



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in



IT POLICY & GUIDELINES

Prepared by Prof. Umesh Chavan,

Head IT, BNCA

Ver 2.0 Apr 2025



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

Sr.No.	Table of Contents
1	Abbreviation
2	Introduction
3	Scope
4	Objective
5	Roles and Responsibilities
6	Acceptable Use
7	Access to the Network
8	IT Hardware Installation Policy
9	Software Installation and Licensing Policy
10	Use of IT Devices on BNCA Network
11	Desktop Devices
12	Sharing of data
13	Use of Portable devices
14	Network (Intranet & Internet) Use Policy
15	Email Account Usage Policy
16	Disposal of ICT equipment
17	Budgetary provisions for ICT
18	Breach of This Policy
19	Revisions to Policy
20	Contact Us
	Appendix – I: Email Requisition Form
	Appendix – II: Email Requisition Form
	Appendix – III: Wi-Fi Access Requisition Form
	Appendix – IV: Wi-Fi Access Requisition Form



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

1. Abbreviation

SR. No.	Abbreviation	Description
1.	BNCA	Dr. B. N. College of Architecture
2.	CA	Competent Authority
3.	IA	Implementing Agency
4.	LAN	Local Area Network
5.	GoI	Government of India
6.	IT	Information Technology
7.	ICT	Information and Communication Technology
8.	IP	Internet Protocol
9.	DHCP	Dynamic Host Configuration Protocol
10.	IR	Institutional Repository
11.	EULA	End User License Agreement
12.	CAPEX	Capital Expenditure
13.	OPEX	Operational Expenditure



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

2. Introduction

Dr. B. N. College of Architecture provides IT resources to support the educational, instructional, research, and administrative activities of the College and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work.

These resources help them to remain well informed and carry out their functions in an efficient and effective manner.

This document establishes specific requirements for the use of all IT resources at BNCA.

This policy applies to all users of computing resources owned or managed by BNCA.

Individuals covered by the policy include (but are not limited to) BNCA faculty and visiting faculty, staff, students, alumni, guests, external individuals, organizations, departments, offices, and any other entity which fall under the management of BNCA accessing network services via BNCA's computing facilities.

For the purpose of this policy, the term 'IT Resources' includes all college owned, licensed, or managed hardware and software, and use of the college network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Misuse of these resources can result in unwanted risk and liabilities for the college. It is, therefore, expected that these resources are used primarily for college-related purposes and in a lawful and ethical way.

3. Scope



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

This policy governs the usage of IT Resources from an end user's perspective. This policy is applicable to all individuals/ users/ entities, as defined in Section 2, who use the IT resources of BNCA.

4. Objective

The objective of this policy is to ensure proper access to and usage of BNCA's IT resources and prevent their misuse by the users. Use of resources provided by BNCA implies the user's agreement to be governed by this policy.

- ☐ College IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus.
- ☐ This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.
- ☐ Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

5. Roles and Responsibilities

The following roles and responsibilities are envisaged by each entity respectively.

- 1) BNCA shall implement appropriate controls to ensure compliance with this policy by their users. Computer Centre shall be the primary Implementing Agency and shall provide necessary support in this regard.
- 2) Computer Centre shall ensure resolution of all incidents related to the security aspects of this policy by their users. Implementing Agency shall provide the requisite support in this regard.
- 3) Use BNCA's IT resources for those activities that are consistent with the academic, research and public service mission of the College and are not "Prohibited Activities".



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

- 4) All users shall comply with existing national, state and other applicable laws.
- 5) Abide by existing telecommunications and networking laws and regulations.
- 6) Follow copyright laws regarding protected commercial software or intellectual property.
- 7) As a member of the College community, BNCA provides use of scholarly and/or work-related tools, including access to the library, certain computer systems, servers, software and databases and the Internet. It is expected from the College Community to have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy and of protection from abuse and intrusion by others sharing these resources. Authorized users can expect their right to access information and to express their opinion to be protected as it is for paper and other forms of non-electronic communication.
- 8) Users of BNCA shall not install any network/security device on the network without consultation with the IA.
- 9) It is the responsibility of the College Community to know the regulations and policies of the College that applies to appropriate use of the College's technologies and resources. The College Community is responsible for exercising good judgment in the use of the College's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.
- 10) As a representative of the BNCA community, everyone is expected to respect and uphold the College's good name and reputation in any activities related to use of ICT communications within and outside the college.
- 11) Competent Authority of BNCA should ensure proper dissemination of this policy.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

6. Acceptable Use

☐ An authorized user may use only the IT resources he/she has authorized. No user should use another individual's account or attempt to capture or guess other users' passwords.

☐ A user is individually responsible for appropriate use of all resources assigned to him/her, including the computer, the network address or port, software and hardware.

Therefore, he/she is accountable to the College for all use of such resources. As an authorized BNCA user, he/she should not engage in or enable unauthorized users to access the network by using IT resources of BNCA or a personal computer that is connected to the BNCA campus wide Local Area Network (LAN).

☐ The college is bound by its End User License Agreement (EULA), respecting certain third-party resources; a user is expected to comply with all such agreements when using such resources.

☐ Users should make a reasonable effort to protect his/her passwords and to secure resources against unauthorized use or access.

☐ No user must attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.

☐ Users must comply with the policies and guidelines for any specific set of resources to which he/she has been granted access.

☐ When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

I. Privacy and Personal Rights

1) All users of the college's IT resources are expected to respect the privacy and personal rights of others.

2) Do not access or copy another user's email, data, programs, or other files without authorization and approval of the Competent Authority (CA).



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

3) While the College does not generally monitor or limit content of information transmitted on the campus wide LAN, it reserves the right to access and review such information under certain conditions after due approval of the competent authority.

II. Privacy in Email

While every effort is made to ensure the privacy of BNCA email users, this may not always be possible. Since employees are granted use of electronic information systems and network services to conduct College business, there may be instances when the College, based on approval from competent authority, reserves and retains the right to access and inspect stored information with the consent of the user.

III. User Compliance

When an individual uses BNCA's IT resources, and accepts any College issued computing accounts, it means that the individual agrees to comply with this and all other computing related policies. It is the responsibility of the individual to keep oneself up to date on changes in the IT policy of BNCA and adapt to those changes as necessary from time to time.

7. Access to the Network

7.1. Access to Internet and Intranet

- 1) A user shall register the client system and obtain one-time approval from the competent authority before connecting the client system to the College Campus wide LAN.
- 2) BNCA shall maintain two independent networks, i.e. Internet and Intranet. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

3) Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security. Guidelines

7.2. Access to BNCA's Wireless Networks

For connecting to a BNCA's wireless network, user shall ensure the following:

- 1) A user shall register the access device and obtain one-time approval from the competent authority before connecting the access device to the BNCA's wireless network.
- 2) Wireless client systems and wireless devices shall not be allowed to connect to the BNCA's wireless access points without due authentication.
- 3) To ensure information security, it is recommended that users should not connect their devices to unsecured wireless networks.

7.3. Filtering and blocking of sites:

- 1) Computer Centre or any other Implementing Agency (IA) may block content over the Internet which is in contravention of the relevant provisions of the IT Act 2000 and other applicable laws, or which may pose a security threat to the network.
- 2) The Computer Centre or any other Implementing Agency (IA) may also block content which, in the opinion of the college, is inappropriate or may adversely affect the productivity of the users.

7.4. Monitoring and Privacy

- 1) The Computer Centre or any other Implementing Agency (IA) shall have the right to audit networks and systems at regular intervals, from the point of compliance to this policy.
- 2) IA/Nodal Agency, for security related reasons or for compliance with applicable laws, may access, review, copy or delete any kind of electronic communication or files stored on college provided devices under intimation to the user. This includes items such as files, e-mails, posts on any electronic media, Internet history etc.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

3) IA may monitor user's online activities on college network, subject to such Standard Operating Procedures of GoI norms.

7.5. E-mail Access from the College Network

- 1) E-mail service authorized by BNCA and implemented by the Computer Centre shall only be used for all official correspondence.
- 2) More details in this regard are provided in the "E-mail Usage Policy of BNCA".

7.6. Access to Social Media Sites from BNCA Network

- 1) Use of social networking sites by BNCA users is governed by "Framework and Guidelines for use of Social Media for Government Organizations".
- 2) User shall comply with all the applicable provisions under the IT Act 2000, while posting any information on social networking sites.
- 3) User shall adhere to the "Terms of Use" of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.
- 4) User shall report any suspicious incident as soon as possible to the competent authority.
- 5) User shall always use high security settings on social networking sites.
- IT6) User shall not post any material that is offensive, threatening, obscene, infringes copyright, defamatory, hateful, harassing, bullying, discriminatory, racist, sexist, or is otherwise unlawful.
- 7) User shall not disclose or use any confidential information obtained in their capacity as an employee of the college.
- 8) User shall not make any comment or post any material that might otherwise cause damage to BNCA's reputation.

7.7. Use of IT Devices Issued by BNCA

IT devices issued by the BNCA to a user shall be primarily used for academic, research and any other college related purposes and in a lawful and ethical way



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

and shall be governed by the practices defined in the Section "Use of IT Devices on BNCA Network".

The aforesaid section covers best practices related to use of desktop devices, portable devices, external storage media and peripherals devices such as printers and scanners.

7.8. Security Incident Management Process

- 1) A security incident is defined as any adverse event that can impact the availability, integrity, confidentiality, and authority of College's data.
- 2) IA reserves the right to deactivate/remove any device from the network if it is deemed as a threat and can lead to a compromise of a system under intimation to the competent authority of the college.
- 3) Any security incident noticed must immediately be brought to the notice of the Indian Computer Emergency Response Team (ICERT) and the IA.
- 4) Notwithstanding anything in the above clause, the disclosure of logs relating to or contained in any IT Resource, to Law Enforcement agencies and other organizations by the IA shall be done as per the IT Act 2000 and other applicable laws.
- 5) IA shall neither accept nor act on the request from any other organization, save as provided in this clause, for scrutiny or release of logs.

7.9. Intellectual Property

Material accessible through the BNCA's network and resources may be subject to protection under privacy, publicity, or other personal rights and intellectual property rights, including but not limited to, copyrights and laws protecting patents, trademarks, trade secrets or other proprietary information. Users shall not use BNCA's network and resources in any manner that would infringe, dilute, misappropriate, or otherwise violate any such rights.

7.10. Enforcement



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

- 1) This policy is applicable to all the users of BNCA as specified in Section 2 of this document. It is mandatory for all users to adhere to the provisions of this policy.
- 2) Each entity of BNCA shall be responsible for ensuring compliance with the provisions of this policy. The Implementing Agency would provide necessary technical assistance to the user entities in this regard.

7.11. Deactivation

- 1) In case of any threat to security of BNCA's systems or network from the resources being used by a user, the resources being used may be deactivated immediately by the IA.
- 2) Subsequent to such deactivation, the concerned user, and the competent authority of the college shall be informed.

7.12. Audit of BNCA Network Infrastructure

The security audit of BNCA network infrastructure shall be conducted periodically by an organization approved by the college.

7.13. Review

Future changes in this Policy, as deemed necessary, shall be made by the Technical Committee (ICT) with the approval of the Competent Authority of the college.

8. IT Hardware Installation Policy

College network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

A. Who is Primary User

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" users, the department Head should make an arrangement and make a person responsible for compliance.

B. What are End User Computer Systems



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

Apart from the client PCs used by the users, the college will consider servers not directly administered by Computer Centre, as well as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if there are any, that act as servers which provide services to other users on the Intranet/Internet though registered with the Computer Centre, are still considered under this policy as "end- users" computers.

C. Warranty & Annual Maintenance Contract

Computers purchased by any Section/ Department/ Project should preferably be with 3 years onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include standard repair and maintenance procedures as may be defined by the Computer Centre from time to time.

D. Power Connection to Computers and Peripherals

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging, till such instances wherein the UPS is to be left unattended. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

E. Network Connection

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

F. File and Print Sharing Facilities

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

network, they should be protected with password and also with read only access rule.

G. Maintenance of Computer Systems provided by the College

For all the computers that were purchased by the college centrally and distributed by the Computer Centre, the College Computer Maintenance Cell attached to the Computer Centre will attend to the complaints related to any maintenance related problems.

9. Software Installation and Licensing Policy

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all the licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, College IT policy does not allow any pirated/unauthorized software installation on the college owned computers and the computers connected to the college campus network. In case of any such instances, the college will hold the department/individual responsible for any pirated software installed on the computers located in their department/individuals' rooms.

A. Operating System and its Updating

Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at least once a week or so. College as a policy encourages the user community to go for open-source software such as Linux, Open office to be used on their systems wherever possible.

B. Use of software on Desktop systems

a. Users should not copy or install any software of their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

b. Any software installed should be for activities of the college only.

C. Antivirus Software and its updating

Computer systems used in the college should have anti-virus software installed, and it should be always active. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that the respective computer systems have current virus protection software installed and maintained.

D. Backups of Data

Individual users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as pen drives, external HDD, online drive etc.

10. Use of IT Devices on BNCA Network

This section provides the best practices related to the use of desktop devices, portable devices, external storage media and peripheral devices such as printers and scanners on BNCA's network.

11. Desktop Devices

1) Use and Ownership

Desktops shall normally be used only for transacting college's works. Users shall exercise their own good judgment and discretion towards use of desktop devices for personal use to the minimum extent possible.

2) Security and Proprietary Information

a. User shall take prior approval from the IA to connect any access device to the BNCA's network.

b. User shall keep their passwords secure and not share their account details. Users shall keep strong and secure passwords as per the password policy of the application.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

c. All active desktop computers should be secured with a password-protected screensaver which should be set with automatic activation at 10 minutes or less, or log-off when the system is unattended.

d. Users shall ensure that updated virus-scanning software is running in all systems. Users shall exercise due caution when opening e-mail attachments

received from unknown senders as they may contain viruses, e-mail bombs, or Trojan horse code.

e. User shall report any loss of data or accessories to the IA and competent authority of BNCA.

f. User shall obtain authorization from the competent authority before taking any BNCA issued desktop outside the premises of the college.

g. Users shall properly shut down the systems before leaving the office/department.

h. Users shall abide by instructions or procedures as directed by the Computer Centre from time to time.

i. If users suspect that their computer has been infected with a virus (e.g. it might have become erratic or slow in response), it should be reported to the IA (Computer Centre) for corrective action.

12. Sharing of data

Users shall not share their account(s), passwords, Personal Identification Numbers (PIN), digital signatures certificate or similar information or devices which is used for identification and authorization purposes.

13. Use of Portable devices

Devices covered under this section include BNCA issued laptops, mobiles, iPads, tablets, PDAs etc. Use of the devices shall be governed by the following:

a. User shall be held responsible for any unauthorized usage of their BNCA issued access device by a third party.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

b. Users shall keep the BNCA issued devices with them at all times or store them in a secure location when not in use. Users should not leave the devices unattended in public locations (e.g. classrooms, meeting rooms, restaurants etc.).

c. User shall ensure that the portable devices are password protected, and auto lockout enabled. The password used should be as strong as the device may support and should be as per the password policy of the application.

d. The Computer Centre shall ensure that the latest operating system, anti-virus and application patches are available on all the devices, in coordination with the user.

Firewalls shall be enabled, if possible.

e. Users shall wipe or securely delete data from the device before returning/disposing it off.

f. Lost, stolen, or misplaced devices shall be immediately reported to the IA/ and the competent authority.

g. When installing software, the user shall review the application permissions to ensure that unwanted information regarding the user is not shared with the application provider.

14. Network (Intranet & Internet) Use Policy

Network connectivity provided through the College, referred to hereafter as "The Network". The Computer Centre is responsible for the ongoing maintenance and support of the Network, excluding local applications. Problems within the College's network should be reported to Computer Centre.

A. IP Address Allocation

Any computer (PC/Server) that will be connected to the college network should have an IP address assigned by the Computer Centre. Following a systematic approach, the range of IP addresses that will be allocated will be based on Virtual LAN (VLAN) created against each entity or objective. Any device connected to the network will be allocated IP address only from that address pool. Further, each network port in the room from where that computer will be connected will be



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

As and when a new computer is installed in any location, it will be allocated as per the DHCP pool policies.

An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses for each computer should be obtained separately by filling in a requisition form meant for this purpose.

B. DHCP and Proxy Configuration by Individual Departments /Sections/ Users

Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered an absolute violation of IP address allocation policy of the college. Similarly, the configuration of proxy servers should also be avoided, as it may interfere with the services run by the Computer Centre.

Even configuration of any computer with additional network interface card and connecting another computer to it is considered as proxy/DHCP configuration.

Non-compliance with the IP address allocation policy will result in disconnecting the port from which such a computer is connected to the network. The connection will be restored after receiving written assurance of compliance from the concerned department/user.

C. Running Network Services on the Servers

a. Individual departments/individuals connecting to the college network over the LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the Computer Centre in writing and after meeting the requirements of the college IT policy for running such services. Non-compliance with this policy is a direct violation of the college IT policy and will result in termination of their connection to the Network.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

- b. Computer Centre takes no responsibility for the content of machines connected to the Network, regardless of those machines being College or personal property.
- c. The Computer Centre will be constrained to disconnect client machines where potentially damaging software is found to exist. A client machine may also be disconnected if the client's activity adversely affects the Network's performance.
- d. Access to remote networks using a college's network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the College Network connects. College network and computer resources are not to be used for personal commercial purposes.
- e. Network traffic will be monitored for security reasons and for performance at the Computer Centre.
- f. Impersonation of an authorized user while connecting to the Network is in direct violation of this policy and will result in the termination of the connection.

D. Internet Bandwidth obtained by Other Departments

- a. Internet bandwidth acquired by any department of the college under any research programme/project should ideally be pooled with the college's Internet bandwidth and be treated as the college's common resource.
- b. Under particular circumstances, which prevent any such pooling with the college Internet bandwidth, such networks should be totally separated from the college's campus network. All the computer systems using that network should have separate VLANs based on grouping criterion.
- c. IP address scheme (private as well as public) and the college gateway should not be specified as alternative gateway. Such networks should be adequately equipped with necessary network security measures as laid down by the college IT policy. One copy of the network diagram giving the details of the network design and the IP address schemes used may be submitted to the Computer Centre.
- d. Non-compliance with this policy will be a direct violation of the college's IT security policy.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

15. Email Account Usage Policy

BNCA provides official email access privileges to its users. In an effort to handle efficient information dissemination among the administration, faculty members, staffs and students, it is recommended to avail official email with BNCA's domain.

In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the College's administrators, it is recommended to utilize the college's e-mail services, for formal College communication and for academic & other official purposes.

E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal College communications are official notices from the College to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general College messages, official announcements, etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to <https://mail.office365.com> with their User ID and password. For obtaining the college's email account, user may contact Computer Centre for email account and default password by submitting an application in a prescribed proforma.

Users may be aware that by using the email facility, the users agree to abide by the following policies:

- 1) The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- 2) Using the facility for illegal/commercial purposes is a direct violation of the college's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
- 3) While sending large attachments to others, the user should make sure that the recipient has an email facility that allows him to receive such large attachments.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

4) User should keep the mailbox used space within about 80% usage threshold, as 'mailbox full' or 'mailbox almost full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

5) User should not open any mail or attachment that is from an unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is suspicious in nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage valuable information on your computer.

6) User should not share his/her email account's credentials with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

7) User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

8) While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

9) Impersonating email account of others will be taken as a serious offence under the IT security policy.

10) It is ultimately each individual's responsibility to keep their e-mail account free from violations of college's email usage policy.

11) All the mail detected as spam mails go into SPAM_MAIL folder of the respective users' mail accounts. Users are requested to open these folders periodically to check any important mail wrongly stamped as SPAM mail and went into this folder. It is recommended to empty this folder as frequently as possible.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

12) All the Student's email accounts will be kept active during their academic year and an additional 1 year after passing out of the college. The email account will then be blocked and removed from the email server along with the content and conversations, if all.

The above laid down policies particularly 1 to 12 are broadly applicable even to the email services that are provided by other service providers such as Gmail, Hotmail, Yahoo, RediffMail etc., as long as they are being used from the college's campus network, or by using the resources provided by the college to the individual for official use even from outside.

16. Disposal of ICT equipment

The disposal of ICT hardware equipment shall be done as per the Standard Operating Procedures of the E-Waste Management of the college.

17. Budgetary provisions for ICT

BNCA intends to provide budgetary provisions as follows:

- 1) Budgetary provisions should be made under recurring grants (OPEX) to maintain all the existing ICT infrastructure for the smooth functioning of all the ICT enabled services.
- 2) Adequate budgetary provisions under capital head (CAPEX) should be kept for upgradation and augmentation of ICT infrastructure
- 3) Budgetary provisions under capital grants should also be allocated for the implementation of newer ICT solutions from time to time.
- 4) In BNCA, in view of the increase and for the benefit of the students, a budget of 10% of the total budget of the college should be earmarked for ICT facilities, particularly for students.

18. Breach of This Policy

Users are encouraged to be vigilant and to report any suspected violations of this Policy immediately to the IT Helpdesk its@bnca.ac.in. On receipt of notice (or



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

where the College otherwise becomes aware) of any suspected breach of this Policy, the College reserves the right to suspend a user's access to College's Data.

If any breach of this Policy is observed, then (in addition to the above) disciplinary action up to and including dismissal in the case of Staff, expulsion in the case of Students or contract termination in the case of third parties may be taken in accordance with the College's disciplinary procedures.

19. Revisions to Policy

The College reserves the right to revise the terms of this Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the BNCA website and by continuing to use the College's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

20. Contact Us

If you have any queries in relation to this policy, please contact:

Head IT, Computer Centre

Phone: 9422031200

Email: it@bnca.ac.in

IT Help Desk : <http://103.132.148.23/sdesk/>



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

Appendix – I: Email Requisition Form

FORM FOR REQUISITION OF OFFICIAL EMAIL ID

(For Teachers & Staff only)

First Name :

Middle Name :

Last Name :

Department/ Branch :

Mobile Number :

Note:

1. Please spell the names and all other information sought above correctly.

2. *This Email address should be currently used by you.

3. The filled in form should be submitted after getting duly signed from respective Head of the Department/ Controlling Officer.

4. An official Email address would be created within 48 hrs. - 72 hrs.

5. Information regarding the official Email address created will be sent to your current Email address.

GRANT AN OFFICIAL E-MAIL ID PLEASE.

(Signature of the Head of the Department/ Controlling Officer)



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University (SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture (COA), New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council (NAAC)



DR. BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No: 04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail: mail@bnca.ac.in, www.bnca.ac.in

Appendix – II: Email Requisition Form

FORM FOR REQUISITION OF OFFICIAL EMAIL ID

(For Research Scholars only)

First Name :

Middle Name :

Last Name :

Department :

Name of the PI :

Name of the Project :

Duration of Research :

Phone Number :

Admission Year* :

Note:

1. Please spell the names and all other information sought above correctly.
2. *This Email address should be currently used by you.
3. The filled in form should be submitted after getting duly signed from respective Head of the Department and Principal Investigator.
4. An official Email address would be created within 48 hrs. - 72 hrs.
5. Information regarding the official Email address created would be sent to your current Email address.

GRANT AN OFFICIAL E-MAIL ID PLEASE. (Signature of the Head of the Department)

GRANT AN OFFICIAL E-MAIL ID PLEASE. (Signature of the Principal Investigator)



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

Appendix – III: Wi-Fi Access Requisition Form

FORM FOR REQUISITION OF WI-FI ACCESS

(For Students only)

Name :

Father's Name :

Gender :

DoB :

Department :

Course :

Semester :

Roll No. :

Email address* :

Mobile Number :

Note:

1. Please spell the names and all other information sought above correctly.

2. *This Email address should be currently used by you.

3. The filled in form should be submitted after getting duly signed from respective Head of the Department.

(Signature of the Head of the Department)



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

Appendix – IV: Wi-Fi Access Requisition Form

FORM FOR REQUISITION OF WI-FI ACCESS

(For Employees only)

Name :

Father's Name :

Gender :

DoB :

Department/ Branch :

Email address* :

Mobile Number :

Note:

1. Please spell the names and all other information sought above correctly.

2. *This Email address should be currently used by you.

3. The filled in form should be submitted after getting duly signed from respective Controlling Officer.

(Signature of the Controlling Officer)