

# St. Joseph's College of Arts & Science (Autonomous)

Affiliated to Annamalai University, Annamalai Nagar | Re-Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)

Recognised under section 2(f) and 12(B) of the UGC Act, 1956 | A Christian Minority Institution

St. Joseph's College Road, Manjakuppam, Cuddalore – 607 001.

Ph: (Office) 04142-286311 | E-mail: josecol27998@gmail.com | Websites: www.sjctnc.edu.in

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## INFORMATION TECHNOLOGY POLICY

### **1. About the Information Technology Policy**

St. Joseph's College of Arts and Science (Autonomous), Cuddalore-1 provides Information Technology products such as personal computers, printers, servers, ICT tools to Faculty, Non-Teaching Staff, Administrative staff and students. To ensure the proper usage, maintenance, ethical issues, health, safety and security related to Information technology products, IT policy has been defined. This policy provides rules, regulations and guidelines for proper usage of Information Technology related equipment's.

#### **1.1 Purchase**

- a) The procurement of Information Technology related equipment is done by placing the requirements to the Secretary and Principal.
- b) The Secretary endorses the purchase of the Information Technology related equipment.

#### **1.2 Compliance**

- a) End users of St. Joseph's College of Arts and Science (Autonomous), Cuddalore-1 should comply with the Information Technology policy.
- b) Disciplinary action will be taken against the end user who misuses information technology.

#### **1.3 Employee Training.**

- a) Basic IT training is given to the new employee of the College.
- b) End users of the college can request the principal for training on latest Information Technology installed in the campus.

#### **1.4 IT Support**

- a) There can be certain technological issues such as hardware/software installations which cannot be resolved by the employees, in such a case the employees are expected to get the help from the System Analyst or the Programmer.
- b) For some major issues such as replacement of Computers, non-working Information Technology equipment the employees should report to the Administrative office.

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## 2. Equipment Usage Policy

### 2.1 Objective

The equipment usage policy deals with the process of informing the employees about the purchase of the equipment, equipment management issues, rules and best practices to be followed in using the equipment.

### 2.2 Equipment Purchase

College for the benefit and official use of the employees and students procure the following equipment.

- a) Personal Computers, Laptops
- b) Printer, Scanner, Photocopier, Fax Machine, Keyboard, Mouse, Web Camera, Speaker, Modem etc
- c) Router, Switch, Hub etc...
- d) CCTV's

The inventory of all the Information Technology equipments will be maintained by the procured department.

### 2.3 Inventory Management

- a) The Equipment procured department will maintain the inventory of the equipment purchased.
- b) Information such as Item name, Brand Name, Configuration details, Purchase date, Purchase Cost and person in-charge is maintained by the procured department.

### 2.4 Equipment Allocation, De-allocation & Relocation

- a) Employees may be allocated Computers, laptops and printers when need arises.
- b) The Employee is not allowed to carry the equipment outside the college campus.
- c) The received equipment must be returned to the Admin office after the completion of the work.

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## 3. Personal Computer (PC) Standards

### 3.1 Objective

The Personal Computer Standard will aid the employees and the student in maintaining optimum work productivity. The software standards will ensure better system administration, effective tracking of software licenses and efficient technical support.

### 3.2 General Guidelines

- a) It is the duty of the concerned department to establish and maintain standard configuration of hardware and software.
- b) Multiple configurations are also maintained, based on the need of the concerned department.

### 3.3 Network Access

- a) The Local Area Network Architecture is implemented in the labs used by the students.
- b) Stand-alone systems as well as workstations are connected via Internet.
- c) Authentication is maintained using unique User Name and Password for each employee.
- d) This user name and password should be set with the authorization from the head of the institution.

### 3.4 Data Backup Procedure

- a) All data are backed up every semester and sensitive data are backed up in an external hard disk immediately.

### 3.5 Antivirus Software

- a) Antivirus software is installed in all the system to ensure security to the data stored in it.

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## 4. Internet Usage Policy

### 4.1 Objective

This policy ensures the etiquette to be followed while using Internet. The internet policy always increases the productivity and efficiency in the functioning of the college. It also provides the mechanism of using the internet securely.

### 4.2 General Guidelines

- a) Internet is a sensitive and efficient resource, so the college has the rights to examine, monitor and block the contents that is downloaded or viewed.

### 4.3 Internet Login Guidelines

- a) Each Employee is given a unique user id and password for accessing the Internet resource.
- b) Employee is given the rights to change the password when need arises.
- c) The user id allotted will be deleted on resignation or retirement of the employee.

### 4.4 Inappropriate Use

- a) Downloading or Watching Games and Movies are strictly prohibited.
- b) Downloading of Images, Files and software is prohibited, unless required officially.
- c) Accessing, displaying, uploading, downloading, storing, recording or distributing any kind of pornographic or sexually explicit material is strictly prohibited.
- d) Usage of Internet resource for personal business and gains is prohibited.

## 5. Software Usage Policy

### 5.1 Objective

The software usage policy ensures that open source software's are predominantly installed and used. The policy also ensures the proper usage of the ERP system which is used by the employees and students for all academic related activities.

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## 5.2 General Guidelines

- a) All software open source, free and purchased are pre-installed in the systems.
- b) Uninstalling of the software is done on request by the employee.

## 5.3 Compliance

- a) The College ensures that the software purchased is not duplicated, reproduced or distributed.



**PRINCIPAL**

**Dr. M. ARUMAI SELVAM, M.Sc., M.Phil., Ph.D.,**

**PRINCIPAL**

**St. Joseph's College of Arts & Science**

**(AUTONOMOUS)**

**CUDDALORE - 607 001.**