



Mahila Vikas Sanstha's

**INDRAPRASTHA NEW ARTS
COMMERCE & SCIENCE
COLLEGE,** AT POST NALWADI, DIST. WARDHA (M.S.)

Accredited 'B' by NAAC

Approved by government
of Maharashtra

Affiliated to Rashtrasant Tukadoji
Maharaj Nagpur University, Nagpur

Recognised by U.G.C New Delhi
under section 2 (f) & 12 (b) of
UGC act 1956

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E-GOVERNANCE REPORT

E-governance is a prime area that not only supports seamless and trouble-free operations in various areas but also help tracking the procedures of various allied domains.

The institution has been following e-governance practices since 2012 using **College Analyst** by TM Networks C-8 ,Renuka Complex 3rd Floor, J.M.Road,Opp. State Bank ,Above Canar Bank,Deccan. Pune -411004 for admission related procedures. Tally was used earlier for financial operations and inputs for auditing purposes. With the changing times, new and updated versions of software are purchased. **College Analyst** are now being followed for almost every operation on campus. This includes registration of a fresher to the college portal, preparing merit lists, finalizing admissions to various courses, payment, fees, POS machines, reports on outstanding fees and dues etc.

The Knowledge Resource Centre (Central Library) of the college has automation procedures since a decade. **INFLIBNET** is used and **OPAC** is installed for staff and students to search through catalogues. Barcodes for books are generated using barcode machine, antitheft pedestals are installed at the exit space of the library. Staff and students can access e-content from remote places as and when needed. Several e- newspapers and e- journals are subscribed for users.

The administration section is connected centrally for an easier transfer of files and information to other staff members. Communication with offices of local administration such as office of the Higher Education, Nagpur Division, Nagpur; RTM Nagpur University, Nagpur is done using a dedicated portal. Digital reports of communication can be downloaded within shortest minimum time and sent across for corrections, inspection, verification, etc. Databases regarding MIS reports can be generated using the **College Analyst** for a prompt communication to various sections of the administration and Management.

The Accounts Department makes use of **College Analyst** and **Tally. Accounts Beta 1.0** ERP Suite for recording relevant entries on advances, receipts and payments, generating balance amounts and reconciliation. All the users have different logins and are protected; antivirus systems are purchased on 3/5 years subscription basis. Ledgers are maintained using the same suite. Faulty entries are tracked and corrected, banks statements are qualified with these reports on timely basis.

While the attendance of all staff member in recorded electronically using software **eTime Track Lite 8.0**



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Indraprastha New Arts Commerce
and Science College, Wardha



PRINCIPAL
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IT Policy for Indraprastha New Arts Commerce and Science College, Wardha

Introduction

Indraprastha New Arts Commerce and Science College, Wardha, utilizes IT resources to support its educational, instructional, research, and administrative functions. These resources are vital for employees to stay informed and perform their duties effectively and efficiently. This document outlines the requirements for using the College's IT resources, applicable to all individuals accessing our computing facilities, including faculty, staff, students, alumni, and guests.

Definition of IT Resources

IT Resources include all hardware and software owned, licensed, or managed by the College, and access to the College network, whether via a physical or wireless connection.

Objective

The IT policy aims to:

- Maintain, secure, and ensure lawful and appropriate use of the College's IT infrastructure.
- Mitigate risks and liabilities associated with the misuse of these resources.
- Safeguard the confidentiality, integrity, and availability of information assets accessed, created, managed, or controlled by the College.

Roles and Responsibilities

- **College:** Implement controls to ensure policy compliance.
- **Computer Science Department:** Serve as the primary implementing agency and support compliance efforts.
- **Users:** Use IT resources consistent with the College's academic, research, and public service missions, and comply with all applicable laws and regulations.

Acceptable Use

- Users must only access IT resources for which they have authorization and must protect their passwords and other access credentials.
- Unauthorized access, including attempting to obtain another user's credentials or accessing restricted network areas, is prohibited.
- Compliance with the College's End User License Agreement (EULA) and other third-party agreements is required.

Privacy and Personal Rights

- Users are expected to respect the privacy and personal rights of others.
- The College reserves the right to access and review network-transmitted information under specific conditions with the necessary approvals.

Network Access

- Users must not engage in activities that compromise network security or performance, such as bypassing network filters or connecting unauthorized devices to the College's network.

Use of IT Devices Issued by the College

Devices issued by the College are to be used primarily for academic and research purposes and must be used lawfully and ethically.

Enforcement and Compliance

- Adherence to this policy is mandatory for all users.
- The IT Department will assist in ensuring compliance and managing the College's network infrastructure.

Hardware and Software Management

- IT hardware should come with a warranty and maintenance contract, and all computers and peripherals must be connected through a UPS to ensure consistent power supply.

Email Use Policy

- The email system is for formal communications related to College business and limited personal use.
- Users must manage their email accounts responsibly and adhere to all specified guidelines to prevent misuse.

Data Security and Best Practices

- Regular backups, virus protection, and adherence to best practices in data security are required from all users.

- Users must report any security incidents or losses to the IT Department immediately.

Policy Review and Revisions

- The policy is subject to periodic review and revision by the College's Technical Committee (ICT), with changes approved by the Competent Authority.


Breach of Policy

- Users must report any suspected policy violations to the IT Helpdesk.
- Violations may result in disciplinary action, including termination of access, dismissal, or expulsion.

This policy is crucial for maintaining the integrity and security of the College's IT infrastructure and ensuring that our community uses these resources responsibly and effectively.



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