

**SWARNANDHRA COLLEGE OF ENGINEERING AND TECHNOLOGY
AUTONOMOUS
IT POLICY**

Introduction:

The **Swarnandhra college of Engineering and Technology** Information Technology (IT) Policy sets forth the central policies that govern the responsible usage of all users of the Institute's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the Institution is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others.

Applicability:

The IT Policy applies to all Institute faculty, staff and students and all others using the IT resources, whether personally or of Institute owned, which access, transmit or store various types of related information.

1. Objectives

Each user of the Institution Information Resources must ensure that it is used for promoting the mission of the Institute towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- 1.1 To ensure the integrity, reliability, availability, and superior performance of the Institute IT Systems
- 1.2 To use IT as a tool to develop and sustain E-governance in the functioning of the College.
- 1.3 To ensure that the IT resources protects the official e-identity (allocated by the College) of an individual
- 1.4 To ensure that all the users of the College are responsible for adhering to the techniques governing the implementation of this Policy document and any other matter incidental to those rules

2. Areas:

2.1 IT usage and Prohibitions

- 2.1.1 The users of the Institution shall make effective usage of campus systems, internet, wireless resources, college websites and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the College and e-Library resources.
- 2.1.2 The College shall stress upon the users to comply with College policies and legal obligations (including licenses and contracts).
- 2.1.3 The College shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.

- 2.1.4 Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited. Page 2 of 3
- 2.1.5 Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the Colleges information resources is a violation of this policy.
- 2.1.6 Social Media - Users must abide by the rules of the College towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.
- 2.1.7 Commercial Use - The College IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under College rules.

2.2 Security and Integrity

- 2.2.1 Personal Use - The College IT resources should not be used for activities violating the basic functionality and mission of the College, except in a purely incidental manner.
- 2.2.2 The users must refrain from making any unauthorized access of information in order to promote secure access of Network and Computers.
- 2.2.3 The competent system administrator may access the information resources for a legitimate purpose.
- 2.2.4 Firewall - Additional procedures to maintain a secured flow of internet and intranet based traffic in the campus shall be managed through the use of Unified Threat management (firewall).
- 2.2.5 Anti-virus and security updates - The regular updation of the anti- virus policy and security updates should be done for the protection of computing resources.

2.3 IT Asset Management

- 2.3.1 Asset Management: The College shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the University. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the College.
- 2.3.2 Copying and Distribution: The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software's.
- 2.3.3 Risks: The College shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internetconnectivity for a fail-safe internet access
- 2.3.4 Open Source Asset: The College shall endeavor towards the promotion and effective usage of open source software's

3. Operating Aspects:

- 3.1** College Governance including E-governance The College shall endeavor to ensure fair implementation of this policy so as to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the College governance structure.
- 3.2** The respective Heads of the Institutions shall be responsible for compliance with all College policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the College.
- 3.3** Individual Users The users are solely responsible for the activities they perform on Institute servers with their "Username / Password" pairs and IP (Internet Protocol) addresses assigned to them

4. Violation of Policy:

Any violation of the basic objectives and areas mentioned under the IT Policy of the College shall be considered as a violation and as a misconduct and gross misconduct under College Rules.

5. Implementation of Policy:

For implementation of this policy, the College will decide necessary rules from time to time.

6. Review and Monitoring:

The Policy document needs to be reviewed at least once in three years and updated if required, so as to meet the pace of the advancements in the IT relates development in the industry.



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