



कार्यालय प्रधानाचार्य चिकित्सा महाविद्यालय एवं नियंत्रक संलग्न चिकित्सालय  
समूह कोटा

रंगबाडी रोड, सेक्टर-ए, रंगबाडी, कोटा 324005



दूरभाष नं० 0744-2470674 || ईमेल : principalmck@gmail.com || वेबसाइट : http://www.education.rajasthan.gov.in/gmckota

S.No.-F.41()/IT/MISC/2021/ 246

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All Superintendents /HoDs/OICs/Sections  
Nodal Officer, SSB  
Medical College and attached Hospitals, Kota

Sub: Advisory/Security Notes for variants of Threats and Viruses.

In the reference of above subject necessary actions along with following points for virus security should be considered.

1. Each computer must have Antivirus Software and it should be updated regularly.
2. System should be password protected and every user should change their PCs password on regular basis in the interval of 10-15 days. Do not share the password to any one.
3. Do not use/install unwanted software and websites.
4. Don't use domain other than rajasthan.gov.in and gov.in & nic.in.
5. Perform minimum downloads.
6. Each user should have backup for all work done by user. User should have a back up email id for keeping the backup data, can also keep backup in CDs/DVDs/Etc.
7. The Advice given here for minimum use of pendrive because pendrive can carry viruses. If you use the pendrive then first scan it with updated antivirus.
8. Each Computers IP and Mac address will be maintain by network administrator /IT team and each user will sign the IT security performa.
9. Ensure that Network Connectivity will be through Firewall/ UTM /Proxy server.

  
Principal & Controller

S.No.-F.41()/IT/MISC/2021/

Dated:

Copy to following for information and necessary action:

1. Additional Principal I, II and III Govt, Medical College, Kota
2. Dr. Rakesh Sharma, Hod & Sr. Professor Surgery and Nodal Officer IT.
3. CAO, Govt. Medical College, Kota
4. OIC Acad. Govt. Medical College, Kota
5. Deputy Supds MBS/NHMC/J K Lon Hospital, Kota/Dist. Hospital Rampura.
6. Nursing Supds MBS/NHMC/J K Lon Hospital, Kota/Dist. Hospital Rampura.
7. Server Rooms MBS/NHMC/JK Lon Kota.
8. Incharge E-Library/E-Classroom.
9. -----

  
Principal & Controller