GOVERNMENT DEGREE COLLEGE FOR WOMEN
BEGUMPET, HYDERABAD – 500 016

(Autonomous - Affiliated to Osmania University)
Re-Accredited with 'B+' Grade by NAAC

Dr.K.Padmavathi, M.Sc.,Ph.D.
PRINCIPAL

(: 27766536
Cell: 9441071491
E-mail: gdcwbpthyd@gmail.com
Website: www.gdcwbegumpet.com

OUR MOTTO: "LEARNING IS THE BEST ORNAMENT"

IT and Cyber Security Policy

1. The purpose of the institutional IT policy is to maintain, safeguard, and assure the legal and acceptable usage of the college's information technology infrastructure on campus.

2. This policy outlines institutional-wide strategies and responsibilities for safeguarding the Confidentiality, Integrity, and Availability of information assets that the Institution accesses, creates, manages, and/or controls.

3. IT policies are focused on the following areas in general

   - IT Hardware Installation and Maintenance Guidelines
   - Software Installation and Licensing Guidelines
   - Guidelines for Using the Network (Intranet & Internet)
   - Guidelines for Hosting Web Sites
   - E-waste management
   - Role of Network/System Administrators

4. IT Hardware Installation and Maintenance Guidelines

   - IT Hardware procurement should be initiated based on stock availability and requests received from departments; procured stock should be entered into stock register.

   - After receiving approval from the respective Head of Department and the Principal are IT Hardware Installation and Maintenance services provided.

   - System Administrators oversee installing and maintaining IT hardware.

   - The movement of IT hardware within or outside the college should be documented in the Movement Register.

   - The Faculty or Department is exclusively responsible for the IT Hardware entrusted to them, and any damage, loss, or theft is solely their responsibility.

5. Software Installation and Licensing Guidelines

- The college's IT policy allows for the installation of authorized and open-source software. In case of any violation the Department/ Individual person will held responsible.
- Installation of open-source software is advised; nevertheless, if open-source software is not accessible, licensed software must be installed.
- Software's used for academic and administrative purposes should adhere to ISO standards

6. Network (Intranet & Internet) Usage Guidelines

- The System Administrators should assign an IP address to all computers (PC/Server) on the College network.
- It is strictly forbidden for employees or students to change the IP address of any computer.
- An IP address assigned to a certain computer system should never be utilised on another machine.
- Access to outside networks via the College's network connection must adhere to all of the networks' norms and restrictions.
- Wi-Fi and the internet should only be used for academic and administrative purposes.

7. Web Site Hosting Guidelines

- The Website Maintenance Committee is in charge of updating and maintaining the website's content.
- The purpose of the College Website is to provide academic and administrative information to its stakeholders.
- The information on the website should be accurate and easy to understand.
- Departments and Teacher/Employee/Student Associations may have official Web pages on the website. The College Web Site Creation Guidelines must be followed while creating official Web pages.
- The Website Updating Committee must take adequate precautions to ensure the security of the data contained on the website.

8. Management of E-waste

- All e-waste management activities will be overseen by the e-waste management committee.

- Simple repairs are done by Laboratory assistants and instructional staff, whereas significant repairs are handled by the Technical Assistant.
- In the presence of the principal and E-waste committee, e-waste goods, such as written-off instruments/equipment, CRTs, Printers, and Computers, have to be disposed.
- UPS batteries are replenished, serviced, or replaced by vendors.

9. Responsibilities of Network/System Administrators
   - Design and Implementation of College Network
   - Assess the current networking infrastructure and the need for upgradation.
   - Configure and manage IT infrastructure in classrooms, labs, and semi-public areas.
   - Receive and respond to complaints from college network users
   - Examine the upkeep of computer hardware, peripherals, and networking equipment
   - Enforcement of IT and Cyber security policy
10. IT policy applicable to Guests, Students, Teaching, Non-Teaching staff on campus or off campus
11. Failure to comply with this policy could result in loss of access to College information technology services and equipment, suspension or termination of stake holders from their duties and/or academic studies.

Policy Title	IT and Cyber Security Policy
Ratified by College Planning and Development Council	February 2020
Policy due for review	February 2022

PRINCIPAL
Govt. Degree College for Women
Begumpet, Hyderabad