

GOBINDGARH PUBLIC COLLEGE

Ph. : 01765-251770



(Affiliated to Panjab University, Chandigarh)
ALOUR, POST BOX NO. 31, KHANNA-141401
DISTT. LUDHIANA (PB.)

Managed by :
Gobindgarh Educational
& Social Welfare Trust

Ref. No.....

Dated.....

ICT POLICY

Gobindgarh Public College, Alour, Khanna hosts more than 100 computers with Wifi and wired network connection and mobile internet WIFI access as college campus is fully wifi. ICT policy is framed as per direction by the management to ensure the security and integrity of sensitive information, promote efficient use of resources, and set expectations for behavior in the use of technology. They also help to minimize legal and regulatory risks and support compliance with relevant laws and regulations.

Gobindgarh Public College, Alour, Khanna provide access of IT environment to all faculty, students and staff with a latest, networked computing and for academic legitimate use to extend utility, flexibility of the system and protect the privacy of intended users. In case of reported violation(s), suitable action will be initiated by Authority, Gobindgarh Public College, Alour, Khanna.

Objectives of ICT Policy

- To encourage students to update their skills and previous knowledge to become expert users of ICT, and enhance learning and expertise in desired areas of the curriculum.
- To inculcate desired knowledge and capability that will enable students in the determining and use of Information and Communication Technology, resources and its pros and cons.
- Developing fair skills, capabilities relating to ICT, that can be used as and when required to enhance the quality of understanding, information processing, living, working skills, security, and discuss awareness of ICT in personal, social, and employed life.
- Sharpen expertise in using hardware and software for better presentation and effective utilization of resources.
- Offers opportunities for students to become ethical users of ICT.
- Internet usage for exploring, investigation, learning, emailing, social networking, and cyber security.

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ICT POLICY

Responsibilities under ICT Policy:

1. Faculty, staff, and students are issued with secured Internet WIFI access authorized accounts and IT facilities for academic purposes, college and for personal purposes so long as such use:
 - a. Does not violate any law, College ICT policy and IT act of the Government of India as and when applicable.
 - b. Does not interfere academic work and duties of Gobindgarh Public College, Alour, Khanna.
2. All Users are abided to privacy preservation in terms of other user's data, passwords, sharing of documents and withhold responsibility of password protection and regular change. Sharing is password with any person deemed to be unauthorized is strictly prohibited.
3. Any noticeable attempt to infringe system security, password hacking, or attempt to gain unauthorized access to local or network resources is forbidden and will be treated as violation of college policy. Users are instructed not to use another person's computing resources, credentials, identity theft / impostor / forging or use a false account or e-mail address.
4. Transmitting copyrighted / Patent materials to or from the Gobindgarh Public College, Alour, Khanna without express consent of the concerned authority is a violation of international law as well as college ICT Policy.
5. Downloading and installing of new software has to be done with the knowledge of concerned Authority with permission. Installation of unlicensed software / Hacking Tools/ VPN/ Virtual Clients / Remote Desktops i.e. TeamViewer, Any Desk, Real VNC or similar one, on College ICT facilities, or on individual machines connected to the College network, is strictly prohibited.
6. Use of electronic mail / Whatsapp/ Tehegram or any other network communications facilities to harass, offend, or annoy other users of the network, is a direct violation of college ICT polity.
7. Shared email accounts for any purpose needs to be avoided, in case of any requisite situation a special account, if need to be set up for conferences/

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ICT POLICY

- Workshop/ Seminars/ Convocation/ Admission Campaigning, or any other valid reason(s) needs to be approved be concerned authority with proper communication.
8. Users are expected to upkeep of computing, network equipment, and report any malfunction to the concerned staff or to the in-charge of the facility.
 9. Playing of Games in College laboratories or using college facilities for same is strictly prohibited.
 10. Any offensive material like pornographic material on storage, viewing pornographic material on the terminals in college ICT Infrastructure is completely disallowed and liable to serious action against offenders.
 11. Unnecessary downloads from Internet, sharing WIFI accounts to other unauthorized outsiders, students are not allowed.
 12. Security infringement like breaking security of systems, physical damage, hacking password of other users, data contamination of the other users is taken most seriously.
 13. Violations of policy will be treated as academic misconduct, or indiscipline subject to nature of the offence, and college authorities may fine/or and take an action by issuing a warning through disabling the access to ICT resources.
 14. The policy may change as and when required, when it is considered appropriate college authorities.

Dispose of Policy for ICT Resources:

- End of Technological support for the used hardware and components required are now no longer available for maintenance purposes.
- End of life for Hardware resource and now the resource is not in a condition to be used as supposed to be. End of the usable life of hardware in case of Projector Lamps etc.
- Old working computers that are able to run basic computing software are contributed to primary and middle schools to inculcate ICT education.

GOBINDGARH PUBLIC COLLEGE



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(Affiliated to Punjab University, Chandigarh)
ALOUR, POST BOX NO. 21, KHANNA-141401
DISTT. LUDEHANA (P.B.)

Ph. : 91788-281778

Managed by :
Gobindgarh Educational
& Social Welfare Trust

Date: _____

ICT POLICY

The college has a policy not to reuse such disposed of hardware and is sold to e-waste ICT scrap vendors.

ICT Committee constituted

Sh Anil Agrawal Ji (Management Member)

Dr. Neena Seth Pajni, Principal

Prof. Narinder Pal Singh, Assistant Professor in Computer Science

Prof. Varinder Kumar, Assistant Professor in Commerce

Prof. Bharat Bhushan, Assistant Professor in JMC

Dated 15/6/2018

