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## **IT POLICY -SAEC**

### **Need for IT Policy**

The computing resources at S.A.Engineering college(Autonomous) is intended to support the educational, instructional, research, and administrative activities of the college. The IT policy of the college is formulated to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus and provide guidelines on acceptable and unacceptable use of IT resources of the college. This policy establishes strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the College. Information assets addressed by the policy include data, information systems, computers, network devices, as well as documents and verbally communicated information.

Further, the policies shall be applicable at two levels:

1. End Users Groups (Faculty, students, senior administrators, Officers and other staff)
2. Network Administrators

This IT policy also applies to the resources administered by the central administrative departments such as Library, Computer Centres, Laboratories, Offices of the college, recognised sub units of the college and wherever the network facility was provided by the college. Computers owned by the individuals, or those owned by research projects of the faculty and students when connected to campus network are subjected to the ‘Do’s and ‘Don’ts displayed in the laboratory. Further, all the faculty, students, staff, departments, authorised visitors/visiting faculty and others who may be granted permission to use the information technology infrastructure of the college, must comply with the guidelines. Certain violations of IT policy by any member of the college community may even result in disciplinary action against the offender/s by the college authorities.

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### ***IT Hardware Installation Policy***

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The network user community of the college needs to observe certain precautions while getting their

computers or peripherals installed so that they may face minimum inconvenience due to interruption of services due to hardware failures.

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### ***Software Installation and Licensing Policy***

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Any computer purchase made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed. Respecting the anti-piracy laws of the country, the College IT policy does not allow any pirated/unauthorized software installation on the college owned computers and the computers connected to the campus network.

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### ***Email Account Use Policy***

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In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the college administrators, it is recommended to utilize the college email services, for formal communication and for academic and other official purposes. Email for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals.

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### ***College Database (of e-Governance) Use Policy***

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This Policy relates to the databases maintained by the college administration under the college's e-Governance. Data is a vital and important resource for providing useful information. Its use must be protected even when the data may not be confidential.

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### ***Responsibilities of the Administrative Units***

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INTERNET UNIT needs latest information from the different Administrative Units and departments of the college for providing network and other IT facilities to the new members of the college and for withdrawal of these facilities from those who are leaving the college, and also for keeping the college website up-to-date in respect of its contents.