



# IT POLICY

## ■ SCOPE:

- CSC applies to all Teaching & Non-teaching staff, Research staff, students, Admin, Intellectual Property, Internet, Data management, security system are governed by this policy

## ■ PURPOSE:

- The purpose of this policy is to define Rules & Regulation of utilisation IT Infrastructure & Resources offered by the college to its stakeholders

## ■ IT CELL / COMMITTEE:

- It comprises of Principal, IT Manager/HOD, IT administrator, and committee members

## ■ FUNCTIONS:

- IT administration plans must be duly approved by the highest authorities
- IT development needs shall be identified based on the latest educational needs
- All the physical systems and IT related facilities shall be upgraded frequently
- Efficient monitoring tools will be implementing by the committee members
- Recommends actions for violations of IT regulations
- Create awareness among students on emerging trends in technology, cyber security, digital literacy, etc

## **BANNED ACTIVITIES IN THE COLLEGE PREMISES:**

- ▶ Watching or downloading entertainment programmes using the office internet
- ▶ Taking print outs for activities unrelated to the college
- ▶ Online trading
- ▶ Accessing personal Social media accounts like facebook, twitter & Instagram while on duty
- ▶ Storing personal files on official systems
- ▶ Watching / Accessing or downloading pornographic content using the college network
- ▶ Using Video social networking sites like Youtube and Vimeo for non-educational purposes
- ▶ Accessing OTT (Over the Top) streaming services using college networks
- ▶ Engaging in any kind of cybercrimes, including software piracy

## **ELECTRONIC COMMUNICATION SYSTEMS:**

- ▶ The institutional email id shall be utilized for all the official communication.
- ▶ Since the electronic communication systems are property of the institute, therefore all
- ▶ The members need to abide by the institutional code of conduct for a diligent use.
- ▶ The institute possess the right to delete, amend or modify any communication detrimental to its rights.

## **SOFTWARE LICENSING & HARDWARE MAINTENANCE:**

- ▶ The IT administration committee must duly approve the software's to be installed in the campus.
- ▶ The software must be used by only the members of the committee for an authorized purpose.
- ▶ Third party software need to be procured with necessary license registered in the name of the institute.
- ▶ Pirated software will be strongly discouraged by the committee.
- ▶ Appropriate anti-virus will be installed in all the computers/laptops/tablets being accessed by the college.
- ▶ Trained IT staff selected by the committee members will be responsible for identifying issues and resolving them.
- ▶ All the computing and networking devices shall be purchased from authorized vendors through legal tender.

## **SYSTEM & TECHNICAL ASSISTANT:**

- ▶ The overall IT infrastructure and Resources in college is taken care by System and Technical assistant
- ▶ Manages and Monitors bandwidth of Internet, Websites, ERP, Mobile Apps etc
- ▶ Allocates and manages IP addresses to individuals and department

## **DISCIPLINARY ACTIONS:**

- ▶ The colleges reserves the right to check compliances with the policy from time to time. Any breach of this policy will lead to disciplinary action, in accordance with the rules of the college.

## ■ DATA BACKUP AND RECOVERY:

- ▶ The IT System Engineer is responsible for periodically taking the back up of the college ERP, website and other data. Further, whenever needed, the Web Administrator is expected to conduct security audits in the IT systems in use in different sections of the college, in consultation with the Principal, employing the resources available in the college to check possible security issues and threats

## ■ USE OF WI-FI:

- ▶ Permission must be obtained from the IT System head, before connecting to any new device to the college network. In order to regulate the use of Wi-Fi connectivity available in the college campus, all the users of Wi-Fi are recognised and allotted unique IPs.

## ■ CONFIDENTIALITY & PRIVACY OF OFFICIAL DATA:

- ▶ Different individual members of the college community who have access to the college database and various personal details of students are expected to respect the privacy of students and maintain complete confidentiality while dealing with student details. It is the policy of the college and not to share the database of students to anyone, even for holding campus placement drives. However, the details, of students who have signed up for a placement drive may be shared to firm concerned, with a request to respect the privacy of students. Further, it is the policy of the college not to spam the mailboxes of students with any kind of promotional content