VSM COLLEGE (A)::RAMACHANDRAPURAM

VSM College (A) IT Policy

Purpose of IT Policy

- To maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus.
- To establish College-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and/or controlled by the College.
- To work as a guide to stakeholders in the usage of the College's computing facilities including computer hardware, software, email, information resources, intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

Scope of IT Policy

- College IT Policy is applicable to all the areas which include college administration, individual departments, Library, Computer Labs, Laboratories, and Administrative Offices of the College. It applies even to the individuals of the college community.
- Computers owned by the individuals, using campus network, should comply the College IT policy.
- Main areas of concentration of IT policies are:

  o IT Hardware Installation and Maintenance Guidelines
  o Software Installation and Licensing Guidelines
  o Network (Intranet & Internet) Use Guidelines
  o E-mail Account Use Guidelines
  o Web Site Hosting Guidelines
  o College Database Use Guidelines
  o Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines

- With the approval of the Principal and the Head of the Department, System Administrators handle the Installation and Maintenance process of the IT Hardware to the respective departments.

- The faculty members or the concerned Department is responsible for the IT Hardware provided to them and they will be held responsible if any loss or damaged incurred to them.

- Based on the Academic requirements respective faculty departments will submit the IT requirements (Hardware and Software).

- After reviewing the availability of the stock and requirements, the Procurement process is initiated. The details of the procurement need to be entered in the Stock register.

- System administrators need to do the maintenance check, periodically, and need to update the details in the Maintenance register.

- The IT Hardware movement, within the college or outside the college, is to be recorded in the Movement register.

- Written-off instruments/equipments, Computers, Cathode Ray Tube (CRTs), printers, batteries which constitute the major e-waste to be sold regularly.

Software Installation and Licensing Guidelines

- As per the College IT policy, authorized and open source software installation on the computers. The Department / Individual will be held responsible if any violation is identified.
- Advised to use Open source software wherever possible.
- Only licensed software is permitted for the installation. The software should adhere to the ISO standards.
- Installation and Updated Antivirus Software in the systems.
- Periodic back-ups need to be done by the system administrators and the data to be stored in external hard disk.

Network (Intranet & Internet) Use Guidelines

- All the computers (PC/server) which are linked to the College network should have an IP address assigned by the System Administrators.
- Each computer system should have its own IP address and cannot be interchanged.
- Any change in the IP address by any individual is considered as policy violation.
- Network configuration will be done only by the System Administrators.
- Server software to be run under the guidance of the System Administrators.
- Should follow the compliance rules and the policies while accessing remote networks.
- Facilities like Internet and Wi-Fi are to be used for academic and administrative purpose only.

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Email Account Use Guidelines

- Faculty members are provided with an e-mail which to be used only for the academic and official purpose.
- Faculty members should take due care to ensure that the usage of their e-mail account does not fall under any violation.
- Use of e-mail facility for personal benefit is considered as a violation of the College IT policy which may lead to the withdrawal of the facility.
- Faculty should not be involved in the interception or break into other's e-mail accounts as violates the privacy policy.
- Impersonating other's e-mail account is considered as an offence under the College IT security policy.

- It is ultimately each individual's responsibility to keep their e-mail account free from violations of College's email usage policy.

Web Site Hosting Guidelines

- The College Website should be used to provide academic and administrative information for its stake holders.
- Website Updation Committee is responsible for content updation and maintenance of the website.
- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- The departments, and Associations of Teachers/Employees/Students may have official login page on Website. Official Web pages must conform to the College Web Site Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning
- Website Updation Committee need to take proper measures in safeguarding the security of the data hosted on the website.

College Database Use Guidelines

- The databases maintained by the College administration under the College's e - Governance must be protected.
- College is the data owner of all the College's institutional data generated in the College.
- Individual or departments generate portions of data that constitute College's database. They may have custodianship responsibilities for portions of that data.
- The College's data policies do not allow the distribution of data that is identifiable to a person outside the College.
- Data from the College's Database including data collected by departments or individual faculty and staff, is for internal College purposes only.

- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies the College makes information and data available based on those responsibilities/rights.
- Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC Office of the College
- Requests for information from any courts, attorneys, etc. are handled by the Office of the College and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the IQAC Office of the College for response.
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Dean, IQAC coordinator, Controller of Examinations and Finance officer of the College.
- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to .
- Certain violations of IT policy laid down by the College by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Responsibilities of Network/System Administrators

- To Design College Network and perform Backbone operations
- To follow Global Naming & IP Addressing conventions
- To review the existing networking facilities, and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks
- To configure and maintain IT facilities provided in class rooms, Labs and Semi
- To receive and address complaints from users of college network
- To Maintain servers in the server room

- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices.
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

E-waste Management

- The Institution as undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.
- Old configuration computers and LCD Projectors are transferred to the schools run by our education society.
- The major e-waste such as written off instruments / equipment's, CRTs, Printers, Computers are sold out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronics gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.