



## **INFORMATION TECHNOLOGY POLICY**

### **Preamble**

Information Technology (IT) policy sets forth those policies that govern responsible usage including IT facilities allocated centrally or by individual departments. Every user of the College is expected to be familiar with and adhere to this policy. They are responsible for proper usage, protection of information resources and privacy aspects.

### **Scope**

The usage of IT resources is aimed at promoting the mission of the College in teaching, research and extension activities.

### **Objectives**

- To ensure the integrity, reliability, availability and performance of the IT systems
- To ensure that all users adhere to the procedures and facilitate the implementation of this policy

### **Policy**

- The users shall make effective usage of systems, internet, wireless resources, official websites, and administrative system portal for various application including e-library resources.
- The college shall periodically advise the users to comply with the policies and obligations (including Licenses and Contracts).
- The users shall not send, view or download fraudulent, harassing, obscene, threatening and other messages or materials that are in violation of applicable law or college policy.
- Users shall not violate the copyright law and shall respect license agreement related to copyright materials.
- To ensure a robust, continuously available and effective technology environment, there is a need to evolve and implement an appropriate IT policy. All users of IT resources shall abide by the provisions of this policy.



## **Operating Aspects**

- The College shall endeavour to ensure fair implementation of this policy so as to meet with the objectives of its formulation
- The respective heads of the departments shall be responsible for the compliance of the College policy related to the handling of information resources Centralized facilities like Campus Networking, Computer Centre, Internet etc.,

## **Responsibility**

- Internet facility is provided to all students and members of the staff.
- Procurement of hardware, software, maintenance and updates as and when required are done by following the college norms.

## **Procedure:**

The college follows a systematic procedure for the disposal of outdated computers.

- The outdated computers are thoroughly checked and the functional parts are kept for reassembling and worn out parts are sent to scrap and e-waste.
- Based on the condition, certain outdated computers are given to the neighbourhood schools and community.

## **Implementation**

Information and Technology Policy will be executed through a specially constituted committee with the cooperation of stakeholders.

## **Approval and Review**

Information and Technology Policy will be reviewed once in three years or as and when required. The Correspondent will be the custodian of the policy.