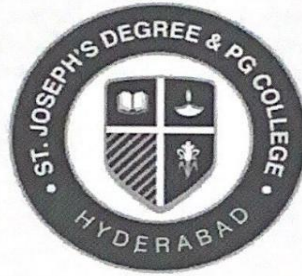# ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University
Re-accredited by NAAC (3rd Cycle) with B⁺⁺
King Koti Road, Hyderabad

IT POLICY

w.e.f: 2020-21

PRINCIPAL

Principal
ST. JOSEPH'S DEGREE & P.G. COLLEGE
King Koti Road, Hyderabad-500 029

IT POLICY

ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC (3rd Cycle) with B++ Grade

King Koti Road, Hyderabad

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 applies to technology administered by the College centrally or by the individual departments, to information services provided by the College administration, or by the individual departments, or by individuals of the College community
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the College
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the College IT policy.
- Further, all the faculty, students, staff, departments, authorised visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure, must comply with the Guidelines.
- IT policies broadly concentrates on the following areas

    - IT Hardware Installation and Maintenance Guidelines
    - Software Installation and Licensing Guidelines

- Network (Intranet & Internet) Use Guidelines
- E-mail Account Use Guidelines

- Web Site Hosting Guidelines

- College Database Use Guidelines

- Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines

- IT Hardware Installation and Maintenance is performed by System Administrators
- Faculty and the departments can submit IT Hardware requirements based on their academic requirmrnts.
- Procurement of IT Hardware should be initiated based on the availability of stock and the requirements submitted by the departments.
- Stock Register should be updated immediately when IT Hardware is Procured.
- IT Hardware Installation and maintenance services are provided only after receiving an approval from the concerned Head of the Department and the Principal.
- Maintenance of Computer Systems should be done periodically by System administrators and the same need to be recorded in the Maintenance register.
- Movement of IT Hardware within the college or outside the college should be recorded in Movement Register.
- The major e-waste such as written off instruments /equipment's, CRTs, Printers, Computers, batteries should be sold regularly.
- The Faculty or The Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed bared by them only.

Software Installation and Licensing Guidelines

- College IT policy allows authorized and open source software installation on the College computers. In case of any violation the College will hold the Department/Individual personally responsible.
- Open source software should be used in their systems wherever possible.
- Licensed software needs to be installed in the systems.
- Antivirus Software need to be procured and installed in the systems
- Backups of Data should be taken periodically by the system administrators and stored in External Hard Disk.
- Software's used for academic and administrative purposes should adhere to ISO standards

Network (Intranet & Internet) Use Guidelines

- Any computer (PC/Server) that will be connected to the College network, should have an IP address assigned by the System Administrators.

- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/individuals connecting to the College network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using a College's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wifi facilities should be used for academic and administrative purposes only.

E-mail Account Use Guidelines

- Every faculty is provided with an E-mail
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating the email account of others will be taken as a serious offense under the College IT security policy.
- It is ultimately each individual's responsibility to keep their email 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 stakeholders.
- The 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 the website should be correct and clear.
- The departments, and Associations of Teachers/Employees/Students may have an official Web page on the Website. Official Web pages must conform to the College Website 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
- The Website Updation Committee needs 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.
- Individuals 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 has 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/equipments, CRTs, Printers, Computers are sold out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronic 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.

Code of Conduct - Computer Lab policy

Computer Labs Rules

1. Don't save your files on the desktop (If you save any files that will be deleted at any time).

2. If you want to save any file which you needed for the educational use, you just forward files to your respected Mail ID.

3. Students should be wear a College ID card before entering the computer lab.

4. Playing games on computer in the lab is strictly prohibited.

5. Students are strictly prohibited from using social media websites, entertainment websites and downloading, viewing or distributing any offensive materials.

6. Before leaving the lab, Students must close all programs and keep the desktop blank.

7. Students are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer

8. Based on the prime priority, Students may be requested by the lab in-charge, to leave the workstation any time and students should agree to it.

9. Eating Food, drinking, sleeping, Conversation, discussion, loud talking is not permitted in computer lab and Silence must be maintained at all times in the lab.

10. Internet facility is only for educational/ study purpose.

11. Lab must be keep clean and tidy at all times.

12. If any problem arises, please bring the same to the notice of lab in-charge.

13. Bags/ hand bags/ rain coats/ casual wears/ shoes will not be allowed inside the computer lab, however note books may be allowed.

14. Students must keep mobile phones in "Switched Off" mode.

15. Students are not allowed to use personal Pen Drives, CDs, DVDs etc., in Lab.

16. No duplicate or pirated Software(s) will be allowed to be used in a Computer Lab.

17. Use of Computer Lab for personal work is prohibited.

18. Students must turn-off the computer and set chairs properly before leaving the computer lab.

19. The use of cell phones is prohibited in the computer lab as Cell phone usage in the computer lab distracts other students and instructors who are working.

20. Unauthorized copying and/or installing of unauthorized software is not permitted. This may be a violation of copyright laws.

21. Personal files are not to be stored on the local drive C, Students are responsible for providing their own means of digital storage. All lab computers are set up to remove any data stored or any programs installed by Students.

22. DO NOT leave your personal belongings at the computer. The College is not responsible for items left behind.

Principal
ST. JOSEPH'S DEGREE & P.G. COLLEGE
King Koti Road, Hyderabad-500 029