SANATAN DHARM COLLEGE MUZAFFARNAGAR (U.P.) INDIA

AFFILIATED TO MAA SHAKUMBHARI UNIVERSITY, SAHARANPUR

विद्यायामृतमश्नुते

IT POLICY 2021

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PRELUDE

S.D. College's (IT) Policy defines the rules that guide the responsible use of each user of the college information technology resources. It contains central or shared IT services of individual departments. Every member of the college is expected to know and follow it to practice.

Users of the campus network and computer resources ("Users") are responsible for the appropriate use and protection of information resources and to respect the rights of others.

FROM THE PRINCIPAL'S DESK

In today's digital age, technology plays a pivotal role in transforming education and enhancing productivity. I am thrilled to introduce an essential initiative that highlights our commitment to harnessing technology for academic excellence and operational efficiency – our IT Policy. This serves as a comprehensive framework, guiding our college community in the responsible and secure utilization of technology resources.

Through this policy, we aim to create a dynamic digital ecosystem that empowers students, faculty, and staff to leverage technology effectively. It outlines clear guidelines for the appropriate use of IT resources, including computer systems, networks, software, and digital platforms, while upholding ethical standards and respecting intellectual property rights.

In our pursuit of accessibility and inclusivity, our IT Policy emphasizes equal opportunities for all members of our college community to access and benefit from technology. We strive to ensure that our digital infrastructure and online resources are readily accessible to individuals with disabilities, fostering an inclusive and barrier-free learning environment.

Let us embrace the transformative potential of technology and harness its power to enhance teaching and learning, facilitate research and innovation, streamline administrative processes, and foster seamless connections within our college community.

Prof. Sudhir Kumar Pundir

"Technology is not an event. It's just part of everyday learning!"
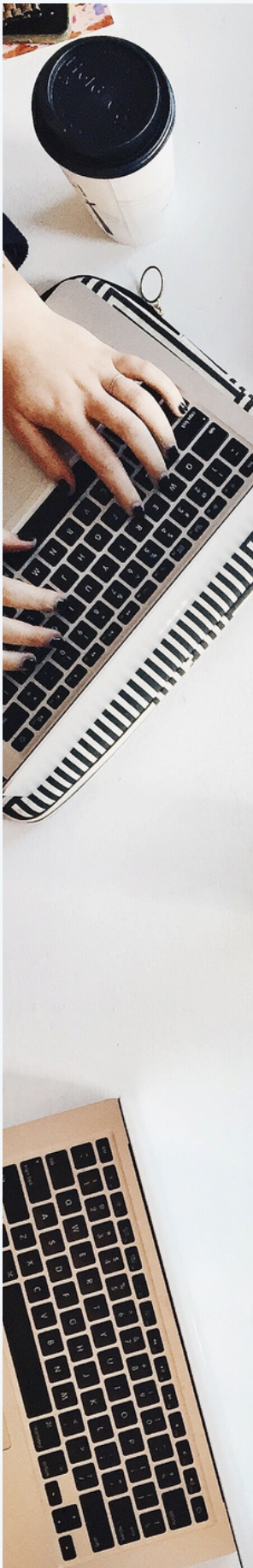
PERTINENCY

The IT policy applies to all staff, employees, and students of the College and everyone using IT resources, either personally or owned by the college, which access, the transmitter stores various relevant information.

AIM

Every user of the college's information resources must ensure their use on furthering the teaching and learning mission of higher education, research, and management. In particular, its main objectives documents are:

- To ensure integrity, reliability, availability, and excellence in the performance of the college's IT systems.
- To ensure that all users of the College are responsible for following the procedures to comply with this policy document and all other matters related to these policies.

NECESSITY OF IT POLICY

- Basically, the purpose of the college's IT policy is to maintain, secure and ensure the legal and appropriate use of the information technology infrastructure established by the college on campus.

- This policy establishes college-wide strategies and responsibilities for protecting the confidentiality, integrity, and availability of information assets used, created, managed, and/or controlled by the college.

- In practice, information assets include information, information systems, computers, network equipment, intellectual property rights and documents, and oral information.

The purpose of the IT policy is to set direction and provides information about acceptable actions and prohibited actions or rule violations. Guidelines are created and provided to assist the organization, departments, and individuals who belong to the college to understand how college policy is implemented in several important areas and achieve consistency with promulgated practices.

IT MANAGEMENT AND CONTROL

- Users of the college must use the campus efficiently collaboration systems, Internet, wireless resources, official websites ERP solutions, learning management system, remote login-based services Colleges, and e-library resources.

- The college encourages users to comply with the college's policies and legal obligations (including licenses and agreements).

- The college strives to organize awareness programs to help users become familiar with the effective use of information technology resources.

- Prohibited Use – Users may not post, view or download Fraudulent, harassing, obscene, threatening, or other messages or materials that violate applicable laws or College policies. Participating in creating a hostile study or work environment is prohibited.

- Copyright and Licenses – Users must not violate copyright law and must respect the licenses of copyrighted material. For the avoidance of doubt, the illegal sharing of files using College resources is against this policy.

- Social Media – Users must comply with the College's rules when using social networking sites, mailing lists, newsrooms, chat rooms, and blogs.

- Commercial Use – College IT resources must not be used for commercial or promotional purposes, through advertising, solicitation, or other means of communication, except as permitted by college rules.

SECURITY AND INTEGRITY

- Personal Use – college IT resources may not be used for activities that violate the core functionality and mission of the college, except on a purely incidental basis.

- Users should prevent unauthorized access to information to promote secure access to networks and computers.

- Firewall – Additional measures to maintain secure Internet and intranet-based traffic on campus are managed through Unified Threat Management (Firewall).

- Antivirus and security updates – Regular update Antivirus policies and security updates must be made to protect computer resources.

INFRINGEMENT OF POLICY

Violation of the main objectives and areas specified in the IT policy of the college is treated as a violation and gross misconduct according to the rules of the college.

ANALYSIS AND INSPECTION

The policy document must be reviewed at least once every two years and updated if necessary, so that it responds to the pace of development of the IT infrastructure. This policy document is reviewed by the Principal and IQAC coordinator. Other members of the committee are the members of Website and Technical Committee and other members appointed by the IQAC.

"*Tech gives the quietest student a voice.*"

- Jerry Blumengarten