=======================================================================

## Information Technology Policies and Guidelines

IT policies and guidelines are framed to maintain the security of computer systems, networks, and information resources as per the standard guidelines. All users of these facilities, including technology developers, end users and system administrator are expected to be familiar with these policies and the consequences of violation.

The Information Technology Policy guides, directs and approves the establishment and implementation of policies, guidelines and standards pertaining to the use of IT within the institution.

"Information technology policies ensure that everyone's use of the Institute's computing and telecommunications resources supports its educational, research, and administrative mission in the best possible way."

The institution has formed Information Technology Committee to ensure the Campus – wide strategies and responsibilities for providing confidentiality of the information assets that are accessed, created, managed, and/or controlled by the Institution.

### IT Hardware Installation Policy

Faculties and students need to observe certain precautions while getting their computers or peripherals installed.
The Following are the main considerations:

- **Warranty**

Computers purchased by any Department/Cells should preferably be with a comprehensive warranty. After the expiry of warranty, computers would be maintained by Lab Technician or System Admin or by external Service Engineers on call basis. Such maintenance should include System· up gradation, Motherboard Service and Peripherals service.

- **Power Connection to Computers and Peripherals**

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthling and have properly laid electrical wiring.

- ## Network Cable Connection

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

## Software Installation Policy

Computer systems used in the institute should have anti-virus software installed, and it should be active at all times. The admin of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have all the adequate software to be installed and maintained. Faculty and Students should make sure that the software is running correctly. It may be noted to system admin and get installed on the system with the help of technician.

## Backup of Data

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer.

## Network (Intranet & Internet) Use Policy

Network connectivity provided through an authenticated network access connection or Wi-Fi is governed under the Institute IT Policy. The system admin is responsible for the ongoing maintenance and support of the Network, exclusive of local applications.

## IP Address Allocation

Any computer (PC/Server) that will be connected to the institution network should have an IP address assigned by the admin. Departments should follow a systematic approach, the range of IP addresses that will be allocated to each system as decided. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location. As and when a new computer is installed in any location, the concerned user has to take IP address allocation from admin.

## Wi-Fi Policy

The access to institution Wi-Fi is restricted to the registered device only.

Usage of Wi-Fi in hostels and common places is to enhance the accessibility of internet for only academic purposes and to browse exclusive online resource for student's/faculty members and staffs.

## Email Account Use Policy

In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the Institute's administrators, it is recommended to utilize the institute's e-mail services, for formal Institute communication and for academic & other official purposes.

Email for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal Institute communications are official notices from the Institute to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Institute messages, official announcements, etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to https://gmail.com with their User ID and password. For obtaining the institute's email account, user may contact admin for email account and default password.

## Confidentiality

Staff or student accessing or disclosing private or sensitive information that is outside the specific job responsibilities is prohibited without the approval of the management. Violations or inappropriate use of administrative access will be met with disciplinary measures up to and including termination.

PRINCIPAL,
Vivekanandha College of Engineering
for Women, (Autonomous)
Tiruchengode (Tk.) Namakkal (Dt.)
Tamilnadu - 637 205.

### Disposal of e- Waste Policy:

Disposal of electronic Waste shall be done as per the Standard Operating Procedures of the E-Waste Management of the institution.

### Breach of IT Policy

Users are encouraged to be vigilant and to report any suspected violations of IT Policy immediately to the system admin. On receipt of notice of any suspected breach of IT Policy, the institute reserves the right to suspend a user's access to confidential data. If any breach of policy is observed, then disciplinary action up to and including dismissal in the case of Staff, expulsion in the case of Students or contract termination in the case of third parties may be taken in accordance with the disciplinary procedures.

PRINCIPAL,
Vivekanandha College of Engineering
for Women, (Autonomous)
Tiruchengode (Tk.) Namakkal (Dt.)
Tamilnadu - 637 205.