4.3.1 : Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities:

Response:

The IT policy of the institute covers all major areas like Wi-Fi, Network Security etc. and is updated or modified as per the needs of the College. The College is committed to modernizing its IT facilities as per the regulatory norms and requirements of the industry. The College regularly upgrades its infrastructure in terms of Wi-Fi, network security, software up-gradation, and ICT enabled teaching and learning. The formal IT policy is approved by the Academic Council and the Board of Governors (BoG). The Acceptable Use Policy is applicable to employees, students, vendors and visitors. The College has various guidelines in place for hardware, network and software procurement, installation etc. The guidelines for website hosting and database usage have their own methodology and hierarchy which are systematically followed.

The College allocates 4.93% of the annual budget for the up-gradation of IT facilities, which are audited based on the balance sheet. The campus network bandwidth is 30 mbps. A Wi-Fi network facility has been deployed throughout the campus. The students and faculty members get maximum benefits in terms of Internet access projects and research work.

The college has installed video surveillance systems on the campus, to ensure better security.

Internet Use Policy:

1. To provide Internet access to students and faculty, to complete their study for academic and research purposes.
2. To search detailed information on the various academic course material, scientific knowledge, research information and other social information.
3. The students may access the Internet facility with prior registration. Network connectivity is provided via an authenticated network access connection or Wi-Fi in compliance with the IT policy. The computer science department is responsible for ongoing maintenance and support of the network, excluding local applications.

IT Hardware Installation Policy:

1. Installation of IT hardware is done by the System Administrator.
2. Installation of IT hardware is done only after approval of the College authority.

3. Maintenance of computer systems must be done by Computer Hardware Engineers regularly and keep the record of maintenance in register.

4. Movement of IT hardware within and outside the college must be recorded in the movement register.

5. Most of the electronic waste, such as - depreciated instruments / appliances, printers, computers and batteries need to register in dead stock muster regularly.

IT Software Installation Policy:

1. IT Policy allows installation of licensed and open source software on the computers of the College.

2. Licensed software must be installed in the system.

3. Antivirus software must be installed in the system to protect systems from the virus.

Web Site Hosting Policy:

1. The website of the College should use to provide academic and administrative information to its stakeholders.

2. The website updating committee is responsible for the content updating and website maintenance.

3. The content hosted on the website should be accurate.

E-waste Management Policy:

1. To create an eco- friendly campus, the college has implemented a number of e-waste management programs.

2. The main types of electronic garbage, including computers, printers, written-off instruments and equipment are all sold out.

3. The suppliers replace, repair and exchange UPS batteries.

4. Every department collects and delivers all miscellaneous e-waste, including CDs, batteries, fluorescent bulbs and other electronic goods for the safe disposal.

5. The awareness programs have been undertaken in the College, where the students are made aware of the E-waste management.

Cyber Security:

The College management expects that its Information Technology Resources are utilized in adherence to the code of conduct, policies and other set regulations by authorized users. These Technology Resources are solely owned by the College, who holds the complete control over it.

The College utilizes various technology resources, such as computer hardware, software, and allied services. This encompasses all computer systems, including desktops or multi-user systems whether independent or network-connected, laptops, printers, fax machines, phones, and other electronic devices. These resources also include software, data, college email accounts, Wi-Fi, and communication networks associated with these systems.

Authorized Users are comprised of a variety of individuals, such as system administrators, hardware or technical team members, students enrolled at the College, faculty members, administrative staff, multi-tasking staff and contractual employees.

The Right to Information Technology Resources provides authorized users reasonable access, but this privilege comes with the expectation that they will behave ethically and meet certain responsibilities. These include respecting the rights, privacy and intellectual property of others, preserving the integrity of resources, and complying with all local and national laws.

Video Surveillance Policy:

The College reserves the right to place CCTV cameras on the campus as per the necessity.

The College is committed to ensuring the safety of its faculty, staff, students and visitors and creating an environment that promotes quality education, privacy, diversity and freedom of expression. To ensure a safe college environment the use of video surveillance helps to:

➢ Prevent harassment, violence, vandalism and theft
➢ Assist in the identification of persons who commit such acts
➢ Detect the crimes committed on the College premises

IT Facilities:

The College has upgraded its IT facilities including Wi-Fi frequently as per the needs and requirements. The college has the 30 Mbps internet connection bandwidth with a campus Wi-Fi facility. The college has updated its IT facilities with increasing the number of computers, printers, scanners, smart boards, interactive LCD projectors, photocopy machines, online admission process, dynamic website, and various software.

The teaching and learning process is enhanced through incorporating ICT tools and e-resources. DELNET, INFLIBNET, NPTEL online courses, CD's, Rayat Knowledge Bank, Video lectures, are exclusively made available to the learners to enhance learning capabilities. The students, teachers and non-teaching staff are also encouraged to use various academic and

administrative Software, such as - Chem-draw, R-software, Vriddhi, Edumint, Urkund, Latex, Python and Scilab.

Sr. no.	ICT Device and Software	Total
1	Desktop	300
2	Laptop	11
3	Printer	46
4	LCD Projector	45
5	Interactive LCD Projector	06
6	Smart Board	20
7	Speaker set	20
8	Small UPS	17
9	Image scanner(Book Scanner)	02
10	UPS	05
11	Batteries	51
12	CCTV Cameras	50
13	Server	01
14	Windows 10	40
15	Office 2019 License	40
16	Net Protector	167
17	ISM Software	02
18	Vriddhi Result Software	01
19	Swami Soft Solution	01
20	Systele Solution, Administrative Software (Admission, LC, Account, Leave Mgt, Eligibility, etc.)	01
21	Library Software (MKCL)	01
22	Vriddhi Administrative Software (Admission, LC, Account, Leave Mgt, Eligibility, Result, Library, etc.)	01
23	User Tracking System (soft Tech)	01
24	Evolis Printer Software (I-Card Making)	01
25	Jaws Software (For Typing)	01
26	Zoom Software (Magnification)	01
27	Marathi OCR	01
28	Daisy Player (Recording)	01
29	Wacom (TL -4)	01
30	Maono AU-A04 Condenser Microphone Kit	01

Budget Allocated for IT infrastructure:

ITEM	Amount in Rs.
Repair Inverter	100000
Inverter Battery (Sr. College grantable)	500000
Wi-Fi System	500000
UPS equipment	225000
CCTV Camera	225000
Camera	225000
Computers	1500000
Computers	300000
Inverter Battery (BCS non-grant)	450000
LCD Projector	225000
Internet charges	700000
Software Expenses	350000
Total	5300000
Grant Total	107525000
Percentage	4.93