



**Jalpaiguri Government Engineering College
Jalpaiguri-735102**

IT Policies

1. Introduction

JGEC IT policy is followed by the students, faculty member and administrative staff members of the college. IT resource utilization in the campus is increasing because of all round development of the students by the faculty members and administration. JGEC has network connections to every computer system located in the hostels, academic buildings, administrative building, staff quarters etc. CWN committee takes care of the entire responsibility of the campus it solution.

To secure the network, the appropriate steps have been taken to install the firewall, access control, and virus checking and content filtering software at the gateway. The following committee takes care of the use of internet services, network, website related issues:

2. Committee to monitor the Campus-wide network

A CWN committee has been formed to monitor and control the entire JGEC network, including the server room, internet services (1 Gbps), and other services related to the repair and maintenance of the existing network. The CWN committee members are as follows:

1. Sri Aditya Kumar Samanta, Head-IT, Chairman
2. Sri Subrata Kumar Mondal, Assistant Professor-IT, Member
3. Sri Prithwish Roy, Assistant Professor-CE, Member

Responsibilities:

1. To maintain the stock register of CWN & accessories
2. To revive the existing network
3. To manage and control the internet services through LAN and Wifi
4. If necessary, purchase of the accessories following WBFR

3; LAN committee for Hostels

The student committee of all the hostels monitors the LAN of each hostel and takes care of the following responsibilities:

Responsibilities:

1. To maintain the stock register of LAN & accessories
5. To control the I/O box of each room

4. Committee to monitor the website

A committee has been formed for college website development and maintenance for the smooth operation of the college website in addition to the regular duties:

1. Dr. Subhas Barman, Head & Assistant Professor of Dept. of Computer Science & Engineering,
Co-ordinator
2. Prof. Aditya Kumar Samanta, Head & Assistant Professor of Department of Information
Technology

5. E-mail usage guidelines:

Electronic mail (email) with domain @jgec.ac.in is a primary means of communication of all employees and students of JGEC. It allows quick and efficient conduct of digital communication, but if used carelessly or illegally, it carries the risk of harm to the college.

Eligibility for official email ID. The eligibility criteria for official email access is as follows:

- Can be issued to all permanent staffs irrespective of their cadre.
- Students will be issued email authentication credentials on the request of the concerned HoDs.
- The email id with jgec domain is valid initially for four years (UG) and two years for PG students and it is extended two more years. Then it will automatically stop working.
- User should not share/use email address of others.
- It is the responsibility of user to keep their email account free from violation of Institutes email usage policy.

6. Responsibilities of the Department for uploading data etc.

All the Heads have been assigned responsibilities to upload the departmental data to the website. HODs are empowered to upload the marks in the examination module through web-based examination management system.

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