



ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

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Accredited with 'B' Grade by NAAC, Recognized by UGC

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INFORMATION TECHNOLOGY POLICY

St. Xavier's College, Mahuadanr (Affiliated with Nilamber-Pitamber University, Palamau) is dedicated to providing quality education by embracing modern technologies to stay current with the times. The institution has formulated a comprehensive Information Technology Policy to establish rules, regulations, and guidelines for the proper usage and maintenance of technological assets. This ensures the ethical and appropriate utilization of the Information technology infrastructure established on the college campus.

Scope

The IT Policy applies to technology managed by the college, individual departments, and information services provided by the college administration and departments, or by individuals within the college community. It encompasses resources managed by central administrative departments such as the library, computer lab, college office, all departments, and recognized sub-units of the college like IQAC, as well as wherever network facilities are provided by the institution. The IT usage applies to stakeholders including faculty, students, administrative staff, higher authorities, authorized visitors, guests, and others who may be granted permission to use the information technology infrastructure of the college, and must adhere to the guidelines.

This policy pertains to all information technology and electronic resources (e-resources) of the institution, including but not limited to:

- All computers, data, information systems, equipment, hardware, software, network devices, intellectual property, documents, and verbally communicated information owned, processed, created, controlled, or maintained by the institution for protecting the confidentiality, integrity, and availability of the college's data and information.
- All resources such as wired/wireless network devices, internet access, official websites, official email services, data storage, web applications, desktop/server computing facilities, documentation facilities, Management Information Systems, Learning Management Systems, Online Admission Systems, E-Library sources, software, etc.
- Usage of these resources governed by the IT Policy is regularly reviewed and modified by the designated personnel to reflect changing requirements and operating procedures of the IT user community.

Principal
St. Xavier's College
Mahuadanr

Policy Summary

This policy applies to all campus activities, including faculty, office, administrative, and student activities. It plays a significant role in processing, creating, operating, maintaining, securing, and ensuring the legal and appropriate use of Information technology infrastructure established by the college on the campus.

Introduction

The institution and all its stakeholders are legally obligated to protect the sensitive data of the institution. The computer resources of St. Xavier's College, Mahuadanr are available to students, faculty, administrators, and staff for educational, research, and administrative purposes, aligned with the institution's vision and mission towards teaching, learning, research, and administration.

Purpose

The Information Technology Policy of St. Xavier's College, Mahuadanr ensures the integrity, reliability, availability, and superior performance of the College IT Systems. It helps maintain, secure, and ensure the legal and appropriate use of Information technology infrastructure established by the college on the campus. Its objective is to ensure that all users of the college's e-resources are responsible for adhering to the procedures governing the implementation of this policy.

The institution aims for easy access, prevents unauthorized access, and ensures the accurate and necessary delivery of data and information for both academics and administration. Data is used, managed, and protected appropriately to be:

- Rightly available.
- Comprehensive and accurate.
- Disclosed appropriately when required.

Definitions

The term "IT Resources" includes Email, Accounts and Access, e-Resources (remote or otherwise), College MIS data available on the intranet and internet, and physical resources such as servers, laptops, firewalls, antivirus, network switches, access points, etc.

Email

The Institution may send official correspondence to its community members via electronic mail. Faculty and staff are recommended to utilize the official email service using the college email account sxcmdanr@gmail.com and websites for official work.

Accounts and Access Restrictions

- Network access must be restricted via authentication or IP address restrictions. Passwords and data must be encrypted. Users are provided with User IDs and passwords for authentication.
- Each user is assigned a unique login name.
- Users should not share their passwords, and account holders will be held responsible for any misuse.
- intercepting or breaking into others' email accounts is prohibited.
- Users must not damage computer or network systems, introduce viruses, worms, or malicious code, tamper with systems, or attempt to degrade system performance.

E-Resources

E-resources may be used only for authorized purposes. All use must comply with institution policies, procedures, codes of conduct, laws, and regulations. The institution determines proper use and may prohibit or discipline use inconsistent with this policy or other standards.

Prohibited Use

Users must not send/view/download fraudulent, harassing, obscene, or threatening messages/materials. Copyright laws must be respected. Commercial use is prohibited unless permitted. Users must not damage or alter unauthorized material, share passwords, or attempt unauthorized access.

Usage Policy

Staff must use internet/network access responsibly, ethically, and lawfully. They must not share or use information for unauthorized purposes. Hardware/software must be used according to usage policies and licenses. Users should comply with policies and legal obligations.

Operational Procedures

- Users have official login IDs & passwords for e-resources.
- Laptops are provided to staff for official use.
- All departments have computers for official work. Faculty members have official email IDs.
- Students can access computers in the Computer Lab. USBs, hard disks, and mobile phones are prohibited.
- Data is regularly updated to prevent data loss.

Review and Monitoring

The Information Technology Policy is periodically reviewed by the institution's Principal if necessary.

