

GOVT. POSTGRADUATE COLLEGE, GUNA

Affiliated to Jiwaji University, Gwalior (M.P.)

Phone No.: 07542-251641

Email : hegpgcgun@mp.gov.in

Website : <https://pgcollegeguna.in/>



IT POLICY

The primary objective of the college's information technology policy is to preserve and assure the appropriate and legal use of the campus's information technology infrastructure. This policy describes college-wide plans and responsibilities for ensuring the secrecy, integrity, and availability of the information assets that the college accesses, develops, maintains, and/or controls. Every department of the college has computers with internet. The college aims to make internet accessible to all students very soon.

Our institute has appropriate infrastructure enabled with ICT tools in the form of smart classrooms, virtual classrooms, classrooms equipped with projectors and interactive boards. All the departments have computer with internet facility. Faculties use ICT enabled tools for effective teaching learning processes by making use of PPT, youtube videos, classes on google meet, google classrooms, whatsapp group, telegram channel. Our institute is enabled with INFLIBNET N-List subscription for faculty and students, which provide e- journals, research papers, e-books, e-contents etc. Faculties also use google forms for generation of quizzes. To enhance the quality of learning Remedial classes are organised. Our institute organize e- learning classes for students to make them familiar online classes, google form, e-mail, google classroom, online teaching platforms (SWAYAM, NPTEL).

The following rules are to be followed by students, teaching and non-teaching staff, and visiting guests of the college using computing, networking, and IT facilities to maintain the usability and flexibility of the system, protect the work and privacy of students and faculty. This policy will be applicable to all students, teaching- non-teaching staff, and users.

- Students, professors, staff, and visitors are permitted to use computers, networking, and other IT facilities for academic, college-related, and personal purposes as long as they do not break the law or any college policies.

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- Users are not permitted to send, view, download, and upload any illegal, abusive, vulgar (i.e., obscene), threatening, or other messages or materials that violate the law or college policy.
- Users are not allowed to get or permit unauthorized access to restricted IT resources on the college network. Such an attempt would not only be against college policy but also against national and international cyber regulations, such as the Indian Information Technology Act and the National Cyber Security Policy, and might result in both civil and criminal penalties for the user. However, for any legally required or institutionally permitted operation, the college retains the right to access and examine IT resources and information.
- Users must abide with all IPR, copyright, and licensing laws and regulations.
- The college recommends to the users all open sources software such as MS Word / WPS etc.
- Users must not intentionally or unintentionally try to interfere with an IT resource's availability and data.
- In the laboratories, no food or beverages are permitted. In addition, watching sports, music, or movies, or shouting, singing, or playing is forbidden.
- The systems should not be moved, repaired, reconfigured, modified, or attached to external devices by users. Expect from the users to maintain the equipment and report any faults to the on-duty staff or the in charge of the systems.

