



# CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC, Affiliated to INC, MPNRC Bhopal, MPMSU Jabalpur  
Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)





• Phone: 0731-2362491 to 99, • Ext. No.: 407/578  
• Principal: +91-731-4939909


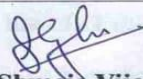
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## 6.2.2 IT & E-Governance Policy

**CHOITHRAM COLLEGE OF NURSING**


**IT AND E-GOVERNANCE POLICY**

Policy Category	<u>IT and E-Governance Policy</u>
Date of Formulation	04/12/2023
Date of Implementation	18/01/2024
Approved By	 <b>Mr. Rajesh Awasthi</b> Director, Educational Service Unit
Signature of HOI	 <b>Prof. Shreeja Vijayan</b> Principal
Responsibility for Updating	Head of IT Committee & IQAC

The IT and E-Governance policy of Choithram College of Nursing, Indore summaries the guidelines, procedures, and responsibilities for the use and management of Information Technology (IT) resources and the implementation of electronic governance (E-Governance) to support the academic and administrative functions of the College.

An integrated IT and E-Governance policy is essential to:

- Ensure efficient and secure operations.
- Guide the responsible and ethical use of IT resources.





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- Enhance good governance characterized by participation, transparency, and accountability.
- Increase broad involvement of employees in governance processes.
- Improve administrative performance and service delivery.
- Reduce process costs and time.

### Objectives:

- Introduce new technologies to students and keep them informed about advancements.
- Ensure IT resources are regularly updated and available.
- Monitor processes for updates, including firewall protection, antivirus software, and backups.
- Guide responsible and ethical use of IT resources.
- Mitigate risks associated with data breaches and unauthorized access.
- Establish protocols for maintaining data security and privacy.
- Address emerging challenges in technology and adapt to advancements.
- Uphold integrity and professionalism in IT operations.
- Safeguard the interests of the College and protect sensitive information.
- Enhance good governance through participation, transparency, and accountability.

### Roles & Responsibilities:

- Prepare IT budget and seek approval from the principal and management.
- Develop plans for prompt IT maintenance.
- Conduct regular checks of IT resources.
- Stay updated on new technologies.





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- Monitor security processes and maintain data security protocols.
- Manage data security and privacy.
- Address technology-related challenges and uphold professionalism.





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## Hardware & Software Procurement Policy:

- All computer systems are purchased with warranties and maintained post-warranty through annual maintenance policies.
- Maintenance tasks include OS reinstallation, virus scans, and hardware troubleshooting.
- All departments are provided with desktops with Internet connectivity, maintained by service engineers.

## Network & Wi-Fi Use Policy:

- All systems are networked and protected with firewalls.
- The campus is Wi-Fi enabled, providing secure access to faculty and students.
- Users must comply with applicable laws and safeguard their login credentials.

## Email Account Use Policy:

- Faculty and staff are given individual institutional email IDs.
- Passwords are confidential, and sharing credentials is prohibited.
- Email communication must adhere to institutional guidelines.

## Web Server And Cloud Hosting Policy:

- The college website is accessible, and all Internet applications operate on college-owned servers.
- Regular backups are conducted to ensure data integrity.

## Institute Database Usage Policy:

- Access to the database is restricted to authorized individuals.
- Unauthorized tampering or deletion of the database is strictly prohibited.





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## Faculty Use Policy:

- Faculty members are responsible for ensuring compliance with IT policies.
- Passwords must be kept confidential, and unauthorized use is prohibited.

## Students Usage Policy:

- Sharing passwords or accessing another user's data is prohibited.
- Students must use IT resources ethically and responsibly.

## Maintenance Policy for Systems and Networks:

- Systems are maintained by the IT Committee and lab faculty members.
- Regular cleaning, servicing, and network maintenance are conducted.

## Online Classes, Assessments, Meetings/Conferences Policy:

- Online classes, assignments, and assessments are conducted through Google Meet and Zoom.
- Meetings and webinars are organized using these platforms.

## Backup and Restore Policy:

- Regular backups are conducted, and essential data is backed up daily.
- Copies of backups are stored securely offsite.

**E-Governance Implementation:** E-governance is implemented in education, student admission, examination, library, administration, finance, ICT infrastructure, and e-waste management. It enhances transparency, efficiency, and stakeholder empowerment through digital platforms, ensuring good governance and swift service delivery.

**Note:** This policy document is subject to change according to management decisions.

**Policy last updated:**

