IT AUDIT REPORT – A.Y. 20-2021

Sr. No.	Particulars	Remarks	
1	IT Staff - Names	Mrs. Riddhi Parab (Computer Lab Assistant) Mrs. Yogita Khaire (Computer Lab Assistant) Mr. Mahesh Chogule (IT team) Ms. Nehali Manjrekar (IT team) Mr. Jitesh Patil (IT team)	
2	Hardware Stock Register	IT hardware often includes assets that move around a lot for replacements and to meet the down time of the machines. This may be laptops and computers that can be moved from office to office depending on the requirements IT hardware inventory is managed in Stock Register and also a soft copy of the same is maintained.	
3	Hardware purchase bills	The IT hardware is purchased after following a proper procedure. The IT requirements are identified by the Principal and the IT team procures the quote and after the necessary approval from the Chairman, the hardware is purchased. A separate file is maintained hardware purchase bills by the IT Team.	
4	Software Stock Register	The campus has installed licensed software's with valid licenses. The list of software's installed are maintained in a hard copy.	
5	Software purchase bills	The IT Team recommends the necessary software to the College depending upon the requirements of the course and the utility. It procures the quote and after the necessary approval from the Chairman, the software is purchased. A separate file is maintained software purchase bills by the IT Team.	
7	OS purchase bills	The OS is purchased after the approval of the Chairman. The purchase bills are maintained.	
8	Number of Computer labs & Number of machines	Computer Labs: 03	Total machines in the labs: 112
9	Number of Computers & Laptops for staff	Computers: 15	Laptops: 04
10	Number of ICT classrooms & smart classrooms	ICT classrooms: 04	Smart classrooms: 11
11	Number of Tablets	College has purchased tablets to facilitate e-learning in the campus. The knowledge resource centre at our campus has two computers for students and have recently purchased three tablets for students' academic purposes.	
12	Number of Projectors	Every classroom has a projector since they are smart classrooms. Besides this, 02 computer labs have projectors for easy understanding and learning for the students. We also have the projectors in conference room and auditorium.	
13	Number of Scanners	Scanners in campus = 05	
	Number of Lamination machines	02	

14	Number of Printers	The College has five printers for meeting the administrative needs. The printers are properly maintained by the IT Team. No. of printers for the campus usage are 30.		
15	Data Back up	Quick Heal Backup and Restore (In information technology, a backup, or data backup is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event.)		
16	Data Recovery	Quick Heal Backup and Restore (In computing, data recovery is a process of salvaging inaccessible, lost, corrupted, damaged, or formatted data from secondary storage, removable media, or files, when the data stored in them cannot be accessed in a usual way)		
19	Security Analysis and Performance	This work is a review of image encryption algorithm using a key image, namely a secure image encryption algorithm based on bit plane principle. Method/Analysis: The analysis of the algorithm is done in terms of the parameters like histogram analysis, Number of Pixels Change Rate (NPCR), Unified Average Changing Intensity (UACI), Mean value analysis and Correlation coefficient. Findings: The results show that the algorithm reviewed offers commendable security against common types of attacks. Conclusion/Application: Most of the image encryption techniques have some security and performance issues. So, there is a need to evaluate and analyze the efficiency of the algorithms used for encryption. These parameters are useful in judging the quality of encryption algorithms and can also be used for checking the level of security, the method actually provides to the actual image. (All Software company's release several patches throughout the month to take care of security flaws or bugs. At the end of the month, they might release a service pack, which would include all of those patches, along with any enhancements to the software.		
20	Internet Connection - Vendor	The College has installed two leased lines from Tikona and Nexgen for internet usage in the campus. Campus Wi Fi Routers = 24, and Jio Routers = 26, and network switches = 37		
21	Internet Speed	Internet connection speed to 60 MBPS		
22	Teacher-Computer Ratio	Teacher: 18	Computers: 19	Teacher: Computer Ratio = 1:1
23	Student-Computer Ratio	Students: 1040	Computers: 112	Student: Computer Ratio = 1:9
24	Issue handling mechanism	Troubleshooting is a systematic process used to locate the cause of a fault in a computer system and correct the relevant hardware and software issues. 1) Identify the problem. 2) Establish a theory of probable cause. 3) Test the theory to determine the cause. 4) Establish a plan of action to resolve the problem and implement the solution.		

		5) Verify full system functionality and, if applicable, implement preventive measures.
25	Hardware Maintenance	Computer hardware maintenance involves taking care of the computer's physical components, such as its keyboard, hard drive and internal CD or DVD drives. Cleaning the computer, keeping its fans free from dust, and defragmenting its hard drives regularly are all parts of a computer hardware maintenance program. PHYSICAL MAINTENANCE - Keeping computers away from dust and dirt, keeping them clean and avoiding extreme temperature changes all help to maintain hardware
26	Software Maintenance	Software maintenance in software engineering is the modification of a software product after delivery to correct faults, to improve performance or other attributes. Regular updates and patches are installed and updated.
27	E-waste disposal mechanism	E-waste recycling usually involves disassembling the electronics, separating, and categorizing the contents by material and cleaning them. Items are then shredded mechanically for further sorting with advanced separation technologies. Our College has maintained e-waste bin. As soon as the e-waste bin is filled, the IT Team organizes the delivery of this scrap to the dealer, who then issues, an e-waste certificate to us. This emphasizes that we are environmental-friendly in disposing our e-waste from the campus.
28	Safety measures	Computer based systems, generally referred to as Programmable Electronic Systems (PESs), are being used in all application sectors to perform non safety functions and also to perform safety functions. Belarc Advisor - is a procedure for safety analysis of computer systems, based on the operability analysis procedure, which finds the Provisions for failure detection , Hardware configuration, Cooling, heating, and ventilation. Powe supply is through UPS: An uninterruptible power supply provides backup power when your regular power source fails, or voltage drops to an unacceptable level. A UPS allows for the safe, orderly shutdown of a computer and connected equipment. Fire Protection is taken care by Clean agent fire suppression systems use chemical-based agents to absorb the heat of a fire.
30	Support Services	The IT Team provides technical and academic support to the staff in the campus like creation of domain ids, support during conduct of lectures, seminars, workshops, etc. Pre maintenance services, website.
31	Server Host	Domains are a hierarchical way of organizing users and computers that work together on the same network. The domain controller keeps all of that data organized and secured. 4 servers host the data of the campus with its backup.

32	Computer Labs footfalls	Register is maintained by each computer lab assistants.
33	Timetables at Computer labs	.Com students have a course on Computer Applications. Computer practical forms a part of their course delivery. The lectures are allotted by the Time-table Committee and forward to the computer lab assistants for ensuring the availability of the labs.
34	Photo labs	https://www.patuck.edu.in/degree-college/gallery/infrastructure/

Drive Link:
https://drive.google.com/drive/folders/1ZyQEphzk7ryLqBs7LlGlHF7114nf3Rzh?usp=sharing

The IT audit was conducted at **PATUCK-GALA COLLEGE OF COMMERCE & MANAGEMENT SANTACRUZ (EAST), MUMBAI,** on 27TH March 2021. Following are the observations;

- Institute has sufficient computer, printers, scanners & Laptops to cater the need of 1040 students and 19 faculty present in the institute.
- Adequate software required are installed on the machines available for the students
- IT infra is updated and maintained in good condition and ambience look to be conducive.
- Internet support is sufficient with two service providers namely, **M/s Tikona and M/s Nexgen** with 60 MBPS leaseline.
- Adequate maintenance is in place and team assured the up-keeping the machines and other infrastructure installed.
- Sufficient student to computer ratio
- Security measures are observed to be in place and are monitored regularly.
- Adequate documentation was maintained regarding infrastructure and procedures are set and schedules are monitored as per schedules.
- Enthusiastic team is in place to take care of the infrastructure and documentation in nice way.
- Best IT practices are in place and strictly adhere with by the team to deal with the upgradations, maintenance and licensing.

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