

# Ramakrishna Mission Vidyamandira



*A Residential Autonomous College affiliated to  
Calcutta University*

**Re-accredited by NAAC with 'Grade A'**

**College with Potential for Excellence**

**RUSA-funded Institution**

**DST-FIST Awarded College**

**DBY Star College**

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## **Policy and Strategy of the College on E-Governance and Information Technology**

**Approved by the Academic Council in its meeting dated 6 October 2015**



- **The college has a clear-cut IT Policy. This comprises of following features.**

- There should be a LAN for the Internet Kiosk where students will be given the terminals and internet for their academic purpose use.
- There will be intra-network in the Examination Department but this will not be connected with any other office anyhow.
- Accounts section will have their intra-network but that should also not be shared by others.
- Administrative offices will not be connected with any LAN.
- Wi-fi system will remain available for students and classrooms but not for any administrative purpose.
- Internet Connection for Examination, Offices, Accounts section, SVRC-Placement Cell should be kept separate keeping in mind the internet connection drastic and sudden failure in this area.
- Departments may be given dongle for wifi connection. Administrative offices may be given dongle for emergency usage.

- **The college has a three tier IT Service Management System:**

- Coordinated by the College Office Superintendent a two-member team (college staff) looks after the maintenance of the IT Service at the primary level.

- A more comprehensive maintenance IT Service is provided by Computex Systems with which the college has Annual Maintenance Contact
- Problems affecting IT products under warranty are referred to the concerned manufacturing companies for redress
- **Security issues related to IT service are managed with the following measures:**
  - All confidential data are password protected
  - Data related to the accounts section, the examination section and the library are kept in backup files
  - The general network service is password protected
  - The Internet Kiosk Network system is firewall protected.
- **The College has made the following provisions for Risk Management and Software Asset Management :**
  - Installation of Antivirus Softwares (Microsoft Security Essential, Quick Heal, Kaspersky, MacAfee)
  - Encouraging the use of Open Source Software like LINUX, Mandriva, Fedora, UBUNTU, DEBIAN, R, Abhra, Baraha, VLMS, Draftsight etc
  - Keeping the Media with product key in the office under the supervision of the College Office Superintendent.

- **The E-Governance of the college office should have been made more extensive :**
  - Controller of Examinations should have own separate ERP for the safety and security reason.
  - Accounts Department should work with Tally ERP.
  - Administration may use to some extent Examination ERP and to some extent Moodle.
  - However, Notifications and other administrative communications may be done through e-mail and other digital mode available.
- **The plans and strategies for deploying and upgrading the IT infrastructure** are guided by the requirements placed by the students, teachers and office staff.
  - Each Department should be given with own lab.
  - Internet Kiosk should be provided with more terminals and speedier net connection.

*Swami Shastrajnananda*

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**Principal**

