Office of the Principal
GOVERNMENT DEGREE COLLEGE UTTERSOO
گورنمنٹ ڈگری کالج اُترسو(کشمیر)
Uttersoo—Shangus, Anantnag, J&K–192201

Email: gdc.uttersoo@gmail.com   NAAC ACCREDITED GRADE—B [CGPA 2.33]   **Web:** www.gdcuttersoo.ac.in
Mobile No.: +91—9419065616   **Landline:** -   01932—293177
No.: GDCU/2025/IT/   **Date:**   06.08.2025

ACTION TAKEN REPORT

Sub: Ensuring Adoption of standard cyber security Practices, discontinuation of unauthorized Digital Assets and Compliance with IT Governance Protocols- Comprehensive instruction thereof. [Point No.: 6/6]

Ref.: DC-HE/K /2025/ 1377; dated: 17-07-2025; **Circular No.:** 12-JK(GAD) of 2025; dated: 21-05-2025; **No.:** GAD-IT/23/2025-09-GAD; dated: 21.05.2025

In line with the comprehensive instructions issued vide Government Circular No. 12-JK(GAD) of 2025, the IT Cell of the college held a meeting [minutes attached] to discuss the circular in detail. The college has systematically initiated compliance with all mandated directives concerning digital asset governance, cyber security practices, and institutional IT hygiene. Each point of the circular has been interpreted contextually and implemented with administrative precision, technical foresight, and proactive leadership.

The institutional response, detailed herein, reflects our commitment to creating a secure, policy-aligned digital ecosystem that safeguards sensitive data, ensures responsible IT usage, and conforms fully with government-prescribed protocols. As this Action Taken Report demonstrates, necessary undertakings, orders, and nominations have been issued, audit processes initiated, and digital practices aligned with standard norms.
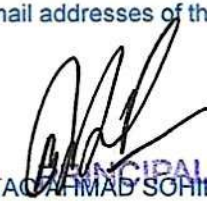
3. **Institutional Website Status Discontinuation of Private or Unauthorized Government Websites**
   - The college operates an official website: www.gdcuttersoo.ac.in .
     - **Domain Ownership**: Provisioned and maintained by ERNET, aligning with Government of India protocols.
     - **Hosting and Content Management**: Delegated to University of Kashmir, ensuring secure infrastructure.
     - **SSL Certification**: Successfully integrated to enable secure data transmission and user privacy.
   - *Compliance Status: Fully compliant with government guidelines on domain usage and website security. Undertaking is attached for the reference.*

4. **Mandatory Usage of Government-Provided Email IDs for Official Communication Mandatory Use of Government Email IDs**
   - An official order has been issued mandating the use of Government Email IDs for all college-related communication.
   - Implementation Status:
     - Staff have been directed to discontinue personal email usage for official tasks.
     - Activation of NIC-provided email accounts is underway for all administrative and academic personnel.
     - Awareness has been raised regarding non-compliance consequences and data security risks.
   - *Status: An official order has been issued mandating the use of Government Email IDs for all college-related communication; along with the list of all the government email addresses of the concerned. [copy attached]*

UMMAR MUHAMMAD
CONVENER—IT COMMITTEE

PROF. MUSHTAQ AHMAD SOHIL
PRINCIPAL
Govt. Degree College
Uttersoo, Anantnag

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No.: GDCU/2025/IT/ 4-05   Date: 06.08.2025

5. Comprehensive Audit of Institutional IT Infrastructure in Conformity with ISO Protocols

⊥ A notice shall be formally circulated to initiate ISO-led audit in compliance.

⊥ Scope of Audit Includes:
- ¬ Inventory of all hardware systems across the college (desktops, laptops, peripherals).
- ¬ Verification of licensed operating systems and updated antivirus software.
- ¬ Screening for outdated or pirated applications and taking corrective measures.
- ¬ Network architecture documentation and firewall assessment.
- ¬ *Administrative access to all software & hardware resources shall be restricted and monitored.*

⊥ *The audit report shall be compiled and submitted to the relevant authorities for actionable recommendations.*

⊥ *Status: Audit shall be conducted in the month of Augst 2025 and the status report shall be communicated separately. A formal notice has been issued. [copy attached].*

6. Sensitization and Capacity Building of Designated IT Personne

⊥ *To facilitate compliance implementation and build technical capacity, the nomination of Mr. Ummar Muhammad, Assistant Professor (Computer Applications), has been forwarded to the National Informatics Centre (NIC) for participation in sensitization sessions for CISOs/ISOs and designated IT custodians. [copy attached]*

7. Procurement and Standardization of IT Hardware and Software

⊥ Following extensive deliberations, the following measures are resolved regarding institutional IT assets:
- ¬ Immediate discontinuation and removal of all unauthorized, unlicensed, pirated, or obsolete software installations (e.g., cracked Office suites, trialware, freeware with restricted licenses)
- ¬ Enforcement of standardized procurement practices conforming to Minimum Technical Specifications issued by the Department of IT, Government of Jammu and Kashmir
- ¬ Drafting and circulation of a formal directive to all departments/sections to:
  - ¬ Cease usage of non-compliant digital platforms and tools
  - ¬ Update inventory records with current hardware/software specifications
  - ¬ *Undertake procurement planning in coordination with the ISO*

⊥ *Status: An order has been issued and a copy is attached for the reference.*

The college shall remain vigilant in monitoring evolving compliance requirements, submit the requisite follow-up reports as per directives, and extend cooperation to the IT Department and NIC in all future cyber governance initiatives. Any further updates, audit outcomes, or technical progress shall be appended to this report in due course.

This report is respectfully submitted for review and record by the Directorate of Colleges, Higher Education Department, Jammu & Kashmir.

UMMAR MUHAMMAD
CONVENER—IT COMMITTEE

PROF. MUSHTAQ AHMAD SOHIL
P R I N C I P A L
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No.: GDCU/2025/IT/404.   Date: 06.08.2025

ORDER

Sub: Standardization of IT Hardware Procurement and Software Compliance across Departments [Point No.: 5/6]

Ref.: DC-HE/K /2025/ 1377; dated: 17-07-2025; **Circular No.:** 12-JK(GAD) of 2025; dated: 21-05-2025; **No.:** GAD-IT/23/2025-09-GAD; dated: 21.05.2025

In light of the comprehensive instructions issued vide Circular No. 12-JK(GAD) of 2025; dated: 21.05.2025 and further endorsed by the Directorate of Colleges (Ref: HED/ADM/91/2025-04; dated: 27.05.2025), it is hereby **ordered** that:

1. Procurement of IT Hardware
All departmental heads and procurement committees shall ensure:
- ☐ Procurement of IT equipment (laptops, desktops, printers, routers, etc.) strictly adheres to the **minimum technical specifications** as notified by the Information Technology Department, J&K.
- ☐ No hardware purchases shall be made without prior verification of conformity with government-prescribed standards.
- ☐ Procurement proposals shall be routed through the designated ISO to ensure compliance and documentation integrity.

2. Standardization of Software Usage
To uphold cybersecurity protocols and software integrity:
- ☐ **Pirated or obsolete software** is strictly prohibited from use across all institutional systems.
- ☐ Use of **unlicensed office suites, design tools, or database platforms** must be discontinued immediately.
- ☐ All departments/sections shall verify the licensing status of software currently in use and submit the compliance verification report.

3. Software Maintenance and Upgrades
All departments/sections shall:
- ☐ Ensure **regular updates** of active software systems.
- ☐ Prepare an upgrade roadmap for systems approaching **end-of-support dates**, in coordination with the IT Cell.
- ☐ Submit upgrade plans along with budgetary requisitions (if required) to the IT cell for record and follow-up.

Reporting Timeline: A detailed compliance and implementation report shall be submitted to the ISO by **14 August 2025**.
Non-compliance will be treated as violation of institutional governance norms and may warrant corrective measures under digital governance protocols.

UMMAR   MUHAMMAD
CONVENER—IT COMMITTEE

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No.: GDCU/2025/IT/ 403   Date: 06.08.2025

NOMINATION LETTER

Sub: Nomination of Information Security Officer [ISO] in Compliance with Cyber Security Guidelines [Point No.: 4/6]

Ref.: DC-HE/K /2025/ 1377; dated: 17-07-2025; **Circular No.:** 12-JK(GAD) of 2025; dated: 21-05-2025; **No.:** GAD-IT/23/2025-09-GAD; dated: 21.05.2025

In reference to the directives issued by the General Administration Department, Government of Jammu and Kashmir (Circular No. 12-JK(GAD) of 2025; dated: 21-05-2025) and as communicated by the Directorate of Colleges vide letter No. DC-HE/K/2025/1377; dated: 17-07-2025, it is hereby conveyed that:

Mr. Ummar Muhammad, Assistant Professor and Head, Department of Computer Applications, is hereby **nominated as the Information Security Officer (ISO)** for Government Degree College Uttersoo Anantnag.

Mandate and Responsibilities: The Information Security Officer [ISO], shall be responsible for, among other tyhings:

- Conducting the mandatory IT infrastructure audit as per government protocol;
- Ensuring compliance with licensed software usage and antivirus/firewall implementation;
- Overseeing adherence to NIC domain usage and official email protocols;
- Coordinating with NIC for cyber hygiene sensitization and staff training;
- Facilitating regular reporting through the Directorate Portal.
- Ensuring the Administrative privileges are restricted and monitored to prevent unauthorized access.

The college shall extend full administrative support to the ISO for timely execution of responsibilities and submission of the Action Taken Report (ATR) by the prescribed deadline.

PROF. MUSHTAQ AHMAD SOHIL
PRINCIPAL
Govt. Degree College
Uttersoo, Anantnag

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No.: GDCU/2025/IT/402   Date: 06.08.2025

N O T I C E

Sub: Mandatory IT Infrastructure Audit in Compliance with Government Cyber Security Directives [Point No.: 3/6]

Ref.: DC-HE/K /2025/ 1377; dated: 17-07-2025; **Circular No.:** 12-JK(GAD) of 2025; dated: 21-05-2025; **No.:** GAD-IT/23/2025-09-GAD; dated: 21.05.2025

In pursuance of Circular No. 12-JK(GAD) of 2025; dated: 21-05-2025 issued by the General Administration Department, Government of Jammu & Kashmir, and as endorsed by the Higher Education Directorate (Ref: HED/ADM/91/2025-04; dated: 27-05-2025), all concerned heads, coordinators are hereby instructed to undertake a **comprehensive audit of IT infrastructure** across their respective units in the overall supervision of the designated Information Security Officer [ISO] Mr. Ummar Muhammad, Assistant Professor Computer Applications.
The audit shall include but is not limited to the following:

1. **Inventory of Desktop/Laptop Systems**
    ± Count and configuration details of all computing devices.
2. **Operating System Status**
    ± Verification of licensing, update status, and support lifecycle (e.g., Windows 11, Linux variants).
3. **Installed Software Audit**
    ± Listing of genuine vs. pirated applications.
4. **Cybersecurity Assessment**
    ± Active antivirus/firewall presence, status of latest updates, threat detection records.
5. **Network and Access Point Mapping**
    ± Architecture overview, Wi-Fi/router configurations, and security protocols in place.

Compliance Requirements
    ± Only licensed, currently supported operating systems and software shall be used.
    ± All machines must be protected by active antivirus/firewall systems.
    ± No obsolete or pirated software shall be retained.
    ± *Administrative privileges should be restricted and monitored to prevent unauthorized access by the ISO.*

A **standard IT asset inventory format** will be circulated by the IT Department to ensure uniform documentation and reporting.

Timeline: All departments are requested to complete the audit exercise and submit the compiled report to the undersigned through the ISO by **16 August 2025**.

Non-compliance and non-cooperation with the concerned ISO shall be viewed seriously and may invite disciplinary action as per institutional and departmental protocols.

UMMAR MUHAMMAD
CONVENER—IT COMMITTEE

PROF. MUSHTAQ AHMAD SOHIL
P R I N C I P A L
Govt. Degree College
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No.: GDCU/2025/IT/401 .   **Date:** 06.08.2025

ORDER

Sub: Enforcement of Cyber Security Protocols & Mandatory Use of NIC Email IDs for Official Communication [Point No.: 2/6]

Ref.: DC-HE/K /2025/ 1377; dated: 17-07-2025; **Circular No.:** 12-JK(GAD) of 2025; dated: 21-05-2025; **No.:** GAD-IT/23/2025-09-GAD; dated: 21.05.2025

In pursuance of Circular No. 12-JK(GAD) of 2025; dated: 21.05.2025 issued by the General Administration Department, Government of Jammu & Kashmir—endorsed by the Higher Education Department vide communication No. HED/ADM/91/2025-04(7650751); dated: 27.05.2025—and in continuation of institutional compliance efforts, the following directives are hereby issued for immediate implementation:

1. **Exclusive Use of Government Email IDs:** All staff members shall mandatorily utilize official NIC-provided email IDs for all forms of official correspondence.
   Use of non-government domains (e.g., Gmail, Yahoo, Rediffmail, etc.) is strictly prohibited and shall be treated as a breach of IT governance protocol.

2. **Treatment of Non-NIC Communications:** Any official communication received from private/non-government email accounts shall be deemed *unofficial* and will not be responded to or acted upon.

3. **Compliance Reporting:** A compliance status report pertaining to the operational use of NIC email IDs has to be compiled and uploaded on the Directorate portal for onward submission to the Administrative Department.

This circular is issued in the interest of safeguarding institutional data, mitigating phishing risks, and fostering a secure and policy-compliant digital ecosystem, in line with the IT governance protocols prescribed by the Government of Jammu & Kashmir.

Non-conformity may be viewed as a breach of administrative conduct and shall invite appropriate action as per institutional norms.

All concerned are directed to treat this circular with utmost seriousness and ensure full compliance with immediate effect.

A list of all the necessary official email IDs of the concerned is attached herewith in the Annexure—A.

UMMAR MUHAMMAD
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Mobile No.: +91—9419065616 | | Landline: - 01932—293177
No.: GDCU/2025/IT/ 401 | | Date: 06.08.2025

ANNEXURE—A

S#	Name	Govt. Email ID
01	ADMINISTRATIVE DEPARTMENT	hedjk.dispatch@jk.gov.in
02	PRINCIPAL GDC UTTERSOO	principal-uttersoo@jk.gov.in
03	PROF. MUSHTAQ AHMAD SOHIL	mushtaqahsoh.6846@jk.gov.in
04	PROF. NAZIR AHMAD WANI	nazirahmadwan.6647@jk.gov.in
05	DR. MOHD YOUSUF BHAT	mohdyousufbha.7231@jk.gov.in
06	DR. SABZAR AHMAD DAR	sabzarahmdar.851025@jk.gov.in
07	MR. UMMAR MUHAMMAD	ummarmuh.82320@jk.gov.in
08	DR. TARIQ BASHIR	tariqbas.7731@jk.gov.in
09	MR. ROUOOF HABIB GANIE	rouoofhabibgan.8433@jk.gov.in
10	MR. MOHD ASHRAF BHAT	mohdashrafbha.74310@jk.gov.in
11	DR. SHOWKAT HUSSAIN GANIE	showkathus.80111@jk.gov.in
12	MR. BASHARAT HUSSAIN BHAT	basharathbha.9034@jk.gov.in
13	DR. AABID YOUSUF SHEIKH	aabid.sheikh3453@jk.gov.in
14	DR. MIR IMTIYAZ	mir.imtiyaz1966@jk.gov.in
15	DR. BILAL AHMAD MALIK	bilalahmadmal.87320@jk.gov.in
16	MR. TARIQ AHMAD KHAN	bijhed.00010011@jk.gov.in
17	MR. ALTAF AHMAD MIR	anthed.00020173@jk.gov.in
18	MR. IRSHAD AHMAD RATHER	anthed.00010102@jk.gov.in
19	MR. ISHTIYAK SHAFI	shghed.00010013@jk.gov.in
20	MR. AQIB MANZOOR	klphed.00010001@jk.gov.in
21	MR. AKIB BASHIR	NA
22	MS. SYEEMA AKTHER	kknhed.00010066@jk.gov.in
23	MR. FAROOQ AHMAD SHAH	dorhed.00010032@jk.gov.in
24	MR. MUNTAZIR AHMAD MIR	NA

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No.: GDCU/2025/IT/ 400   Date: 06.08.2025

UNDERTAKING

Sub: Compliance of Institutional Website with Government IT Governance Guidelines [Point No.: 1/6]

Ref.: DC-HE/K /2025/ 1377; dated: 17-07-2025; **Circular No.:** 12-JK(GAD) of 2025; dated: 21-05-2025; **No.:** GAD-IT/23/2025-09-GAD; dated: 21.05.2025

In reference to Government of Jammu & Kashmir Circular No. 12-JK(GAD) of 2025; dated: 21-05-2025 and Directorate communication No. DC-HE/K/2025/1377; dated: 17-07-2025, the undersigned hereby affirms the following:

Website Compliance Declaration:

The official institutional website of Government Degree College Uttersoo, accessible at https://gdcuttersoo.ac.in, is being operated in **full compliance** with the instructions issued regarding discontinuation of private/unauthorized departmental websites and adoption of standard cyber security practices.

Compliance Highlights:

} The website domain **gdcuttersoo.ac.in** is provisioned and maintained by **ERNET India**, ensuring alignment with government-mandated domain protocols.

} **Content Management and Hosting Services** are provided by the **Directorate of IT & SS, University of Kashmir**, ensuring institutional integrity, continuity, and cyber governance oversight.

} A **valid and active SSL certificate** is integrated to secure all data transmission between users and the website.

This undertaking is being issued to affirm institutional adherence to the IT governance protocols laid out in the aforementioned circular, and to facilitate inclusion in the Directorate's compliance reporting.

UMMAR MUHAMMAD
CONVENER—IT COMMITTEE

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Uttersoo, Anantnag

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INSTITUTIONAL IT COMMITTEE
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No.: GDCU/2025/IT/ 271   Date: 31/07/2025

Minutes of Institutional IT Committee Meeting

Sub: Ensuring Adoption of standard cyber security Practices, discontinuation of unauthorized Digital Assets and Compliance with IT Governance Protocols- Comprehensive instruction thereof.

Ref: HED /ADM/ 91/2025-04(7650751); dated: 27-05-2025 from Higher Education Department, J&K & **Circular No.:** 12-JK(GAD) of 2025; dated: 21.07.2025

Venue: Principal's Office | **Date:** Wednesday, 30-07-2025 | **Time:** 02:00 PM

Agenda & Discussion Points

Opening Remarks

- ⊥ The meeting commenced with an introduction by the Convener, highlighting the objectives aligned with Cyber Security and IT Governance Guidelines.
- ⊥ Worthy Principal welcomed members and emphasized the broader implications of institutional IT compliance, referencing official communication from the Higher Education Department.
- ⊥ After remarks by the worthy Principal, the session was handed over to Ummar Muhammad, the Convener IT Committee who after thorough discussion highlighted that in pursuit of robust institutional IT practices, digital transparency, and alignment with Government of India directives and ISO standards, the following resolutions are hereby adopted at Government Degree College Uttersoo for immediate implementation:

1. **Discontinuation of Private or Unauthorized Government Websites**
   - ¬ The official institutional website of the college is now fully transitioned to the domain gdcuttersoo.ac.in, provisioned by ERNET India, thereby conforming to Ministry of Education norms on secure domain allocation.
   - ¬ Hosting and content management responsibilities are vested with the Directorate of IT & SS, University of Kashmir, ensuring centralized oversight and regular maintenance.
   - ¬ An active SSL certificate has been successfully integrated to guarantee encrypted data transmission, user privacy, and secure communication across all digital platforms.

2. **Mandatory Usage of Government-Provided Email IDs for Official Communication**
   - ¬ All institutional correspondence must henceforth be routed exclusively through NIC-provided Government Email IDs to safeguard confidentiality, prevent unauthorized access, and facilitate secure archiving of official communications.
   - ¬ Usage of personal or third-party email accounts (e.g., Gmail, Yahoo, Outlook) for institutional correspondence is strictly prohibited.
   - ¬ *A comprehensive circular shall be issued immediately, directing the complete shift to official NIC email accounts and listing the verified institutional email IDs for:*
     - ¬ *Principal, Teaching Faculty & non-teaching staff*
     - ¬ *Director Colleges*
     - ¬ *Administrative Department*

3. **Comprehensive Audit of Institutional IT Infrastructure in Conformity with ISO Protocols**
   To strengthen cybersecurity and infrastructure integrity, a full-scale audit shall be initiated under the supervision of ISO, encompassing:
   - ¬ Verification of all software licensing and compliance status
   - ¬ Review of antivirus solutions, update regularity, and threat protection mechanisms
   - ¬ Firewall installation, activation, and configuration of access restrictions
   - ¬ Exhaustive inventory of all hardware and peripheral assets, along with usability assessment
   - ¬ Identification & decommissioning of outdated/legacy/unprotected systems & software
   - ¬ *Administrative access to all software & hardware resources is restricted and monitored. The audit report shall be compiled and submitted to the relevant authorities for actionable recommendations.*

UMMAR MUHAMMAD
CONVENER—IT COMMITTEE

31.07.2025

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INSTITUTIONAL IT COMMITTEE
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No.: GDCU/2025/IT/ 371   **Date:**

4. Sensitization and Capacity Building of Designated IT Personnel

- ¬ To facilitate compliance implementation and build technical capacity, the nomination of *Mr. Ummar Muhammad, Assistant Professor (Computer Applications)*, shall be formally forwarded to the National Informatics Centre (NIC) for participation in sensitization sessions for CISOs/ISOs and designated IT custodians.

5. Procurement and Standardization of IT Hardware and Software

Following extensive deliberations, the following measures are resolved regarding institutional IT assets:

- ¬ Immediate discontinuation and removal of all unauthorized, unlicensed, pirated, or obsolete software installations (e.g., cracked Office suites, trialware, freeware with restricted licenses)
- ¬ Enforcement of standardized procurement practices conforming to Minimum Technical Specifications issued by the Department of IT, Government of Jammu and Kashmir
- ¬ Drafting and circulation of a formal directive to all departments/sections to:
  - ¬ Cease usage of non-compliant digital platforms and tools
  - ¬ Update inventory records with current hardware/software specifications
  - ¬ *Undertake procurement planning in coordination with the ISO*

6. Additional Insights from Prior Meeting Notes (2024)

- ¬ Reference was made to earlier cyber security initiatives held in 2024 including restricting administrative system access, for compliance check.

7. Action Taken Report Preparation

- ¬ *The action taken report for the point No.: 3 regarding Audit of IT Infra shall be sent separately after the audit findings are documented.*
- ¬ Preparation and submission of the Action Taken Report (ATR) of all other actionable items will be uploaded on Directorate Portal on priority.

8. Vote of Thanks

- ¬ Mr. Basharat Hussain, Assistant Professor Economics concluded the meeting with a vote of thanks & appreciation extended to all members for their proactive participation and support in strengthening IT governance.

Submitted for Approval.

1	DR. SABZAR AHMAD
2	DR. SHOWKAT HUSSAIN
3	MR. BASHARAT HUSSAIN

4. Mr. Rouoof Habib Ganie

UMMAR MUHAMMAD
CONVENER—IT COMMITTEE

31.07.2025

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3/3

(**ATTENDANCE**)

One-day sensitization programme on Professional Ethics and Code of Conduct for all teaching and non-teaching staff members on Thursday, 31st July 2025 at 02:00 PM in the Conference Hall.

S. No	Name	Signature	S. No	Name	Signature
1	Ra|oof - Habib (Env.Sc)		20		
2	Dr. Bilal A. Malik (Physics)		21		
3	Dr. Sajad Ah. Padday		22		
4	Tariq Ahmad Khan		23		
5	Dr. M. Ashraf Bhat		24		
6	Dr. Tariq Bashir History		25		
7	Dr. Sabzar A. War Zoology		26		
8	Syeesma Akhter		27		
9	Dr Altaf. R asovf.		28		
10	Dr. Mudasir Yousuf		29		
11	Dr. Sajad Ali wani		30		
12	Mohammed Iqbal	S.m.Iqu	31		
13	Dr.Aabid yousuf		32		
14	B. Shoukat h. Ganie		33		
15	Dr. Mohd. Yonus		34		
16	B Bashrat Hussain	Buat	35		
17	Dr. Mohd Hussain		36		
18	Dr. Mukhter Ah. wani		37		
19	UMMAR MUHAMMAD		38		

NOTICE

Sub: Institutional IT Committee Meeting in Compliance with Cyber Security and IT Governance Guidelines

In light of the communication received from the Directorate of Colleges, Higher Education Department, Jammu & Kashmir vide No.: DC-HE/K/2025/1377; dated: 17-07-2025, and pursuant to Circular No. 12-JK(GAD) of 2025; dated: 21-05-2025 regarding Ensuring Adoption of Standard Cyber Security Practices, Discontinuation of Unauthorized Digital Assets, and Compliance with IT Governance Protocols, a meeting of the Institutional IT Committee is hereby scheduled as per the details below:

Meeting Details:

Date: Wednesday, 30.07.2025 | **Time:** 02:00 PM | **Venue:** Principal's Office

Agenda Items:

1. Review of institutional website domain, hosting, and SSL integration.
2. Compliance with mandatory use of official Government Email IDs for all college communication.
3. Planning and execution of IT infrastructure audit under ISO compliance guidelines.
4. Nomination for NIC-led sensitization sessions on cyber hygiene and IT protocols.
5. Discussion on discontinuation of outdated or unlicensed hardware/software.
6. Preparation of Action Taken Report for submission to the Directorate Portal.

All the respected members of the IT Committee are requested to attend the meeting.

Copy to:
1. The members of the committee for compliance,
2. The Coordinator—IQAC for information,
3. Office Records.

AMMAR MUHAMMAD
CONVENER—IT

30.07.2025

PROF. MUSHTAQ AHMAD SOHIL
PRINCIPAL
Govt. Degree College
Uttersoo, Anantnag

Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, J&K

Subject: <u>Mandatory Use of Government Email IDs for Official Communications</u> .

CIRCULAR No: 0S -JK(HE) of 2025
Dated: 2S -07-2025.

In continuation to this Department's Circular No.04-JK(HE) of 2025 dated 21.07.2025, it is accordingly brought to the Notice of all the concerned Offices working under the Administrative Control of the Higher Education Department that the following Government Email ID has been created in the Department for transmitting any kind of official correspondences other than e-Office & CRU with the Higher Education Department, with immediate effect:-

Email ID: **hedjk.dispatch@jk.gov.in**

(Sanjay Kumar Tickoo), JKAS
Deputy Secretary to the Government

No.HED-ADM/91/2005-04 (7650751)   Dated. **25-07-2025.**
Copy to the:

1. Commissioner/Secretary to the Government, General Administration Department for information.
2. Secretary to the Government, Information Technology Department for information.
3. State Informatics Officer, NIC J&K.
4. Mission Director, J&K RUSA/PM-USHA for information/compliance.
5. All Officers of the Higher Education Department for information/compliance.
6. Director Colleges, J&K.
7. Nodal Principals, Jammu/Kashmir.
8. Principals, Government College of Engineering & Technology, Jammu/Safapora Ganderbal.
9. All Principals of the Government Degree Colleges of J&K for information/compliance.
10. Private Secretary to the Chief Secretary, J&K.
11. Private Secretary to Financial Commissioner (Additional Chief Secretary), Higher Education Department.
12. All Officials of the Higher Education Department for information/compliance.
13. In-Charge website, HED.
14. Circular Register (W.2.S.C).

The Principal,
Govt. Degree College/GCET
UT of Jammu and Kashmir.

Sub: **Ensuring Adoption of standard cyber security Practices, discontinuation of unauthorized Digital Assets and Compliance with IT Governance Protocols- Comprehensive instruction thereof.**

Ref : HED/ADM/91/2025-04(7650751) dated 27-05-2025 from Higher Education Department, J&K.

Sir/Madam,

Apropos the subject matter, kindly find enclosed herewith copy of Circular No. 12-JK(GAD) of 2025 dated 21-05-2025 duly endorsed by Administrative Department vide letter referred above.

The circular is addressing the growing risks associated with unauthorized digital platforms, outdated hardware/software infrastructure, and increasing incidents of data compromise and phishing and accordingly, prescribes instructions for strict compliance.

Accordingly, I am enclosing herewith the same for detailed information and strict compliance. Further, you are requested to share the action taken report in matter using the directorate portal enabling this office to apprise the administrative department accordingly.

Yours Sincerely,

Dr. Sheikh Ajaz Bashir
Director Colleges, J&K
Higher Education Department

No.: DC-HE/K /2025/1377   Dated: 17-07-2025.

Encls: Copy of Circular No. 12-JK(GAD) of 2025 dated 21-05-2025 (4 Leaves)

Copy to:
1. PS to Financial Commissioner (Addl. Chief Secretary) Higher Education Department, for the information of Financial Commissioner (Addl. Chief Secretary).
2. Record file.

GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
<u>**Civil Secretariat, J&K**</u>

Subject: Ensuring Adoption of Standard Cyber Security Practices, discontinuation of Unauthorized Digital Assets, and compliance with IT Governance Protocols – Comprehensive Instructions thereof.

Circular No. 12-JK(GAD) of 2025
Dated: 21.05.2025

      Attention of all Administrative Departments, Heads of Departments (HoDs), and Subordinate Offices is invited to the discussions held in the meeting convened under the chairmanship of the Chief Secretary, Jammu & Kashmir, wherein the need for enforcing a secure, standardized, and policy-compliant digital and IT environment across Government establishments was extensively deliberated.

      In view of the growing risks associated with unauthorized digital platforms, outdated hardware/software infrastructure, and increasing incidents of data compromise and phishing, the following comprehensive set of instructions is hereby issued for immediate implementation and strict compliance:

1. <u>Discontinuation of Private/Unauthorised Government Websites:</u>

It has come to notice that various departments are operating official websites using private domains such as ".com", ".org", or ".net", which are not aligned with Government of India guidelines on official domain usage.

Accordingly, all such privately hosted/unauthorized departmental websites shall be deactivated forthwith. NIC, J&K Centre shall assist departments in migrating all existing websites to secure and authenticated government domains, preferably under ".gov.in" or ".jk.gov.in". No future departmental websites shall be developed or hosted on non-government domains. All proposals for new websites must be routed through NIC and approved by the IT Department.

(ERNET)
pdenHersoo.ac.in

2. Mandatory Use of Government Email IDs for Official Communication: →

To maintain data confidentiality and prevent leakage of sensitive information, No official communication shall be made or responded to, if transmitted from non-government email accounts such as Gmail, Yahoo, Rediffmail, etc. All officers/officials shall mandatorily use NIC-provided email Ids (...@jk.gov.in / ...@gov.in) for all forms of official correspondence. HoDs shall ensure immediate issuance and activation of official NIC email IDs for all staff involved in administrative or public-facing roles. Any emails received from non-NIC domains shall be treated as unofficial and may not be acted upon.

3. Comprehensive IT Infrastructure Audit by CISOs/ISOs:

All Chief Information Security Officers (CISOs) / Information Security Officers (ISOs) designated in each department shall conduct a detailed census and audit of IT infrastructure, which shall include:

I. Number and specifications of desktop/laptop systems;
II. Status of operating systems (licensed / unlicensed, updated / outdated);
III. Inventory of installed software (genuine vs pirated);
IV. Antivirus/firewall status and last update logs;
V. Network architecture, access points, and security configuration.

It must be ensured that all machines run genuine, licensed, and currently supported operating systems (e.g., Windows 11, Linux variants, etc.);

I. No pirated, obsolete, or end-of-life software is used;
II. Devices are protected with active antivirus/firewall systems;
III. Administrative access to systems is restricted and monitored.

A standard IT asset inventory format shall be circulated separately by the IT Department to facilitate uniform reporting. Audit (Requirement)

4. Sensitization and Capacity Building of CISOs and IT Staff:

NIC shall organize mandatory sensitization sessions for departmental CISOs/ISOs, focusing on.

I. Basic and advanced cyber hygiene practices;
II. Safe configuration of email systems and digital infrastructure;
III. Threat detection, incident reporting, and response mechanisms;

Data →