

Vimala College (Autonomous)

Thrissur



Policy on Use of Information Technology-IT Resources



VIMALA COLLEGE (AUTONOMOUS), THRISSUR
KERALA 680009

Policy No.	VC/ Policy/ 14				
Policy Name:	Policy on Use of Information Technology (IT) Resources				
Drafted by	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	Adopted:	2018-19	Revised:	2020-21
Approved by	Governing Council	Date:	08 April 2021		
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PRINCIPAL IN-CHARGE,
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009

Preamble

Vimala College (Autonomous), Thrissur maintains an IT policy for the responsible use of college's IT assets and resources. This policy is meant to safeguard the College's IT infrastructure and resources meant for education, research, administration, and community outreach programs in line with our mission and vision. It includes rules and regulations that need to be followed by all individuals and organizations accessing, using, or maintaining College's IT assets and resources.

Objectives of IT Policy

- To ensure the security and confidentiality of all data and information created by Vimala College.
- To protect College's IT assets and resources from unauthorized access and misuse.
- To ensure that the College's IT resources are used for promoting its mission towards teaching, learning, research, extension, and administration.
- To ensure that all the users are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

For whom this policy is applicable

This policy applies to students, faculty, administrative staff, alumni, hardware and software vendors, and all other personnel who are engaged in academic, administrative and outreach activities of the college, regardless of physical location or device used. All IT resources of the institution, all information stored in any form such as documents, videos, audio recordings, all communications using IT resources such as email, text message and voicemail are governed by this policy.



Security and Integrity

The IT resources of the College should not be used for activities violating the basic functionality and mission of the College. The users must refrain from making any unauthorised access of information. The competent system administrators may access the information resources only for a legitimate purpose. The regular updation of the anti-virus policy and security will be done for the protection of IT resources. The College will initiate additional procedures to maintain a secured flow of internet and intranet based traffic in the campus shall be managed through the use of Unified Threat management (firewall).

Risk Management:

The College implements standard procedures for identification, minimisation and monitoring of risk impact by preventive and corrective measures. This include procedures for timely data backup, replication and restoring policies, power backup and alternate internet connectivity for a fail-safe internet access.

Access control

This policy is meant to regulate both physical and electronic access to IT assets and resources of the college. Confidentiality should be maintained while accessing academic, administrative and personal data of the College. The access to data and systems is restricted to authorized individuals only. The user is responsible for all actions performed under their network identifier. The users should not attempt to access information without proper authorization.

Usage control

Vimala College holds the sole ownership of any data created by all activities including but not limited to academic, research and administrative processes conducted in the college. The college will systematically monitor all IT resources to



ensure confidentiality, integrity and availability of resources, in line with laws, regulations and licensing requirements governing them. The users are to comply with intellectual property rights and licensing agreements that apply to software and other IT resources.

Retention

The College will maintain appropriate retention period to ensure continued operations and security of IT assets, resources, and personal information of Vimala College Community, wherever is applicable. All data and systems are to be properly disposed of after the retention period wherever is applicable.

Responsibilities for updating Web Pages

Departments, cell, and individuals are responsible to send updated information time to time about their Web pages to the Website Committee and the Committee shall be accountable for uploading and updating the contents in the website.

General guidelines

- All members of the College are encouraged to use college electronic mail (e-mail) as an efficient tool for communication on College-related matters.
- The official email facility should be used primarily for academic and official purposes
- The drive of the official email should be used only for storing educational resources and not for personal documents
- All accounts, confidential resources and systems must be password protected. Follow general guidelines for setting up strong passwords by combining alphabetic, numeric, and special characters to avoid unauthorized access. To ensure security and privacy, it is highly recommended to change password frequently and not to share password with others.



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- Account holders or authorized individuals are solely responsible for all actions carried out using all resources assigned to you.
- Be responsible while using college IT resources and maintain dignity and respect in communications with others.
- Users should not use copyrighted materials in any form without legal permission. User personally will be responsible for any copyright infringement.
- By using college IT resources, user agrees to abide by national and State laws.

Prohibited Activities

The following activities are strictly prohibited:

- Access College's IT resources and equipment without permission.
- Grant access to one's own information technology account to another individual by sharing password or by any other means.
- Use IT Resources to intentionally interfere with the work of other students, faculty members or college officials.
- Use, disclose, copy, modify or delete information stored on IT Resources without authorization.
- Usage of e-mail id and other network resources of college for commercial or political purposes, personal business, transmitting an e-mail containing a virus, sending chain e-mail or spam etc.
- Display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate based on caste, religion, gender, language, nationality etc.
- Posting/accessing/creating/viewing an offensive or inappropriate material using the IT resources of the College is strictly prohibited.



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- Access, create, publish or communicate information that is obscene, pornographic, abusive, defamatory, derogatory, threatening, violent or harassing, including material that may interfere with other individuals' rights.
- Use IT Resources to intentionally interfere with the normal operation of IT Resources including, but not limited to, flooding the network with messages, sending chain letters or pyramid solicitations, spreading viruses, etc.
- Use IT Resources for personal or political causes or for personal commercial gain.
- Gather other individuals' personal information under false pretences or for unlawful gain.
- Create and/or use world-wide web information pages or links to point to offending materials that conflict with rights and interests protected by Law.
- Send bulk commercial electronic messages without authorization from the College.
- Publishing any College information on social networking sites or the Internet that is confidential and has not been approved for public disclosure.
- Using social networking sites or publishing comments, opinions or statements for work-related purposes without College authorization.
- Implicitly or explicitly giving the impression that comments, opinions, statements made on social networking sites or the Internet represent the views/beliefs/stance of the College without prior approval from the College.
- Modifying/deleting the data items or software components by using illegal access methods.
- Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/ departments.



- Causing database or hardware or system software crash there by destroying the whole of or part of database deliberately with ulterior motives by any individual.
- Trying to break security of the Database servers.
- (Such data tampering actions by members of the College or outside members will result in disciplinary action against the offender by the College authorities.
If the matter involves illegal action, law enforcement agencies may become involved.)

Revisions to Policy and Dispute Resolution

Vimala College reserves the right to revise this Policy at any time. To comply with the request from higher authorities, college preserves the right to release the data confidential or otherwise. In case of disputes, Principal, Vimala College (Autonomous), Thrissur, will be the adjudicating authority and Principal's decision would be final.




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