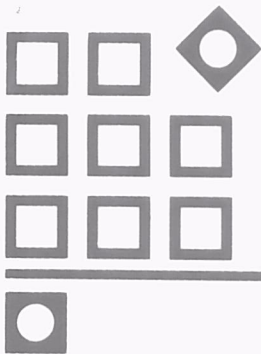
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DATE :

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of inherent properties of an object that allows satisfying stated or implied needs. (Geneva Business News)

ii. **Stakeholders:** A stakeholder is a party that has an interest in a company and can either affect or be affected by the business. The primary stakeholders in a typical corporation are its investors, employees, customers, and suppliers. However, with the increasing attention on corporate social responsibility, the concept has been extended to include communities, governments, and trade associations. (Investopedia)

iii. **Infrastructure:** Infrastructure is the general term for the basic physical systems of a business, region, or nation. These systems tend to be capital intensive and high-cost investments, and are vital to an economic development and prosperity (Investopedia).

iv. **Infrastructure committee:** an institutionalized body created under the guidance of management, core committee and principal to upgrade and maintain the infrastructure of the institution.

v. **Head of committee:** An authority with seniority and experience appointed by the institution to coordinate with management in terms of grievances, suggestions on quality of infrastructure.

vi. **Institution:** Higher Educational Institution (HEI)

vii. **NAAC:** National Assessment and Accreditation Council, an accrediting organization in India for higher educational organizations.

viii. **Institutionalization:** The action of establishing something as a convention or norm in an organization or culture. (Oxford Dictionary)

ix. **Internal Quality Assurance System:** a holistic mechanism that includes quality control and quality assurance.

IT Policy: Dr. Baliram Hiray College of Architecture

3

C. REF. :

DATE :

Policy document

> **Need for IT Policy**

- Basically, the college IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the college on the campus.

- This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.

- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

- Intranet & Internet services have become the most important resources in educational institutions & research organisations. While educational institutions are providing access to the Internet to their faculty, students, and staff, they face certain constraints:

- Limited Internet bandwidth.

- Limited infrastructure like computers, computer laboratories,

- Limited financial resources in which faculty, students and staff should be provided with the network facilities and

- Limited technical manpower needed for network management.
  On one hand, resources are not easily available for expansion to accommodate the continuous rise in Internet needs, on the other hand uncontrolled, uninterrupted, and free web access can give rise to activities that are neither related to Teaching/learning processes nor governance of the College. At the outset, we need to recognize the problems related to uncontrolled surfing by the users:

- Prolonged or intermittent surfing, affecting quality of work.

- Heavy downloads that lead to choking of available bandwidth

IT Policy: Dr. Baliram Hiray College of Architecture

4

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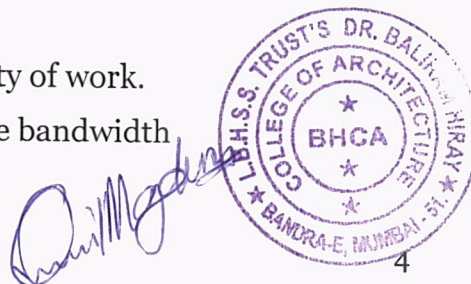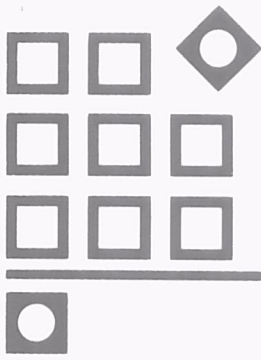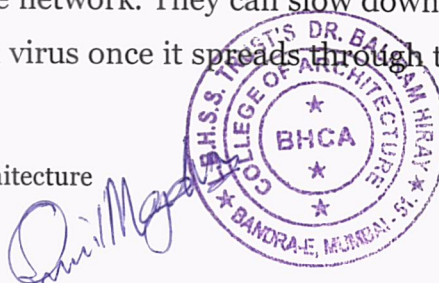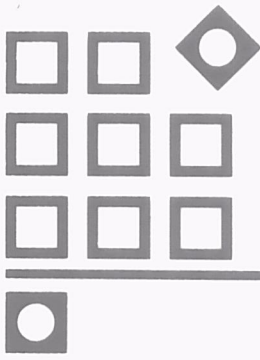
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DATE :

Policy document

- Confidential information being made public.

- With the extensive use of the Internet, network performance suffers sin three ways:

1. When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.

2. When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.

3. When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.

- Too many concurrent users, who are on the high-speed LANs trying to access Internet resources through a limited bandwidth, create stress on the Internet bandwidth available. Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the Quality of Service. Reducing Internet traffic is the answer.

- Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive, causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network.

- Apart from this, plenty of employee time is lost with a workstation being scanned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. Once they enter the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network. They can slow down or even bring the network to halt. Containing a virus once it spreads through the network is not

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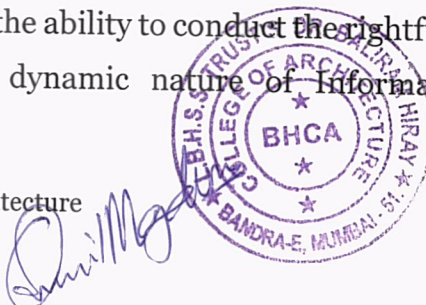# COLLEGE OF ARCHITECTURE
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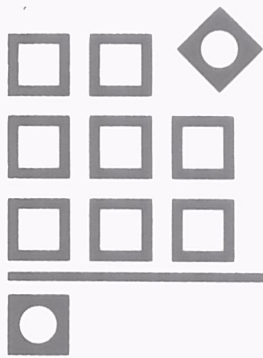
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DATE :

Policy document

an easy job. Plenty of man-hours and possibly data are lost in making the network safe once more. So, preventing it at the earliest is crucial

- Hence, to secure the network, the Internet Unit has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway. However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified, and infringing the freedom of users. As IT users are aware, all the educational institutions worldwide have IT policies implemented in the irrespective institutions.

- Without strong management policies, IT security measures will not be effective and not necessarily align with management objectives and desires. Hence, policies and guidelines form the foundation of the Institution's security program. Effective policies are assigned due diligence, often necessary in the event of an IT audit or litigation. Policies also serve as blueprints that help the institution implement security measures. An effective security policy is as necessary to a good information security program as a solid foundation to the building.

- Hence, DBHCOA also is proposing to have its own IT Policy that works as guidelines for using the College's computing facilities including computer hardware, software, email, information resources, intranet, and Internet access facilities, collectively called "Information Technology (IT)". Hence, this document tries to propose some IT policies and guidelines that would be relevant in the context of this College.

- While creating these policies, every effort has been made to have a careful balance between security and the ability to conduct the rightful functions by the users. Further, due to the dynamic nature of Information Technology,
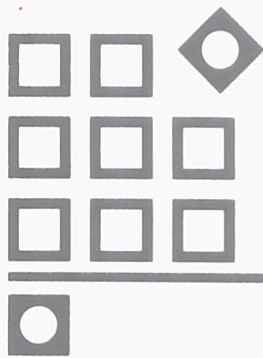
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Information security in general and therefore policies that govern information security processes are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing requirements of the IT user community, and operating procedures. Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations. Guidelines are created and provided to help organisations, departments and individuals who are part of the college community to understand how College policy applies to some of the significant areas and to bring conformance with stated policies.

> **Areas**

- **It usage and prohibitions**-The users of the College shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including college website, conference website, journal portals, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the College and e-Library resources The College shall stress upon the users to comply with College policies and legal obligations (including licences and contracts). The College shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.

- **Prohibited Use** - The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy. Contributing to the creation of a hostile academic or work environment is prohibited.

- **Copyrights and Licences** - Users must not violate copyright law and must respect licences to copyrighted materials. For the avoidance of doubt, unlawful

IT Policy: Dr. Baliram Hiray College of Architecture

7

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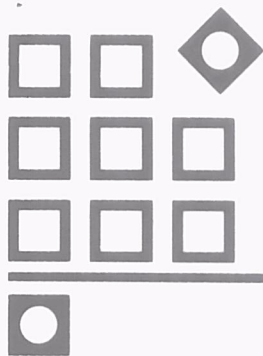
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file sharing using the College's information resources is a violation of this policy.

- **Social Media** - Users must abide by the rules of the College towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.

- **Commercial Use** - The College IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under College rules.

- **Personal Use** - The College IT resources should not be used for activities violating the basic functionality and mission of the College, except in a purely incidental manner.

- The users must refrain from making any unauthorised access of information to promote secure access of Network and Computers.

- The competent system administrator may access the information resources for a legitimate purpose.

- Firewall - Additional procedures to maintain a secured flow of internet and intranet-based traffic in the campus shall be managed through the use of Unified Threat management (firewall).

- **Antivirus and security updates** - The regular updating of the anti-virus policy and security updates should be done for the protection of computing resources.

- **Asset Management**: The College shall lay down processes for the management of hardware and software assets that facilitates the usage of IT resources in the College. This shall include procedures for managing the purchase, deployment, maintenance, utilisation, energy audit, and disposal of software and hardware applications within the College.

- **Copying and Distribution**: The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.

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8

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- **Risks:** The College shall emphasise on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization, and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.

- **Open-Source Asset**: The College shall endeavour towards the promotion and effective usage of open source softwares.

> **Operating aspects**

- **College Governance** - The College shall endeavour to ensure fair implementation of this policy to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the College governance structure.

- The respective heads of the institutions shall be responsible for compliance with all the college policies relating to the use/ownership of information, keeping in mind the vision and mission of the college.

- Website and Core committee shall coordinate various activities in adherence to IT policies in association with the IT administrator of the college.

- Individual Users - The users are solely responsible for the activities they perform on the college servers which are monitored by CCTV continuously.

Maintenance Aspect

- Any student, teaching or non-teaching staffs who observes any technical issues with the IT equipment should report to the IT in charge in the computer laboratory.

- IT in charge should maintain a book of records for all complaints regarding issues with IT devices and its components.
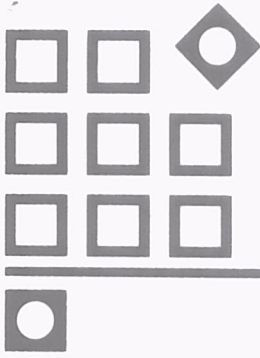
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9

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- The responsibility of coordination with the IT AMC firm for repairs and upgradation of devices will be held by IT incharge.
- The payment of any IT component repair or upgradation should only be released after the device is duly inspected by the IT incharge and approved by him.

➢ **Violation of policy**

Any violation of any objectives and regulations mentioned under the IT policy will be considered as violation and misconduct under college rules and strict action will be taken against the user.

➢ **Implementation of policy**

For implementation of policy, the college will take necessary steps from time to time.

➢ **Review and monitoring**

The policy document needs to be reviewed and monitored at least once every 2 years. This shall be done by a committee chaired by the Principal and the IQAC chairman of the college. The members present in the committee should comprise the Core committee, IT administrator and heads of departments.

Prof. (Ar.) Sunil Magdum
Principal
Dr. Baliram Hiray College of Architecture

Managing Trustee
Dr. Baliram Hiray College of Architecture