



Seva Mandal Education Society's

**Dr. Bhanuben Mahendra Nanavati College of Home Science (Autonomous)**

NAAC Re-Accredited 'A+' Grade with CGPA 3.69 / 4

UGC Status: College with Potential for Excellence

Selected under "Enhancing Quality and Excellence in select Autonomous College" by

Rashtriya Uchchar Shiksha Abhiyan (RUSA)

'Best College Award 2016-17' adjudged by S.N.D.T. Women's University

Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex

338, R.A. Kidwai Road, Matunga, Mumbai - 400019. Tel: 24095792 Email: smesedu@gmail.com

# **INFORMATION TECHNOLOGY (IT) POLICIES AND GUIDELINES**

**(Release: July 2021 Version : 1.0)**

Prepared by:

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## 1. GENERAL INFORMATION ABOUT THE IT POLICY

<b>Policy Title: Information Technology Policy (IT Policy)</b>		
1.	Administrative Policy Number (APN): (Suggested by IQAC)	Functional Area:
2.	Brief Description of the Policy:	IT Policy for Dr. BMN College of Home Science
3.	Policy Applies to:	Dr. BMN College of Home Science
4.	Effective from the Date:	July 2021
5.	Approved by:	College Management
6.	Responsible Authority	Program Coordinator, Department of Computer Applications
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	The Policy Document needs to be reviewed at least once in two years and updated if required, so as to meet the pace of the advancements in IT-related developments in the Industry
9.	Reason for the Policy	The purpose of this policy is to define Responsible and Ethical behavior that Guides Faculty, Student, Staff and other Stakeholders use of Information Technology Resources in College.
10.	References for the Policy	NAAC AQAR

## 2. TARGET GROUP

- Management of the College
- Teaching Staff
- Non-Teaching Staff
- Students
- Parents
- Software and Hardware College Vendors
- AMC Contractor
- College Hardware Engineers
- Campus Manager
- Technical Assistance
- All others Using IT Policy

## 3. OBJECTIVE OF THE IT POLICY

- To build a secure and resilient Cyberspace for the Teaching faculties, Non-Teaching Staff and Students for progressive growth
- To create an overall approach to Information Security. Detect and preempt Information Security Breaches such as misuse of Networks, Data, Applications, and Computer Systems. Maintain the reputation of the organization, and uphold Ethical and Legal Responsibilities
- To protect Information from Disclosure, Unauthorized Access, Loss, Corruption and Interference
- To outline what Employees must do or not do, Directions, Limits, Principles, and Guidance for Decision-making
- To ensure Effective Control and Maintenance of IT infrastructure, including defining a system of access to Applications and Services, Security Procedures, etc.
- To address Privacy and Usage of those who access College Information Technology Resources

#### **4. SOFTWARE INSTALLATION AND LICENSING POLICY**

All Computer Systems purchases made by the Management / Individual Departments / Grants / Donors/ Project should ensure that necessary Licensed Software (Operating System, Antivirus Software and necessary Application Software) is installed.

#### **5. ANTIVIRUS SOFTWARE AND ITS UPDATING POLICY**

Computer systems used in the College should be active at all times and must have anti-virus software installed. The responsibility of keeping the Computer System compliant with this virus protection policy lies with the Primary User of a Computer System. Individual Users should make sure that respective Computer Systems have current Virus Protection Software installed and maintained and that the Software is running correctly. It may be noted that any Antivirus Software that is running on a Computer, which is not updated or not renewed after its warranty period, is for all purposes, practically of no use. The End-user is responsible for seeking assistance from Hardware Engineers of AMC Contractor if he/she feels these responsibilities appear beyond the End-user's Technical Skills.

#### **6. BACKUPS OF DATA INDIVIDUAL POLICY**

Regular backups of vital Data should be monitored by Users, as an individual's computer is open to Virus infections which often destroy Data. Recovery of destroyed files may be impossible without proper backups. It is suggested that at the time of OS installation itself, the computer's hard disk could be partitioned into two volumes, typically C and D. OS and other Software should be on C drive and User's Data Files on the D drive. Generally only C volume gets corrupted in case of any virus problem. In such an event formatting only one volume, will protect the Data loss. Apart from this, Users should

store their valuable Data either on Portable Hard Disk, or CD or other storage devices such as pen drives or Gmail Drive.

## **7. EMAIL ACCOUNT USE POLICY**

- The College will provide email ID to all Full Time teachers and College Committees after getting approval from Principal.
- This facility should be used primarily for academic and official purposes and to a limited extent for personal purposes. It is recommended to utilize the College's e-mail services, Recording lectures, for formal University communication and for academic & other official purposes.
- Using the facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages and generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
- User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
- The College will deactivate the Teacher's email Id, provided by the College, 15 days from the date of resignation.

## **8. INTERNET USAGE POLICY**

Internet services have become most important resources in Educational Institutions & Research Organizations. Realizing the importance of these services, the Management took initiative and established essential Network Infrastructure in the College.

Internet connection is available in all the Departments, Staff Rooms, Principal's Cabin, Vice Principal's Cabin, College Office, Conference Rooms, Smart Class Rooms, Computer Labs, College Hall and Auditorium, Library etc.

Internet usage is available for all the Staff of the College for official purposes and students for academic studies.

### **Details of Internet Cable Connections in the College Premises**

<b>Sr. No.</b>	<b>Name of the Connection</b>	<b>Location</b>	<b>Area Coverage</b>	<b>Bandwidth</b>
1	Connection 1	Ground Floor	Ground Floor covering Administrative Office, Accounts Section, Principal's Cabin, Vice Principal, Office Superintendent and Prangan Experimental Nursery	40 MBPS

2	Connection 2	Second Floor (Language Lab)	Language Lab	40 MBPS
3	Connection 3	Fifth Floor (BCA Department)	Fifth Floor, Fourth Floor Staff Room	40 MBPS
4	Connection 4	Sixth Floor (Beauty Parlour)	Beauty Parlour and Computer Lab	40 MBPS
5	Connection 5	Library	Eight and Ninth Floor	40 MBPS
6	Connection 6	Campus Wifi	Covering 1 <sup>st</sup> to 6 <sup>th</sup> Floor of the College	40 MBPS
7	Connection 7	CCTV Control Room	For all CCTV Cameras	40 MBPS
8	Connection 8	College Hall	College Hall and Auditorium	40 MBPS

A dedicated Internet Lab with 8 Desktop Computers are available on 5<sup>th</sup> floor of Computer Department from 8.00 a.m. to 6.00 p.m. for students and staff to use. The students need to register in the Internet Lab Register Muster kept at the Internet lab. Internet connections are available in all the six Computer Labs, Smart Class Rooms and Seminar Room for use by students.

The College has provided internet connections in all the floors of the College building. If Staff members require a separate internet connection then they have to take the approval of Management through Principal.

Security of internet is supervised by the Hardware Engineers of the Vendor whom the College has Annual Maintenance Contract with.

## **9. WIRELESS NETWORK USE POLICY**

College provides WIFI accessing facilities to all the Staff and students of the College solely for academic purpose and not for personal use. College also ensures Wireless Networking Services in all the floors of the College Building to enable the convenience of Mobile Network Connectivity. This service allows members of the College community to access the Campus-wide Network from wireless devices or portable Computers where coverage is available. Each Floor has a Rack which contains Hubs and switches to provide WIFI facilities on that floor.

Only Users affiliated with College are authorized to use Wireless Networking on campus.

Students and Staff who want to use internet on their Laptop or Mobile can take the WIFI password from the College Hardware Engineers. If the College Hardware Engineer has a suspicion regarding the use of WIFI then he has a right to change the password after getting approval from Program Coordinator of Computer Department.

Campus WIFI is maintained by Computer Center Staff.

## **10. COLLEGE CYBER CELL POLICY**

The Cyber Cell is basically a committee which is formed with the mission to increase awareness among the masses and ensure a healthy social life, be it online or offline. It also aims to have and maintain ethical code of conduct in the cyber world.

The College too has a Cyber Cell to raise awareness and encourage discussions with respect to Cyber Laws, Cyber Crimes and Cyber Security and to acquaint the students about possible measures so that they can protect themselves. The students can take guidance if they have any Cyber related problems. The Cyber Cell helps the students after discussing the problem with the Cyber experts.

## **11. POLICIES FOR MAINTAINING COLLEGE WEB PAGES**

- The College has formed a Website Committee to take care of maintenance of the College website.
- Any data to be posted on the website will be sent first to the Website Committee.
- The Website Committee is required to update and upload all regular College Activities, Exam Notices, Exam Time table, Results, Events, Admission Process, etc.
- College has an AMC for maintaining the website which can be renewed on yearly basis.
- Documents or information is published and uploaded on the College website with the Approval of the Principal.
- HOD's, Committee In charges and Website Committee members are responsible to update their Department and Committee information regularly.
- Following are the Guidelines of the Website Committee to upload any documents on the College website.
  - ✓ While sending the file for uploading it must be sent through the email [website@bmncollege.com](mailto:website@bmncollege.com) , and clearly it must be mentioned where the file has to be uploaded on the website page.
  - ✓ Files must be only in PDF format, verified and checked. File size should be maximum up to 2 MB, as it would otherwise be difficult to upload it on the website.  
(Please always try to have a standard size format for file to be uploaded)
  - ✓ If any image has to be uploaded on the website it has to be mailed only in jpeg format.

- ✓ If the file has to be uploaded on the Events Page, then it must be submitted as an image, PDF file and title for the heading, must be displayed on the Events Page.
- ✓ If anything has to be edited on the current information given on the website, it must be sent with specific details on the given email id.
- ✓ Any file sent after 7.00 pm will be processed only the next day.

## **12. WARRANTY & ANNUAL MAINTENANCE CONTRACT**

Computers purchased by Management /Department/ Through Grant /Project should preferably be with 3-year on-site comprehensive warranty. After the expiry of warranty, Computers should be under annual maintenance contract. Such maintenance should include OS re-installation and checking virus related problems also.

The College has a yearly contract with the Vendor for Annual Maintenance of the College IT Facilities. This contract will be renewed on a yearly basis.

The Vendor should provide one full time Staff from 10.00 a.m. to 6.00 p.m. to assist in any problems faced by the College Staff and students.

The College has appointed full time Technical Staff to assist the Teachers conducting lectures in Smart Classrooms.

## **13. CLEANLINESS OF COMPUTERS**

The Management has entered into a contract with R.K Brothers for cleaning all the peripherals of Computers in the entire College twice a month. After cleaning of the computers and its peripherals the employees of R.K. Brothers have to take the signature of the Department Lab Attendant or Peon as a proof of cleaning.

## **14. POLICY FOR DISCARDING COMPUTERS AND OTHER PERIPHERALS**

If a Computer gets out-dated or is not useful for the Department, it can be given to any other Department, Library or sister-concern Colleges under the same Management who can use this old configured Computer.

If the out-dated Computer is not useful for the other Department also then it can be sold to a staff member or anybody who needs at the cost of Rs. 2000/- per Computer (Full Set) with the permission of the Principal and Management.

If there is no buyer for the outdated computers they can be sold to Ms. Porwal Systems and Services Pvt. Ltd., where in place of the discarded Computer, Porwal Systems and Services can give some required peripheral as to the College.



The College also has E-waste Collection Corner which is managed by the Computer Department of the College (5<sup>th</sup> Floor), where those who want to submit their E-waste from College or personal in a collection basket. The Computer Department sells this E\_waste to any Recycle Company and the amount received is used for Freeships of Needy students. The Computer Department should store safely all the necessary documents related sale of discarded E-waste, like details of items collected and sold, Approval Letter of Principal and Management for selling items and Certificates from the Recycle Company.

The College can also sell out-dated Computers and its peripherals to any Recycle Company and the amount from that can be used for Freeships of Needy students.

## **15. CCTV SURVEILLANCE POLICY**

CCTV Cameras are installed in the entire campus to monitor security and safety. CCTV is only for the safety and security of the students and Staff. The System has been installed by the Management with the primary purpose of reducing the threat of crime, protecting the College premises and helping to ensure the safety of all Staff, students and visitors consistent with respect for the individuals' privacy.

All Floors, Class Rooms and Labs of the College has to be under CCTV Surveillance.

### **The Security Control Room**

- ✓ Access should be strictly limited to the Campus Manager, AMC Person, Principal, authorised members of senior Management, Police Officers and any other person with statutory powers of entry.
- ✓ Images captured by the system should be monitored and recorded in the Security Control Room, twenty-four hours a day throughout the whole year. Monitors are not visible from outside the Control Room.
- ✓ Unauthorised access to the Control Room will not be permitted at any time.
- ✓ All hard drives and recorders shall remain the property of College until disposal and destruction.
- ✓ Staff, students and visitors may be granted access to the Control Room on a case-by-case basis and only with written authorisation from the Principal. In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to enter the Control Room. Before allowing access to the Control Room, staff will satisfy themselves of the identity of any visitor and whether the visitor has appropriate authorisation. All visitors will be required to complete and sign the Visitors' Log Book, which shall include details of

their name and the department or organisation that they represent, the person who granted authorisation and the times of Entry to and Exit from the Room. A similar Log Book will be maintained for the Staff on duty in the Security Control Room and any visitors granted emergency access.

- ✓ If any students or Staff members wish to see the recording of the CCTV, they should submit a request letter addressed to the Principal mentioning the need for watching the recording. With the Signature of the Floor In charge or HOD of the concerned Floor where camera is placed and also of the Principal this letter must be submitted to Campus Manager. The Campus Manager can then show the recording to the applicant.
- ✓ To purchase any item of IT infrastructure like Hard disk, Pen drive, Mouse, Keyboard, Printer Cartridges, Tonners etc. a request must be submitted to the Program In charge of the Computer Department. The In charge of the Computer Department after verifying the need will inform the Principal. The In charge of Computer Department can then order the item after getting the approval from Principal and hand it over to the Staff member who requested the item.

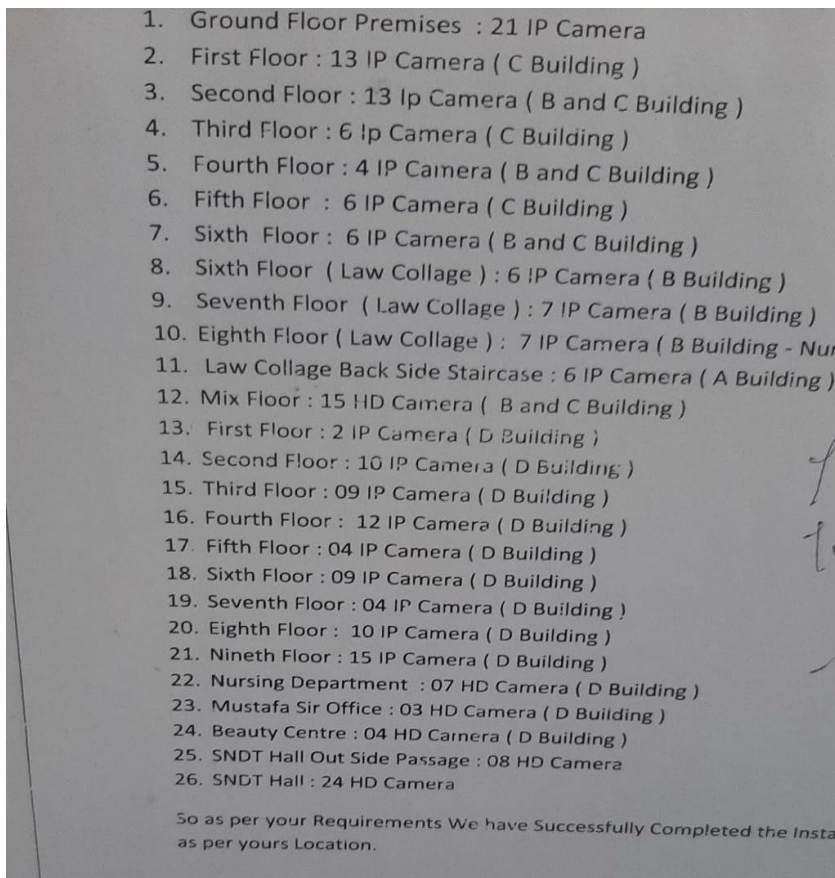
<b>Information of CCTV Cameras as on 26/06/2021</b>					
<b>Floor</b>	<b>Room No.</b>	<b>Available CCTV</b>	<b>Required CCTV</b>	<b>Passage (CCTV Available)</b>	<b>Passage (CCTV Required)</b>
Gr. Floor	Corridor	2 (old)	2	1	1
	Prangan Play Ground	0	2		
	Office	2 (old)	0		
	Finance Section	0	2		
	Prangan	1	1		
	HD Dept. Room	0	1		
	Visitor room	0	1		
	Vice Principal's Room	0	1		
1 <sup>st</sup> Floor	11	0	2	1	1
	12	0	2		
	13	0	2		
	14	0	1		
	15	2	0		

2 <sup>nd</sup> Floor (Old Building)	21	2	0	1	1
	22	2	0		
	23	0	2		
	24 (Changing Room)	0	0		
	25	0	2		
	Common Room	2 (old)	1		
3 <sup>rd</sup> Floor (New Building)	<b>Food Lab 301</b>	0	2	1	1
	302	0	2		
	Dark Room (303)	0	1		
	304	2	0		
	305	02	0		
	306	0	1		
3 <sup>rd</sup> Floor (Old Building)	31	2	0	1	1
	32	0	2		
	33	0	2		
	34	0	2		
	35	0	3		
4 <sup>th</sup> Floor (Old Building)	41	2	0	1	1
	42	2	0		
	43	0	2		
	44	2	0		
	Staff Room	0	4		
	Examination Room	1	0		
5 <sup>th</sup> Floor	Browser- IT	1	0	2	2
	51	2	0		
	Seminar Room52	2	0		
	54/55	2	0		
	53 Lab	3	0		
	501 Lab	2	0		
	502 Lab	2	0		
	503 Lab	2	0		
	505	1	1		
	506	2	0		
	507	2	0		
	508	0	1		
	Staff Room 504	1	0		

6th Floor (Old Building)	61	0	2		
	62	0	2		
	63	0	2		
6th Floor New Building	64	0	2	1	1
	Staff Room (604)	0	2		
	Beauty Culture (603)	0	2		
	605	0	2		
	606 (Lab)	2	0		
607	0	2			
6th Floor (law)	Restaurant	2	0	0	0
	F.Y LL.B	2	0		
	B.B.A LLB3	0	2		
7th Floor (Annex Building) [Law]	STUDND ROOM	0	1	0	2
	Principal Room (Mr. TM Jethani)	0	1		
	TY LLB	0	2		
	SY LLB	0	2		
7th Floor Nursing College (New Building)	Admin Office	0	2	1	1
	701	0	2		
	702 (A)	0	1		
	702 (B)	0	1		
	703	0	1		
	704	0	2		
	705	0	2		
	706	1	1		
707	2	0			
8th Floor (Library)	708	0	1	1	1
	Reading Room	1	1		
	Library	0	2		
	Teachers Room	2	0		
8th Floor Nursing (Annex)	Internet	1	0	0	0
	A.V.AID	0	1		
	Community Health	0	1		
	MCH Lab	1	0		
	Common Room	1	1		

9th Floor	Activity Room	2	0	1	1
	Gym	2	0		
	Faculty Room	0	1		
	901	0	1		
	902	0	2		
	903	2	0		
Total		69	92	12	14

✓ **Details of CCTV Camera Locations**



**16. FIRE EXTINGUISHER POLICY**

Fire extinguishers can be a small but important part of the College fire safety plan. They can save lives and property by putting out a small fire or suppressing it until the fire department arrives. The Management has arrange Fire Extinguisher in following locations of the college

**New Building**

- Hall**
1. Water CO<sub>2</sub> - 1Nos.
  2. ABC 10kg – 1Nos.

- Basement**
1. Water CO<sub>2</sub> – 2Nos.
  2. ABC 5kg – 2 Nos.

BMN College Building

**1. Ground Floor**

1. DCP 10 kg 1 Nos.(Electric Room)
2. Office 5 kg ABC 1 Nos.
3. Nursery Office 5 kg ABC 1 Nos.

**2. First Floor**

**Chemistry Lab and Bio Lab**

1. Bio- Lab 5 kg ABC 1 Nos.
2. Chemistry-Lab 5 kg ABC 1 Nos.
3. New-Lab 5 kg ABC 2 Nos.
4. Store Room CO<sub>2</sub> (9 lit) 1 Nos.
5. Preparation Room - 1 kg ABC 1 Nos.

**3. Second Floor**

**FOOD LAB**

1. Lab No. 23, CO<sub>2</sub> 9 lit 1Nos.
2. Lab No. 25, 5 kg ABC 1 Nos.
3. Student Room 5 kg ABC 1 Nos.
4. Store Room 1 kg ABC 1 Nos.

**4. Third Floor**

**TEXTILE LAB**

1. Dying Lab – 1DCP 5 kg 1Nos.
2. Design. Lab – DCP 5 kg 1Nos.
3. Studio (303) Lab – ABC 2 kg 1Nos.
4. Food Lab (301) – 1DCP 5 kg 1Nos.

**5. Fourth Floor**

**FRM**

1. House Hold Equipment Lab – ABC – 5 Kg. 1 Nos.

**6. Fifth Floor**

**Computer Lab**

1. ABC 5 kg 1Nos.
2. DCP 5 kg 1Nos.
3. ABC 5 kg 1Nos.
4. ABC 5 kg 1Nos.
5. ABC 5 kg 1Nos.

## **7. Sixth Floor (New Building)**

**Aviation Carrier Academy 5 Kg 1Nos.**

## **8. Eighth Floor (New Building)**

1. **Library** – ABC 2 Kg 1 Nos.

2. **P. G. MSC ABC 5 Kg 1Nos.**

It is the responsibility of the College Office Staff to maintain and check the Fire extinguishers twice a year.

## **18. OTHER POLICIES RELATED TO IT**

- First Aid Kit with necessary medicines should be kept on Ground Floor, 2nd Floor, 5th Floor and Library. The College Office should regularly fill the kit as and when items are used.
- Security Manager has been appointed by the Management to monitor day to day Maintenance of Infrastructure and Safety and Security of the entire College premises.
- The Management has appointed 4 Fire Marshalls out of 12 trained staff. They were given adequate training to handle Fire Extinguisher, First Aid and were made aware about Lift Safety Measures during an emergency and a quick, immediate response was given.
- **Maintenance Complaints Muster:** The Grievance Redressal Cell has maintained a Maintenance Complaint Muster which will be made available in the College Office. All Teachers and students are required to write their complaints about Maintenance-related problems like Cleanliness, Light, Fan, Tap, Not Working Computers, WIFI etc. to help in speedy problem solving.
- **Maintenance of ICT Facilities in the Campus:** The Computer Centre and its Support Staff maintain the ICT facilities including Computers and Servers. The Annual Maintenance includes the required Software Installation, Antivirus and Up gradation.
- The IT Infrastructure like Computer Labs, Computers in the Office, Departments, Staff Rooms etc. are repaired and maintained by Two Full time Hardware Engineers allotted by Vendor as part of the AMC.
- The Computer Department purchased new bandwidth and installation of Anti-virus Software as well as new Software for the College with the approval of Principal and Management.

- Maintenance of Solar Panel is done through outsourcing, which is maintained and supervised by Campus Manager.
- The Calibration, Repairing and Maintenance of sophisticated Lab Equipment is done by the Lab Assistant of the concerned Department
- Technicians, Masons, Plumbers, Carpenters and Painter deputed by Management ensure the maintenance of Classrooms and related infrastructure.
- The College has E-Waste Collection Corner throughout the year on the 5th Floor with following objectives
  - ✓ To encourage students to dispose electronic waste in a responsible manner.
  - ✓ To teach them the importance of E-Waste Collection Drive.
  - ✓ To sensitize them about the harmful effects of irresponsible behavior of disposing E-Waste
- The College has Plastic Collection Center on the ground Floor, to inculcate in students a healthy, ethical and responsible attitude of discarding plastic waste which is then donated to NGO Sampoorna Earth.
- Dead Stock Verification and Inspection is carried out by the Heads of Departments at the end of the Academic Year and reviewed and signed by Principal.
- A Technician visits the site by filling the gate pass and completes the maintenance as required. Head of the Department signs the Job Completion Report.
- A Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
- All monthly/yearly maintenance bills are brought to the notice of the Principal of the College, Treasurer and Secretary of SMES.
- The Staff has to fill Gate Pass with necessary details and this is signed by Head of the Department for sending any equipment outside the college.
- The Staff has to inform the Campus Manager in writing with the signature of Principal about any Intercollegiate Event which is scheduled in the college campus at least two days before.
- College can rent the IT Infrastructure for Online Exams, Entrance Exam etc. with the proper approval from Principal and Management.

