D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

INFORMATION TECHNOLOGY (IT) POLICY

POLICY STATEMENT

1. D.B.M.S. College of Education views Information Technology (IT) as the medium for ensuring optimum dissemination of knowledge through its academic, non-academic pursuits and administrative service to all the stakeholders for the criterion of a knowledge society by molding the builders of future.

2. IT policy exists to create, maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established in the college campus. This policy establishes 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.

3. IT security involves the protection of information assets from accidental or intentional disclosure, modification, or denial at a reasonable cost.

4. IT Lab of D.B.M.S. College of Education aims at identifying, providing and maintaining reliable computing facilities, computing network environment, communication facilities and related infrastructure to facilitate education and research.

OBJECTIVES

1. D.B.M.S. College of Education reserves the right to monitor the usage of the facilities provided therein to maintain a secure computing environment and to abide by the legal norms that exist.

DR. MONIKA UPPAL
IQAC CO-ORDINATOR
D.B.M.S. COLLEGE OF EDUCATION

Principal
DBMS College of Education

D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

NAAC ACCREDITED

2. In this document, the term "users" shall mean individuals, staff, students, faculty, offices or any other entity which fall under D.B.M.S. College of Education and require any services aforesaid.

3. Users are bound by all the rules and regulations formulated by the Institution from time to time on the use of computing facilities provided to them or owned by them.

4. This document is meant for internal circulation and all users shall have access to this document.

ACCEPTABLE IT DEVICES

1 Any computer, peripheral or network capable device connected to campus network must belong to, or be formally registered, or be hosted by D.B.M.S. College of Education.

2 D.B.M.S. College of Education reserves the right to restrict access otherwise.

RESPONSIBILITIES OF USERS AND USER GROUPS

1 All users shall comply with existing federal, state and, other applicable laws. Following copyright laws regarding protected commercial software or intellectual property.

2 Compliance with government, telecommunications and networking laws and regulations.

3 Honoring acceptable computer use policy of computer networks accessed through campus network either locally or remotely.

4 Sensitive to resource utilization and help to provide fair distribution of computer

DR. MONIKA UPPAL
IQAC CO-ORDINATOR
D.B.M.S. COLLEGE OF EDUCATION

Principal
DBMS College of Education

Page 2|4

D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

resources by minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of campus network resources.

COMPUTING FACILITY PROVISIONING AND MAINTENANCE

1 D.B.M.S. College of Education is responsible for the provision and maintenance of computing facilities provided to users. The facilities are provided after the user has received approvals from the management.

2 The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by D.B.M.S. College of Education. If any peripheral or components of the equipment assigned are found missing, the user shall report the same to management for further action.

3 Users shall ensure data availability and security by taking regular backups of the data stored on their systems.

4 The individual or the mentors shall be responsible for reporting any hardware or software-related faults to management through facilities provided for reporting. The management shall take all necessary steps to resolve the issue at the earliest. However, faults that require substantial additional financial resources may need to be approved by competent authorities.

5 Possession of computing equipment's by students within the campus shall be governed by the rules and regulations formulated by the College separately. However, students should be bound by all the provisions of the IT policy with respect to the usage of such equipment within the campus.

DR. MONIKA UPPAL
IQAC CO-ORDINATOR
D.B.M.S. COLLEGE OF EDUCATION

Principal
DBMS College of Education

D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

PROVISION OF COMPUTING SOFTWARE AND MAINTENANCE

1. D.B.M.S. College of Education shall provide all necessary software for operating the devices allocated to the user.

2. D.B.M.S. College of Education reserves the right to secure access through administrative passwords for all the devices owned by the Institute.

3. Users shall not copy, duplicate or distribute any software owned by the College or downloaded by them to their PCs.

VIOLATIONS

1. Violations will be reviewed on a case-by-case basis.

2. If it is confirmed and proved that a user has violated one or more of the above use regulations, suitable disciplinary action will be taken against the user.

3. If a gross violation has occurred, the Management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, and or disciplinary action.

4. During the investigation of an alleged policy violation, a user's computing and network access may be suspended.

5. The decision of the Management shall be final and binding on the constituents in case of any conflict or dispute.

DR. MONIKA UPPAL
IQAC CO-ORDINATOR
D.B.M.S. COLLEGE OF EDUCATION

Principal
DBMS College of Education