

Buyantiviruskey.com
Small Step Towards Digital India

Kondhwa.com

C2/10 ,Bramha Estate,Kondhwa Khurd, Pune Contact +91 7972300458

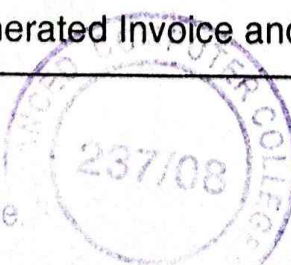
GSTIN/UIN:27BKUPS0050B1Z7


Customer Name	Principal Advanced Computer College
Cusomer Email	prakashlokhande7739@gmail.com
Order ID	20210708100448-1135388562
Invoice No	260042
Invoice Status	Success
GST Number	N/A
Payment Mode	Unified Payments
Date	2021-07-08 10:06:04

Product Name	QTY	Product Key	Amount
Renew Net Protector Total Security 1 User - 1 Year	2	E-33FD497B0A Dealer Code:A-1037, E-1CD7313ADE Dealer Code:A-1037	761.02
SGST 9%			RS 68.49
CGST 9%			RS 68.49
Grand Total			RS 898.00
Amount Chargable (in Words)	Eight Hundred And Ninety Eight Rupees		
Download Link	Download Software		

This is system Generated Invoice and does not require signature!!!


IQAC-Coordinator
Advanced Computer College
Osmanabad




Advanced Computer College
Osmanabad

Buyantiviruskey.com

Small Step Towards Digital India

Kondhwa.com


C2/10 ,Bramha Estate,Kondhwa Khurd, Pune Contact +91 7972300458


GSTIN/UIN:27BKUPS0050B1Z7

Customer Name	Principal Advanced Computer College
Cusomer Email	prakashlokhande7739@gmail.com
Order ID	20210709203131-1582792483
Invoice No	260611
Invoice Status	Success
GST Number	N/A
Payment Mode	Unified Payments
Date	2021-07-09 20:36:23


Product Name	QTY	Product Key	Amount
Renew Net Protector Total Security 1 User - 1 Year	1	E-9E6AD12CA7 Dealer Code:A-1037	380.51
SGST 9%			RS 34.25
CGST 9%			RS 34.25
Grand Total			RS 449.00
Amount Chargable (in Words)	Four Hundred And Forty Nine Rupees		
Download Link	Download Software		

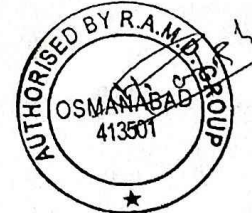
This is system Generated Invoice and does not require signature!!!

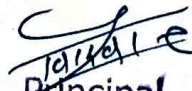

IQAC-Coordinator
Advanced Computer College,
Osmanabad


Principal
Advanced Computer College
Osmanabad

TAX INVOICE							
<input checked="" type="checkbox"/>		GAZON COMMUNICATIONS INDIA LIMITED Address: 28, Parason House, Venkateshnagar Jalna Road, Aurangabad, Maharashtra- 431001 Mobile/Contact No: Email:ramd@gazonindia.com					
CIN:		Tel: 9960505633		Email:			
GSTIN: 27AAECG8392G1Z9		State: Maharashtra		Code: ---			
Buyer: Advanced Computer College, Osmanabad		User ID: advanced_ramd		Channel Partner: RAMD Group			
Address:- 1							
Mobile/Contact No:- 9960505633							
Invoice No: GAN/25/03/4		Invoice Date: 01-03-2025		Buyers GST No:			
INVOICE SUMMARY							
Sr. No	Description OF Goods / Services	HSN/SAC	Plan Duration	Amount	Discount	GST	Total
1	100mbps_1m	99842	08-03-2025 To 07-04-2025	1000	0	152.54	1000
	Grand Total:						1000
Rupees in Words:- One Thousand only						(L. & O.E.)	
Tax Summary		HSN/SAC	Taxable Value	SGST(9%)	CGST(9%)	IGST	
		99842	847.46	76.27	76.27	00	
1) ALL CHEQUES TO BE DRAWN FAVOURING - GAZON COMMUNICATIONS INDIA LIMITED 2) ALL SERVICES ARE PREPAID 3) CONNECTIONS GIVEN FOR LEGAL PURPOSES ONLY 4) DISHONOURD CHEQUES SHALL BE CHARGED AT Rs. 250/- PER INSTRUMENT 5) SUBJECT TO AURANGABAD JURISDICTION							
This is a computer generated invoice. Hence, requires no signature.							


IQAC-Coordinator
 Advanced Computer College,
 Osmanabad




Principal
 Advanced Computer College
 Osmanabad


ADVANCED COMPUTER COLLEGE, OSMANABAD.



Wi-Fi Facilities.


IQAC-Coordinator
Advanced Computer College,
Osmanabad




Principal
Advanced Computer College,
Dharashiv



Advanced Computer College Osmanabad


INFORMATION TECHNOLOGY POLICY Rules and Regulations


Issuing Authority

IT Team

Advanced Computer College, Osmanabad






IQAC-Coordinator
Advanced Computer College,
Osmanabad


Principal
Advanced Computer College
Osmanabad

Contents

Sr.No	Index
1	Need for IT Policy
2	Objectives of IT Policy
3	Roles & Responsibilities of the IT Committee
4	Hardware and Software Procurement Policy
5	Hardware Installation Policy
6	Software Installation Policy & Licensing
7	Network (Intranet & Internet) Use Policy
8	Wi-Fi use Policy
9	e-Mail Account Use Policy
10	Web Server Policy and Cloud Hosting Policy
11	Institute Database Usage Policy
12	Faculty Use Policy/Responsibilities of Departments
13	Students Usage Policy/Responsibilities of Students
14	Video Surveillance Policy
15	Antivirus Protection and Renewal Policy
16	Maintenance Policy for Systems and Network
17	Online Classes and Online Examinations - Policy
18	Guidelines for Students
19	Online Meetings/ Conferences/Workshops Policy
20	Remote Support Policy


IQAC-Coordinator
Advanced Computer College,
Osmanabad


Principal
Advanced Computer College
Osmanabad

Introduction

The Technical IT Support Team maintains the policies governing the use of Information Technology services and resources at the College. The team also monitors the usage of the IT appliances and applications across the campus and give immediate support in case of any hardware, software or system related issues.

Need for IT Policy

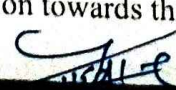
The purpose of the IT policy is to maintain, secure, and ensure legal and appropriate use of Information Technology infrastructure established by the Institution. The policy aims to protect the confidentiality, integrity, and security of the information assets that are accessed, created, managed, and/or controlled by the College. The Information assets of the college include computer systems, network devices, software, intranet, internet services, IT appliances, Software applications and other IT related hardware and software related services.

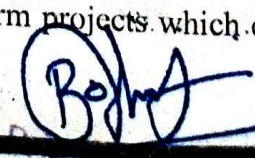
Objectives of IT policy

- To provide all required IT resources to all stakeholders as per academic guidelines laid down by UGC & AICTE.
- To provide IT infrastructure that would enable the students, staffs and teachers identify opportunities, improve performance and understand IT environment.
- Leveraging IT as a tool for socio-economic development.
- Initiating and implementing green computing methods at the campus to create and foster an eco-friendly environment.
- Specifying a common interface to all the applications to ensure high degree of consistency from one to the next application with the best utilization factor for all IT resources.
- To introduce new technologies to students on par with industry standards and evolving advancements.
- To ensure an effective annual maintenance plan which ensures maximum uptime of systems and devices
- To ensure all IT resources are updated and available to students as per policies laid down by the college.
- To regularly monitor processes for software updates, firewall protection, anti-virus updating, network device status, system files cleaner, new web access policies, back-ups to ensure uptime of IT resources 24/7 to the stakeholders.
- To provide a in campus support through IT help desk so that the stakeholders can raise a ticket to get their IT related issues sorted with a timely support adhering to the SLA's.

Roles & Responsibilities of the IT Committee

- Review and approve plans for major IT projects and decisions
- Plan at the end of each academic year for the up gradation of IT infrastructure for the next academic year, to support evolving requirements of the learner and educator communities of the institution.
- Provide strategic document and planning and input on firm projects which can bring digital revolution towards the approach.


IQAC Coordinator
Advanced Computer College,
Osmanabad


Principal
Advanced Computer College,
Osmanabad

- Progress action plans to respond quickly and appropriately to IT maintenance issues and difficulties.
- Administer all IT related work and conduct annual stock taking of IT hardware and assets used for academic and administrative purpose.
- Educate all teaching staff, non-teaching staff and students on the importance of sensitive and purposeful usage of computers and other IT related equipment on campus. Conduct frequent awareness drives for the same.
- Do regular checks of the computer stock registers maintained in all the laboratories.

Hardware and Software Procurement Policy

- All IT systems are purchased with warranty and after expiration of this warranty; they are efficiently maintained through an effective annual maintenance policy which is aligned with the distributors and vendors.
- Maintenance includes OS re-installation, virus scans, bandwidth capacity monitoring, internet downtime, communication cable fault, UPS monitoring, firewall renewal, antivirus upgrades, device replacements, Software up gradations, utilization maintenance of software like Adobe etc.
- All departments are provided with desktop computers Digital audio system, internet connectivity and a printer. These are for the use of department faculty members, who are responsible for ensuring compliance. Systems are purchased at the request of the head of the Department which goes through multiple levels of approvals from the principal and financial authority. Troubleshooting / replacements are handled by external service engineers as per annual maintenance policy of the college.
- All systems and network devices are connected to electrical points. Regular 24/7 power supply is provided to web servers through recharging batteries. Regular battery maintenance is undertaken for all UPS.
- Care is taken at the time of installation to create separate paths for network cables distinct from those for electrical wires, to avoid noise in data communication. All the network equipment's are monitored and weekly checks are performed by the team of experts which ensures that the quality checks are in place and the integrity is maintained inside the college premises.
- All files and printers shared through network are well protected with passwords to ensure integrity of data is maintained.
- The monitoring activities and supports are performed with the help of the daily tracking system which is deployed inside the campus and has been used by the all effectively.

Hardware Installation Policy

- Computer systems on campus are administered by system administrators and system Engineers.

Software Installation Policy & Licensing

- OS is installed by external service engineers.
- Application Software Licenses are well maintained and renewed regularly to ensure valid and current updates to all application software.
- Utilization is also measured by the system admin's to assess the current usage of the software applications across the campus.

Signature
IQAC-Coordinator
 Advanced Computer College,
 Osmanabad

Signature
Principal
 Advanced Computer College
 Osmanabad

Network (Intranet & Internet) Use Policy

The Technical Support Team is responsible for maintaining internet and intranet services of the college.

- The college has 100 Mbps internet bandwidth. The whole campus is WI-FI enabled and internet availability is there at the nook and corner of the college campus for using at ease.
- All systems are networked and secured.

Wi-Fi Use Policy

« The Campus is fully Wi-fi enabled.

- Access points are located on all floors in the main block and the annex block, thereby giving access to all classrooms, seminar halls, and laboratories, learning centers, staffrooms and the administrative wing.
- Each faculty is given an individual Wi-Fi ID and Password to access the internet.
- Students are also given Wi-Fi access.
- Access points are also added based on evolving requirements.
- Guests, resource persons and speakers are given access to Wi-Fi on request.
- Firewall protection and restricted access to certain websites are enabled to maximize security.

e-Mail Account Use Policy


- All faculty, students and administrative staff members are given individual email ids and password.
- Passwords are confidential and sharing such credentials is strictly prohibited.
- Attempting to access another member's login is strictly prohibited.
- All email communication must adhere to institutional and ethical guidelines and should be completely free of offensive or controversial content (creation/distribution).
- Unlimited memory capacity is given to critical/important email ids.
- Users should not share their email account(s) with others.

Faculty Use Policy/Responsibilities of Departments

- Faculty members are responsible for computers and devices of their respective departments, and for ensuring compliance with institutional and process-specific policies.
- Passwords are confidential and sharing these would be in direct violation of institutional policy.
- Use of institution resources for personal business gain or for purposes which are inconsistent with the mission of the institution are prohibited and considered completely unethical.
- Unauthorized use of another's individual identification and authorization access is strictly prohibited.


IQAC-Coordinator

Advanced Computer College,
Osmanabad


Principal
Advanced Computer College,
Osmanabad

Students Usage Policy/Responsibilities of Students

- Sharing of passwords or other confidential information is strictly prohibited.
- Students are responsible for careful and judicious usage of computers in all Labs.
- Accessing another user's personal private data is not allowed.
- Downloading, sharing or using copyrighted material of institution including music, movies, software or textbooks without prior approval is prohibited.
- Connecting to the institution's restricted-access resources is prohibited.
- Connecting personal devices to the institution internet without approval is prohibited.
- Students must adhere to ethical guidelines, reflect academic honesty, and show restraint in the consumption of shared resources. Downloading of any unethical photos or videos will not be encouraged and strict actions will be taken against those individuals.

Video Surveillance Policy

- CCTV is installed in majority of the places.
- Videos are monitored on a regular basis.
- Unauthorized access to the Control Room is not permitted at any time.
- Footages are given on demand and with prior approval from the principal.
- Cameras are serviced regularly.
- Live coverage is monitored by the Principal, Vice Principal and Administrative Head.

Anti-virus Protection and renewal Policy

- All computer systems in the college are covered under anti-virus protection.
- Application and Data Web Servers are secured with antivirus protection.
- Regular renewal and updating policies are in place for antivirus and firewalls and are implemented promptly.

Maintenance Policy for Systems and Network

- All Lab systems are maintained and overseen by lab assistants, system administrator and lab faculty in-charge.
- Technical problems such as power issues, booting, network problem, software installation, hardware troubleshooting, hardware replacement, and internet issues are handled by Lab assistants and senior staffs.
- Major Networking issues and Operating system failures are restored by System administrator and engineers on call.
- All Lab Computers are cleaned and serviced on regular basis.
- Regular system formats, junk clearance and cache clearance are performed at regular intervals.
- Battery maintenance and monitoring of battery levels are undertaken regularly.
- All Desktop systems are connected to network switches and maintenance of network cables are done regularly.
- Internet cables are well planned across the campus and networking is well designed.
- All systems and networking devices are covered under AMC.

iqbal e
IQAC-Coordinator

Advanced Computer College,
Osmanabad

Prin
Advanced Computer College
Osmanabad

Online Classes and Online Examinations - Policy

- Google Workspace for Education is the official platform for all online classes.
- Faculty is enabled to create course classrooms and enroll students.
- Faculty regularly conducts assignments, quizzes and online assessments.
- End-semester examinations are also conducted using a separate Examination ID of the students and live proctoring will be done by the students.
- Valuator's are given access to value answer script through Google classroom.
- Answer Scripts are downloaded and archived.

Guidelines for Students

- » Access to institution resources engenders certain responsibilities and is subject to institution policies.
- Students must exhibit ethical usage behavior and always reflect academic honesty.
- Sharing of passwords and other authentic information is strictly prohibited.
- Students must conduct themselves in best way and gain knowledge and utilize the IT privileges provided to them for learning purpose.

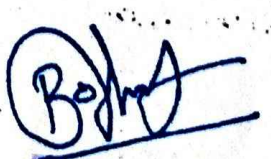
Online Meetings/ Conferences/Workshops Policy

- Heads of Departments are given access control to create G-Meet meetings for Webinars/Conference/Workshops with prior approval from Principal.
- Departments are encouraged to use paid G-Suite or streaming integrated with YouTube to reach a larger audience.

Remote Support Policy

- The Technical Support team is responsible for enabling remote access.
- Remote access is given using tools such as Anydesk, Team viewer.


IQAC-Coordinator
Advanced Computer College,
Osmanabad


Principal
Advanced Computer College,
Osmanabad

ADVANCED COMPUTER COLLEGE , OSMANABAD.



सेन्ट्रल बैंक ऑफ़ इंडिया
Central Bank of India

1911 से आपके लिए "केन्द्रित" "CENTRAL" TO YOU SINCE 1911

Scan here to pay



PRINCIPAL ADVANCED COL
Osmanabad



XXXX-XXXX-XXXX-0684



XXXX-XXXX-XXXX-0685


Merchant service provided by:




सेन्ट्रल बैंक ऑफ़ इंडिया
Central Bank of India

1911 से आपके लिए "केन्द्रित" "CENTRAL" TO YOU SINCE 1911

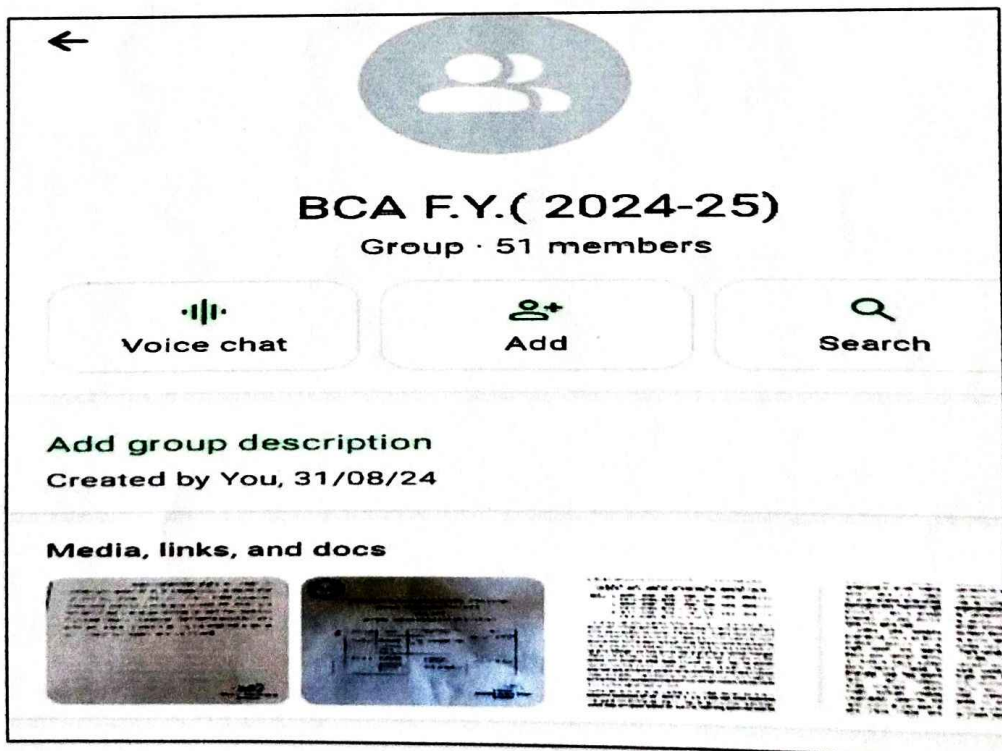
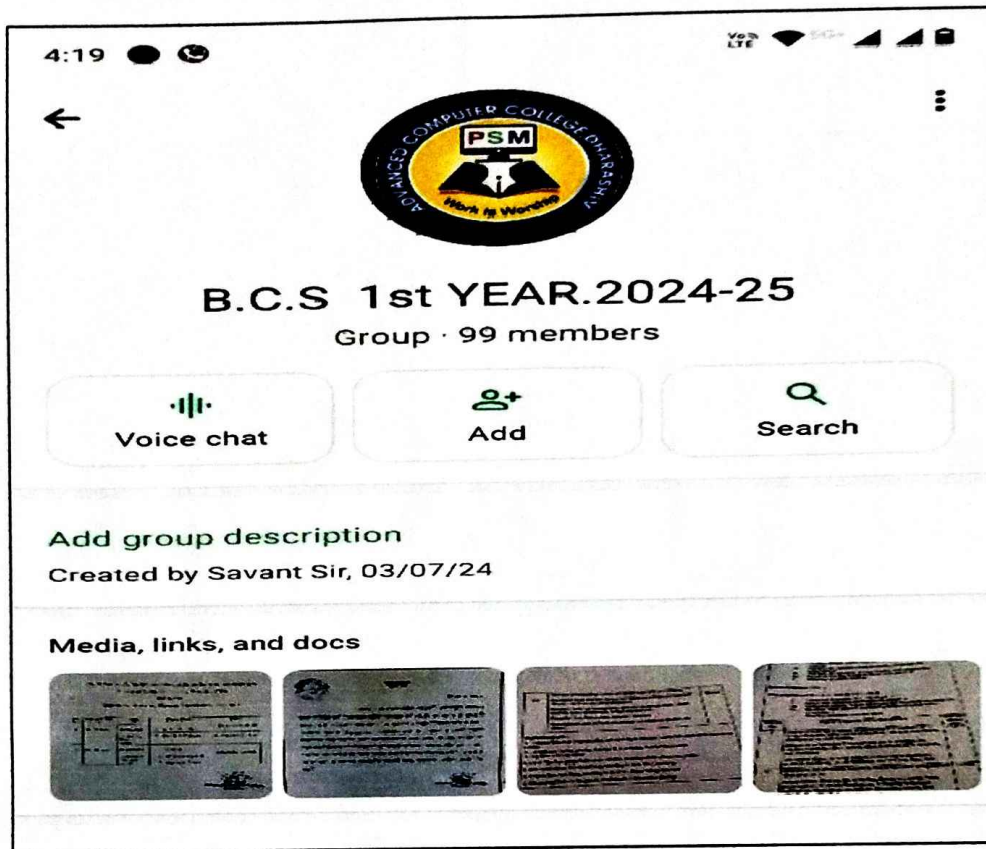
ONLINE FEES PAYMENT.


IQAC-Coordinator
Advanced Computer College,
Osmanabad




Principal
Advanced Computer College,
Dharashiv

Advanced Computer College , Osmanabad.

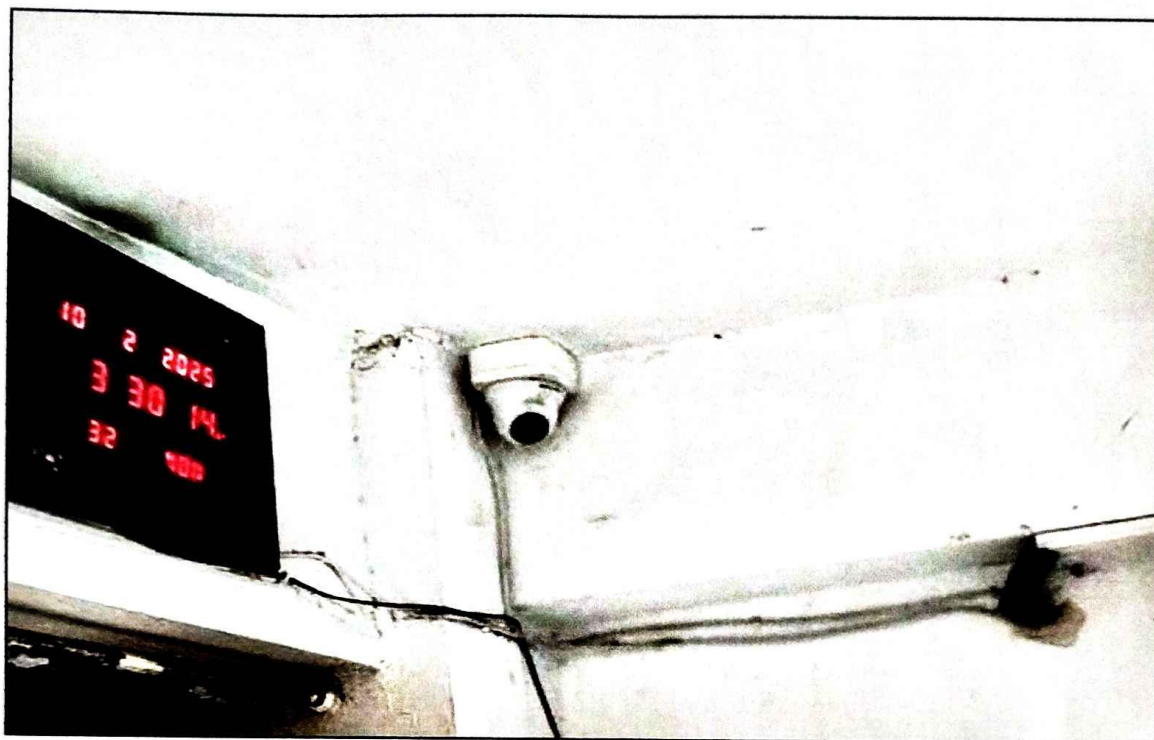


Etham L...
IQAC-Coordinator
Advanced Computer College,
Osmanabad

WhatsApp Group

Principal
Principal
Advanced Computer College
Osmanabad

Advanced Computer College , Osmanabad



CCTV Surveillance


Tajdar
IQAC-Coordinator
Advanced Computer College,
Osmanabad


Boh
Advanced Computer College
Osmanabad

ADVANCED COMPUTUER COLLEGE, OSMANABAD



CCTV SURVEILLANCE


IQAC-Coordinator
Advanced Computer College,
Osmanabad


Principal
Advanced Computer College
Osmanabad

ADVANCED COMPUTUER COLLEGE, OSMANABAD.



LAN AND INTERNET CONNECTIVITY.

[Signature]
IQAC-Coordinator
Advanced Computer College,
Osmanabad

[Signature]
Principal
Advanced Computer College
Osmanabad