



Ref. No. :

Date :

IT POLICY

College IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus. Misuse of these resources can result in unwanted risk and liabilities for the College.

All departments, library and college office are installed with computer hardware and relevant software. Wherever needed institution has licensed software and Freeware software also been installed as per the necessity . The institute permits its members to use the computing facilities for official and reasonable personal use . Use of the institution network for any illegal, indecent purpose is prohibited as per applicable Indian IT act/law. Members are prohibited from removing any equipment that is provided for the benefit of all members.

Devices will have the latest version of antivirus and retain the setting that schedules regular updates of it. For New purchase or upgradation of IT equipments ,we need to submit requirements to the purchase committee ,then purchase committee takes the decision after consulting the management.

Only the IT Assistant(AMC holder) is permitted to install/ uninstall software on any computer/ reconfigure a computer owned by the institution. Members may not make use of the Organization's IT facilities for private financial gain or for commercial purposes outside the scope of official duties.

The Institution recognizes and supports the use of social media by its members. However it requires that the respect and dignity of the institution should be observed while using social media.

