



IT Policy



IDHAYA COLLEGE FOR WOMEN

(Run by Immaculate Sisters)

Affiliated to Bharathidasan University / G.O. No.237 / Dt. 22.06.2000

UGC Recognized 2(f) & 12(B) of Institution

Post Box No.66

Kumbakonam - 612 001

Thanjavur (Dt.,)

PRINCIPAL

Tele : 0435 -2414077, 2414554 Cell: 89034 86215 email: idhayacollegekum.org@gmail.com, website : www.idhayacollegekum.org

Integrated Information Technology Policy

Idhaya College for Women in Kumbakonam has committed to provide students the best possibilities to engage with up-to-date technology. According to us, such technology ought to encourage the growth of pertinent abilities including creativity, critical analysis, teamwork, and communication.

Information Technology Policy describes the user privilege of reasonable access and the protection of users' rights, as well as the rules and procedures for accountability, responsible use, and management of the college's Information Technology Resources (ITR). The ITRs are designed to support faculty and student academic endeavours as well as all administrative tasks essential to the College's operation. The College prioritizes its educational purpose and offers ITR services to its first-generation, primarily rural students who lack the necessary resources at home.

The College Management assumes that the ITR will be utilized by Authorized Users (AU) in accordance with the College Code of Conduct and Policies and any other rules that may be in effect from time to time. All of the campus's Technological Resources (TR) is owned by and under the sole control of the college administration.

For the purposes of this policy,

- i. "Technology Resources" (TR) refers to all computer hardware, software, and related services that the institution owns, manages, or hires. These include all computer systems and devices, such as laptops, printers, fax machines, photocopiers, phones, and other

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electronic devices, as well as software, data, college email accounts, Wi-Fi and communication networks, among other things, that are connected to these systems.

- ii. Authorised Users (AU) comprise the systems administrator, the hardware/technical support team, college-enrolled students, teachers and administrative staff.
- iii. The College Management is the administrator of all ITR. The College Management has the authority to keep a watch on, have access to, and guarantee proper use of ITR. The College may take disciplinary measures for violations of this policy, including rustication, cancellation of admission, contracts, and/or appointments, as well as legal action in the case of major offences. The user has voluntarily made them accessible to the public, as by posting to a blog or a web page.

The results of such monitoring, including the content and records of specific communications, may also be disclosed by the College, at its discretion, to appropriate college staff or law enforcement authorities.

College Technology Resource may only be used by AU (CTR). One or more accounts with the right access limitations may be given to an AU of TR. Only those who have been granted access to TR through a recognised college process may use it.

Individuals User (IU) may not attempt to change the authorization linked to otherwise permit accounts without first obtaining Technology Services' approval (TS).

AU should only use the TR that they have been granted permission to use, and only in the ways and to the extents specified in such permissions. Users are accountable for all actions taken using their login credentials.

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Users of College Technology Resources (UCTR) are not permitted to significantly impair other users' abilities on any College system, service, or network resource, nor are they permitted to cause or attempt to cause excessive pressure on any computing component.

UCTR is required to uphold the security, confidentiality, integrity, and accessibility of the information that the college has entrusted to them as well as to respect the privacy of others.

UCTR may only utilise lawfully obtained licenced tools and materials in accordance with the college laws and regulations.

One should only use the applications that the institution provides to complete any work-related tasks. The only exception is for sponsored research initiatives where using other resources is required under the grant, contract, or award's terms.

S. Enayyath

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