Information Technology (IT) POLICY

Vande Mataram Degree College of Arts, Commerce and Science(CS &IT)

IT Policy

Purpose:

The purpose of this information technology(IT) policy is to establish guidelines for the use of IT resources at Vande Mataram Degree College of Arts, Commerce and Science (CS & IT). This policy applies to all faculty, staff and students of the college.

Scope:

This policy covers all IT resources owned or operated by the college, including but not limited to:

- Computers
- Servers
- Networks
- Software
- Data

Policy:

Acceptable use of IT Resources:

IT resources should be used for the following authorized purposes.

- Accessing and using the internet for Educational and Research purposes
- Using email for communication with Colleagues, Students and other authorized individuals
- Using multimedia software for educational and research purpose only.

Unacceptable uses of IT Resources:

- Using IT resources for commercial activities.
- Using IT resources for illegal activities.
- Using IT resources to harass, discriminate against, or invade the privacy of others.
- Using IT resources to engage in unauthorized hacking or other malicious activity

Data Security Policy:

The following are the more detailed list of data security requirements:

- All data stored on IT resources must be encrypted and must be backed up regularly.
- Access to data stored on IT resources must be restricted to authorized individuals.
- Data stored on IT resources must be disposed of securely when it is no longer needed

Installation of Software and Applications:

- All the installation of softwares are done by the system administrators according to the courses and other admin works.
- Licensed Anti virus softwares has been installed for protection of virus attacks.
- Some of the open source softwares also in use for educational purpose.
- All the software updates will be done on regular basis.
- Users are not permitted to install unauthorized software on IT resources.

Internet and Wi-Fi Facilities and Access:

- Internet facilities are available in staff room, computer labs, library , admin office and all higher authorities rooms.
- Wi-Fi access also available in ground floor, third floor and fifth floor of the campus.
- Accessing and other networking components should be used for educational and research purpose only.
- Using the college's internet and Wi-Fi network for commercial and illegal activities should be strictly prohibited.

Management of E-Waste:

- E-Waste such as batteries, computers, peripherals and cables will be collected and the safe disposal will be done properly.
- There is a regular schedule for collecting E-waste from the campus.
- Explore opportunities for reusing or refurbishing electronic devices before considering disposal.

Incident Response:

- All users must report any suspected security incidents to the IT Policy cell promptly.
- Policy cell will conduct a thorough investigation of reported incidents.
- Violations of this policy may result in disciplinary actions, including to account suspension, revocation of access privileges.

Review and Revision:

- Regular review will be conducted to ensure the relevance of policy and it's effectiveness.
- Revisions to this policy may be made as needed, and users will be notified.

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