



AKSHAYA

COLLEGE OF ARTS AND SCIENCE

Approved by Government of Tamil Nadu & Affiliated to Bharathiar University, Coimbatore

📍 Kinathukadavu, Coimbatore-642 109 ☎ 97509 11292 / 97509 11200

5. INFORMATION TECHNOLOGY (IT) POLICY

The Information Technology (IT) Policy of the institution is established to ensure the secure, efficient and effective management of the institution's IT infrastructure and digital resources. The institution promotes technology enabled teaching, learning, research, and administrative practices through the active participation of all stakeholders. This policy safeguards the confidentiality, integrity, and availability of information assets while fostering awareness of responsible technology use among staff and students. The institution is committed to continuously improving its IT services and information security practices in alignment with institutional goals and regulatory requirements.

Objectives

The objectives of this policy are:

- To ensure proper access and responsible use of the College's IT resources and facilities.
- To protect information assets including data, information systems, computers, networks, software, digital records, intellectual property, and communication resources.
- To provide a secure, reliable, and efficient computing environment for teaching, learning, research, and administrative activities.
- To prevent unauthorized access, misuse, alteration, disclosure, or destruction of institutional information resources.
- To establish clear roles and responsibilities for all users of IT resources.
- To ensure compliance with applicable laws, regulations, and institutional policies relating to information technology and cyber security.

Acceptable Use of IT Devices

- Any computer, laptop, printer, server, network device, or other digital equipment connected to the institution network shall be owned, approved, or registered with the institution.
- The institution reserves the right to restrict or deny access to any device that does not comply with institutional requirements.



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Roles and Responsibilities

- The institution shall implement appropriate controls to ensure compliance with this IT Policy.
- The Computer Centre/System Administration Team shall be responsible for implementing, monitoring, and maintaining IT services and security measures.
- All users shall utilize IT resources only for academic, research, administrative, and institutional purposes.
- Users shall comply with all applicable Government regulations related to information technology, telecommunications, and network usage.
- Users shall not install unauthorized hardware, network equipment, or software without prior approval from the System Administrator.
- CCTV systems may be used for campus security, safety monitoring, asset protection, and investigation purposes.

Access to Network and Internet

- The institution shall provide controlled access to Internet and Intranet services for authorized users.
- Users shall not attempt to bypass security controls, access restrictions, or network filtering mechanisms.
- Activities that may compromise network security, performance, or institutional reputation are strictly prohibited.

Access to Wireless Networks

- Users shall register their devices and obtain authorization before connecting to the institution wireless network.
- Only authenticated users and approved devices shall be permitted to access wireless network services.
- Users are advised not to connect institutional devices to unsecured wireless networks.



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Monitoring and Privacy

- The institution reserves the right to monitor, audit, and review network and system usage to ensure compliance with institutional policies and legal requirements.
- Authorized personnel may access, review, or investigate electronic communications and stored data when required for security, maintenance, legal compliance, or institutional purposes.

Maintenance of Computing Facilities

- The Computer Centre/System Administration Team shall be responsible for maintaining institutional computing facilities and network infrastructure.
- Users shall ensure proper care and physical safety of equipment assigned to them.
- Any hardware or software malfunction shall be reported immediately to the System Administrator.
- Regular backup of important institutional data shall be performed by users to ensure data security and availability.
- All institutional IT equipment shall remain as the property of the College.

Hardware Maintenance Policy

- All computers and peripherals shall be connected through appropriate power protection systems such as UPS.
- Network cables and electrical connections shall be installed following safety standards and best practices.
- File sharing shall be enabled only when necessary and shall be protected with appropriate access controls.
- Hardware maintenance requests shall be attended to by the Computer Centre or authorized service providers.

Software Maintenance Policy

- All computer systems shall use licensed and legally acquired software.
- Installation of pirated, unauthorized, or unlicensed software is strictly prohibited.
- Operating systems and application software shall be updated regularly with security patches and updates.



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- Antivirus software shall be installed and maintained on all institutional computers.
- Users shall not install software without prior approval from the competent authority.
- Regular backups of important data shall be maintained by users.

Network Policy

- Network services provided by the institution shall be used only for legitimate academic and administrative purposes.
- IP addresses shall be assigned and managed only by the Computer Centre/System Administrator.
- Devices causing security threats or network disruption may be disconnected from the network.
- Network traffic may be monitored to ensure security, performance, and compliance with institutional policies.

Filtering and Blocking of Websites

- The institution may block access to websites or online content that violate applicable laws, compromise security, contain harmful material, or adversely affect academic productivity.

Violations

- Violations of this policy shall be reviewed on a case-by-case basis.
- Users found violating the policy may receive warnings, temporary suspension of IT privileges, or disciplinary action depending on the severity of the violation.
- Serious or intentional violations may result in disciplinary proceedings as per College rules and regulations.
- The decision of the Principal and Management shall be final regarding matters related to the implementation and enforcement of this policy.

Chairman
Akshaya College of Arts and Science