

कॉलेज कोड - 2603

फोन - 07374 232676



कार्यालय प्राचार्य, नेताजी सुभाष चंद्र बोस शासकीय स्नातकोत्तर
महाविद्यालय, ब्यावरा (राजगढ़) म. प्र.

E-mail : hensbgebioraj@mp.gov.inWeb site 1: www.nscbgovtcollege.in Web site 2: www.mp.gov.in/highereducation/gpqbiora

IT Policy- Handbook

This policy addresses the responsible use of information and technology resources at N.S.C.B. Govt. College. College provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: internal and external electronic mail (email), telephone voice mail, internet access, videoconferencing, and computer hardware and software. As a condition of providing the previously identified communications access to its employees, the College places certain restrictions on workplace use.

All electronic communication systems, as well as the equipment and data stored, are and remain at all times the property of the College. Therefore, employees have no right of privacy in regard to any activities conducted on N.S.C.B. Govt. College-provided technology. The College reserves the right to routinely monitor usage patterns for its email and internet communication systems. Accordingly, all messages and files created, sent, received or stored within the system, including personal, non-business messages and files, are and will remain the property of N.S.C.B. Govt. College. Personal use of email is permissible, provided such use does not interfere with the individual's job duties, productivity or work performance.

Definitions. The following definitions apply to the IT- policies and guidelines for appropriate usage of technology at N.S.C.B. Govt. College.

- "Information Services" refers to the array of services provided by the division of Information Services and includes equipment procurement, equipment support, user support, and system and account administration.
- "Authorized users" (hereafter also "users" unless specified as "unauthorized users") refers to individuals who may exercise the privilege to use N.S.C.B. Govt. College. Use of the N.S.C.B. Govt. College is limited to those persons identified under the following item, User Privileges, and is subject to the following standards of use.

User Privileges. Any N.S.C.B. Govt. College faculty, staff, or student, full-time or part-time, may use the N.S.C.B. Govt. College computers for any academic purpose. No employee or student may use N.S.C.B. Govt. College computers for commercial ventures. No employee or student may use N.S.C.B. Govt. College computers on behalf of external organizations or persons unless such use is directly related to N.S.C.B. Govt. College courses or to faculty research and professional development and is approved by the appropriate Principal or HOD

User Responsibilities:-

College Use. College demands the practice of computing. In addition to following the intent of other policy statements on student conduct and employee conduct, it entails:

- Regular deletion of unneeded files from one's accounts on shared computing resources.
- Refraining from overuse of connect time, and network services such as information storage space, printing facilities, processing capacity and bandwidth.
- Refraining from use of sounds and visuals, which might be disruptive or offensive to others.
- Refraining from use of any computing resource in an irresponsible manner.
- Refraining from unauthorized use of departmental or individual computing resources.

Violations. Violation of any portion of the Computer Usage Policies will result in suspension of one's privileges for use of N.S.C.B. Govt. College computers and information technology services until the appropriate Principal or head of department approves reauthorization of access to equipment and services, in addition to any other penalty that maybe imposed under other College rules. Users must not conceal or help to conceal or "cover up" violations by any party. Users are expected to report any evidence of actual or suspected violation of these policies to the Chief Information Officer. N.S.C.B. Govt. College is authorized to investigate alleged or apparent violations of college policy or applicable law using whatever means appropriate.

Unauthorized Access. Users must not access or attempt to access data or services on a college system they are not authorized to access. Users must not defeat or attempt to defeat any college system's security, for example, by 'cracking' or guessing user identifications or passwords. Additionally, users must not permit or assist any unauthorized person to access college systems. Users are responsible for the security of their college system accounts and passwords. Accounts and passwords are not to be shared. Users are presumed to be responsible for any activity carried out under their college system accounts. Users must not conceal their identity when using college systems, except when anonymous access is explicitly provided. Users must not masquerade as or impersonate others.

Unauthorized Services. Users must not run unauthorized servers, including but not limited to DNS, DHCP, email, file sharing, print, video or audio streaming, web, peer-to-peer, or other application services. Such services disrupt and in some cases disable central services. Authorization to run a service may be obtained upon approval from the Chief Information Officer.

Denial or Disruption of Service. Users must not deny or disrupt or attempt to deny or disrupt service to other users by means of excessive consumption of

resources, distribution of computer "worms" or viruses, excessive computing load or deliberately causing the failure of any system resource, including email, bandwidth, or web services. Knowing or reckless distribution of unwanted mail or other messages is prohibited. Uses of computer resources that may cause excessive network traffic are prohibited. Equipment causing service disruptions will be removed from the network immediately, the user notified of the removal, and then arrangements made for repairing the equipment to avoid further disruption upon reconnection to the network.

Data Networks. Users publish information in electronic forms on College equipment or over College's networks. N.S.C.B. Govt. College has no intention or opportunity to screen such private material and thus cannot assure its accuracy or assume any responsibility for this material. Users must observe all applicable policies and laws when using such networks. Users must not download or post material that is illegal, such as child pornography or proprietary, such as copyrighted music, software, video, text or other intellectual property. Discovery of such material will result in its immediate removal and possible disciplinary action.

Modification of Data or Equipment. Without specific authorization, users of college systems must not cause, permit, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. Users must not make or attempt to make any deliberate, unauthorized changes to data on a college system. Users must not intercept or attempt to intercept data communications not intended for that user's access, for example, by 'promiscuous' bus monitoring, network "sniffing," port scanning, wiretapping, or using an unprotected system that has been logged on. Without specific authorization by the Chief Information Officer, users must not remove any College-owned or -administered equipment or documents from a college system. This rule protects data, computing and communications equipment owned by N.S.C.B. Govt. College.

Privacy of Personal Records. The College observes the requirements of the following regulations:

- Americans with Disabilities Act of 1990 (ADA)
- Family Educational Rights and Privacy Act of 1974 (FERPA)
- Gramm-Leach-Bliley Act of 1999 (GLBA)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Information Technology Act, 2000

Every individual who, in the course of performing their duties, has access to personal data is charged with maintaining the highest standards of conduct with regard to those data. Accordingly, the College requires everyone with access to these data to take whatever actions are warranted to protect the privacy of individuals covered by these regulations and abstain from any activity that might compromise that privacy. Violations of these principles will

be handled in a manner consistent with the procedures outlined above in "User Responsibilities" and elsewhere in the Handbook.

Information Technology Support.

Information Services is located in Library. The division establishes and maintains the technological infrastructure, services, and products required for the students and employees of College to make the institution the best residential, liberal college it can be. The vision of Information Services is to provide a standard of support that enables the students and employees of the College to explore technological solutions to old and new problems in liberal education with eagerness and confidence.

Help Desk. The Help Desk is the central place from which technical problems are solved. The technician who receives your call will attempt to resolve the issue over the phone. If, however, the technician is unable to solve the problem in a few minutes, then they will assign your call to a staff member who will respond in a timely manner depending on the priority of the request. Call 07374-232676 or email: hensbgcbioraj@mp.gov.in

Email. Email is available to facilitate the professional and business work of persons employed at the College. It provides a way to communicate on a one-to-one basis and to designated groups. The following guidelines are intended to establish reasonable usage of electronic mail.

- Please do not post personal messages or requests using hensbgcbioraj@mp.gov.in
- Announcements of College events should be limited to one per event; however, one brief reminder is permitted.

Network services. Networked connections and services are maintained by Information Services. No device should be connected to the network without approval of Information Services. Unauthorized servers are not permitted.


Principal
Shri. Subhash Chandra Bose
Govt. P. G. College
BAORA (Baizerha), M.P.